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**Table of Contents**

1 PURPOSE ..... 2

2 SCOPE AND APPLICABILITY ..... 2

3 ROLES AND RESPONSIBILITIES..... 2

4 INSTRUCTION ..... 2

    4.1 PRECAUTIONS/LIMITATIONS ..... 2

    4.2 PREREQUISITES ..... 2

    4.3 ENTRY CONDITIONS..... 2

    4.4 IMMEDIATE ACTIONS..... 2

    4.5 STEPS ..... 2

5 DOCUMENT REVIEW ..... 3

6 RECORD RETENTION ..... 3

7 REVISION INFORMATION ..... 3

EXHIBIT A - FACILITIES SCOPE OF WORK..... 4

### 1 PURPOSE

This procedure outlines the steps for executing a Project Acceleration Agreement (PAA) when a customer wishes to expedite the timeline of a project.

### 2 SCOPE AND APPLICABILITY

Covers the initiation, execution, and closure of PAAs in the context of customer-initiated projects. To provide clear, non-discriminatory, and not unduly preferential guidelines for accelerating project timelines through a PAA.

This procedure applies to Customer Engagement, Project Management, and Legal responsible for executing Project Acceleration Agreement (PAA) tasks, where Customer Engagement serves as the initial point of contact and Project Management and Legal are responsible for the preparation and negotiation of the PAA for customer-initiated projects

### 3 ROLES AND RESPONSIBILITIES

*Customer Engagement:* Communicate with the customer about the need for a Project Acceleration Agreement (PAA).

*Legal:* Prepare the PAA for execution, including negotiation with the customer.

*Project Management:* Identify schedule improvement opportunities and associated costs for the PAA. Upon execution of the PAA, ensure that the accelerated schedule is followed.

### 4 INSTRUCTION

#### 4.1 PRECAUTIONS/LIMITATIONS

Ensure all regulatory and safety guidelines are followed during acceleration.

#### 4.2 PREREQUISITES

Project must be in a state that allows for acceleration without compromising quality or safety.

Acceleration of the project must not materially delay other ATC projects.

Customer must be willing to fund acceleration through execution of a PAA.

Project Management must be able to identify opportunities for material schedule improvement.

#### 4.3 ENTRY CONDITIONS

Customer formally requests project acceleration.

#### 4.4 IMMEDIATE ACTIONS

Evaluate the project for acceleration eligibility.

#### 4.5 STEPS

- If necessary, Project Commitment Agreement (PCA) must be executed prior to development of PAA.
- Project Management reviews schedule and identifies potential for acceleration, along with cost.
- Customer Engagement relays this information to the customer to confirm that the customer wants to move forward with a PAA.
- Legal negotiates PAA with the customer, ensuring the customer pays for acceleration items.
- Customer Engagement obtains customer and ATC signatures.
- Upon execution, Customer Engagement and Legal work to make all necessary regulatory filings.
- Project Management oversees PAA execution and provides reports of acceleration progress.

### 5 DOCUMENT REVIEW

This business practice will be reviewed and revised as necessary no less than every five years.

### 6 RECORD RETENTION

Documents are maintained per the Records Retention Schedule.

ATC's Archive Center SharePoint Site

Enterprise Information Management Policy

### 7 REVISION INFORMATION

Version	Author	Date	Section	Description
1.0	Matt Waldron	03/12/24	All	Original
2.0	Trevor Stiles	07/17/2024	4.2	Clarification that the project will not delay other projects

Approved by: Trevor Stiles – Director - Customer and Corporate Affairs <i>TD Stiles</i>	Date: July 17, 2024
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**EXHIBIT A - FACILITIES SCOPE OF WORK**

**Project Name:** *(Insert Project Name)*

**Design Engineering Scope of Work:**

*Engineering services for the alternative route proposed in the CPCN application.*

- *Detailed design activities*
- *Geotechnical investigation/soil borings*

**Land Right Acquisition Scope of Work:**

*Land right acquisition services for the alternative route proposed in the CPCN application*

- *Land owner contact for voluntary access permissions*
- *Land surveys and property exhibits*
- *Development of easement offer packets*

**Environmental Scope of Work:**

*Environmental services for the alternative route proposed in the CPCN application*

- *Environmental permit application development*
- *Cultural resource field surveys*
- *Threatened and endangered species surveys*

<b>SUMMARY ESTIMATE OF PRE-CONSTRUCTION SERVICES COSTS</b>	
<b>Design Engineering Work</b>	<b>\$XXX</b>
<b>Land Acquisition Work</b>	<b>\$XXX</b>
<b>Environmental Work</b>	<b>\$XXX</b>
<b>Total Elective Pre-Construction Services Cost:</b>	<b>\$XXX</b>

**Less Common Project Specific Scope Item(s):**

- *Make-Ready distribution facility relocations for the alternative route*
- *Purchased materials for alternative route that are not used or useful on other ATC projects (or cost of cancelation penalty on ordered-but-not received materials)*