***PROJECT AGREEMENT***

**Name of Project: Project Name**

**Project Type: New Construction, Expansion, Deferred Maintenance & Renewal, Renovation & Repurposing** (select the appropriate one(s))

**Location of Project: University, Campus, Building Name and Number, City**

**Project Number: ########**

**Date of Agreement: Month, day, year**

**INTRODUCTION**

A Project Agreement (PA) is required for all Capital Projects with a Total Project Cost anticipated to exceed $2.5 million. For project under $2.5 million, a project agreement should be attached to the FPA or all of the components of the PA may be incorporated into the FPA.

The PA represents a formal agreement between the affected program department(s), the University’s chief facilities administrator, the chief academic officer, the chief financial officer, the chancellor, and the chief facilities administrator documenting a common understanding of the programmatic need, project scope, and other matters related to the project.

**BODY OF THE AGREEMENT**

Basis for the Project

*Provide a brief but concise background that provides the basis for this project. Briefly explain what circumstances lead to the determination that this project was needed and why it needs to be done now.*

*The following sections provide more specific detail on the programmatic need, strategic importance, impact to the programs or department, how it enhances their mission, what analysis was done to justify the project and the impact that the construction will have on the area and operations, what costs will be incurred as a result of this project beyond the project cost, the Funding sources and if this will be phased to facilitate multi-year funding, the total cost of this project product (lifecycle costs), and the schedule for the project.*

Programmatic Need

*Insert text to describe the programs that will be impacted by this project, how they will be enhanced, and describe any other benefits resulting from this project.*

*For projects in support of Academic, Research, and/or Student Support Missions:*

*Utilizing the completed Program Action Request (PAR), the Mission Area Analysis (MAA) and the Statement of Need (SON) to outline how this project will meet the needs and align with the program with the University mission as stated in the Strategic Plan and Shaping Alaska’s Future (SAF) effect statement.*

*For projects that renovate and repurpose facilities and infrastructure:*

*Facilities should prepare a brief MAA and SON or should provide sufficient detail in this section to cover the details usually provided to show how a project supports the University mission and outcomes contained in SAF.*

Strategic Importance

*Using the approved MAA and SON documents, insert text that describes how this project supports the programmatic needs and respective missions, strategic plans and initiatives of the University and the campus. Explain why this project is a priority and how the program or function of the campus will be enhanced.*

Impact Analysis

*Insert text that will summarize the analysis of the project impact on students, faculty and constituents to be served. How will the* ***results*** *of this project improve the mission of the University. How will the programs be impacted if the project is not done within the proposed schedule?*

Program Enhancements

*Insert text that will identify what additional services or programs that will be offered or required as a result of this project. This is of particular importance for new construction, expansion and major renovation projects to demonstrate the justification for the investment.*

Needs Assessment

*Insert text that provides a detailed needs assessment based on the campus facilities requirements analysis and other pertinent information. Explain what options were explored to meet the needs before determining that this project was the best choice for meeting the needs of the program.*

Project Impact

*Describe how this project (the construction work) will impact the operations of the campus, delivery of programs, access to facilities and resources, and provide an estimation of associated costs of subsequent impacts, how the negative impacts will be mitigated, what the cost of mitigating these items are, what items will not be mitigated and why and what the consequences will be:*

*Reallocation or disposal of vacated space:*

*Parking*

*Classrooms, Labs, Student Spaces*

*Adjacent programs, operations, etc.*

*Auxiliary services*

*Other activities*

Project Site Considerations

*Insert text that details the process of selection of the site for new construction, expansion, and infrastructure projects and its consistency with the Campus Master Plan.*

Incremental Costs

*Insert text that explains the incremental costs of program and service enhancements.*

Proposed Funding Plan

*Insert text that details how the program will be funded and how the project will be funded. This should be available from the SON, SOR or Business Plan for the project.*

Annual Program and Facility Cost (Change)Projections *(list all that are appropriate)*

Program Costs *(taken from PAR for academics)* Amount

Salaries and benefits for new program Staff and Faculty $000,000

Program Operational Costs $000,000

Total Annual Program Cost Increase (Change) $000,000

Facilities Costs:

Maintenance & Repair *(1.5% of Total Project Cost)* $000,000

Operations *(based on total cost/sqft for admin, grounds & landscaping, utilities, custodial)* $000,000

Annual O&M Cost (Change) $000,000

Annual Renewal and Replacement *(based on the R&R Formula)(For New Construction)* $000,000

**Total Annual Cost** (Change) **Projections $0,000,000**

Total Project Cost and Funding Sources

*(list each funding source and if funding and/or the project will be phased over multiple years)*

Funding Title Fund Account Amount

*FY## Capital appropriation ######-##### $0,000,000*

*FY## DM Funding ######-##### $0,000,000*

*FY## DM Funding (Future Request) TBD $000,000*

**Total Project Cost *$0,000,000***

*For phased projects:*

Funding Title Fund Account Amount

Phase 1 Funding

*FY## Capital appropriation ######-##### $000,000*

*FY## DM Funding ######-##### $000,000*

**Phase 1 Project Cost *$000,000***

Phase 2 Funding

*FY## Capital Request (future request) TBD $000,000*

*FY## DM Funding (future request) TBD $000,000*

**Phase 2 Project Cost *$0,000,000***

**Total Project Cost *$0,000,000***

Project Schedule

DESIGN

Conceptual Design Month, year

Formal Project Approval Month, year

Schematic Design Month, year

Schematic Design ApprovalMonth, year

Construction Documents Month, year

BID & AWARD - Phase 1 *(If phased provide schedule for each phase)*

Advertise and Bid Month, year

Construction Contract Award Month, year

CONSTRUCTION

Start of Construction Month, year

Construction Complete Month, year

Date of Beneficial Occupancy Month, year

Warranty Period How long

BID & AWARD - Phase 2 *(If phased, provide schedule for each phase)*

Advertise and Bid Month, year

Construction Contract Award Month, year

CONSTRUCTION

Start of Construction Month, year

Construction Complete Month, year

Date of Beneficial Occupancy Month, year

Warranty Period How long

Supporting Documents *(only list and attach one copy of these to the FPA or the PA.)*

One-page Budget

Drawings (to show areas impacted, scope of work, program distribution, etc.)

Agreement

In witness whereof, the parties attest that they have made and executed this Agreement to be effective the date and year first above written.

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Name, Program Representative Title (as many as applicable for all areas impacted by the project to include academic programs, support departments, etc.)

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Name, University Facilities Officer Title

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Name, University Financial Officer Title

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Name, University Academic Officer Title

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Name, Chancellor

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Michelle Rizk, AVP F&LM