



UNIVERSITY OF  
**GEORGIA**

FPIF #   
(F&A Use Only)

# Facilities Project Initiation Form

## Contact Information

Department:  School/College Division:

Contact Person:  Title:

Email:  Phone:

Address:

## Proposed Project Review (may not be applicable for certain project phases)

Proposed Project Name:

Desired Project Delivery Date (completion for occupancy):

- Initial request
- Request for continuation of previously approved project

Name and/or FPIF # (if known) of previously approved project:

## Current Location

Building Name:

Room Number(s) / Area:

Approximate project square footage, if addition or new construction (or N/A)

Approximate square footage to be included in proposed renovation (or N/A)

Is a reallocation of space required for this project?

Is urgency associated with this request?

*\*Provide a detailed justification on the **Project Scope & Initiatives Page**\**

**If this project will utilize the Finance & Administration Policy *“Partnership for Performing Work in University of Georgia Facilities”* located outside of Clarke County and/or are “B” Unit Facilities then indicate desire to use this **OPTIONAL POLICY** by completing the following information for **the Designated Local Facility Manager (DLFM)** for this project:**

Name  Position  Email

# Scope of Services

## (Check all that apply)

**Feasibility Study**

(Not absolute requirement for each project, see details)

FMD or OUA will procure and administer a Feasibility Study to be conducted by a third-party consultant. Upon delivery and review of the Feasibility Study, should the project be deemed viable, the requesting department shall resubmit the Facility Project Initiation form for continuation of the project. A Feasibility Study is not necessary for all projects. Such studies are often utilized for the purposes of fundraising or other development purposes. \*UGA Project Concept Proposal and Feasibility Study may be requested and approved simultaneously if funding for Feasibility Study is identified with initial request.

**Full Project Initiation Design & Construction Services**

(If Design or Construction Services are needed as separate services, please check individual box below.)

**Design Only**

Using information defined in a Project Concept Proposal and/or Feasibility Study, the requesting department submits project information for authorization to proceed with design and development of construction documents.

**Construction Services**

Using the documents developed and reviewed in the Design stage, the requesting department authorizes the project for approval of construction.

**USG Project Concept Proposal/Integrated Project Review**

(For projects >\$1M in construction costs)

The Board of Regents of the University System of Georgia requires project approval for certain projects with budgets greater than \$1M for construction (including renovation/infrastructure projects). Should a proposed project fall within the guidelines of this process, upon approval, FMD or OUA will collaborate with the requesting department in the preparation of required documentation to be submitted to the BOR by OVPFA. If the project proceeds and Integrated Project Review is initiated at the system office and the project is later approved and authorized by the BOR, no additional Facility Authorization is required to initiate design or construction.

**UGA Project Concept Proposal Review**

(For projects <\$1M in construction costs)

FMD or OUA will meet with the requesting department to assist in defining the project details. As necessary, FMD or OUA will develop preliminary drawings and/or narratives that will be the basis of an order-of magnitude cost estimate and estimated project delivery schedule. Upon delivery and review of cost estimates and project schedules, should the project be deemed viable requesting department the Facility Project Initiation form shall be resubmitted for continuation of the project.

**Demolition Request**

FMD or OUA will meet with the requesting department to review proposed facilities for demolition. If demolition request is warranted, FMD or OUA will prepare associated documentation and provide cost estimates when appropriate. Costs typically associated with requests of this type include, but are not limited to, historic resource assessments, structural and architectural assessments, and hazardous materials testing.

# Project Description and Initiatives

**Provide a brief project description.**

**Explain how the request addresses the Department/School/ College/Division strategic plans, as well as, aligning with the University's strategic plan and initiatives:**

**Attach Any Documents For Review Here**  
*(Estimates, PCA's, Drawings, Photo's, Sketches)*

# Cost Projection

All costs associated with this space including, but not limited to, consultant fees, testing, etc. are the responsibility of the proposing program, unit, department or school/college unless arrangements are made with OVPFA for use of central funds.

## Cost Estimate/Proposed Budget

(check one):

Initial request - no estimate currently known

Preliminary conceptual estimate:   
(this can be a cost range)

Final proposed project budget:

## How did you arrive at this estimate?

Facilities Management Division Preliminary Cost Assessment

Office of the University Architects Cost Estimation

Internal (Department/Unit) Cost Estimation

Other (Specify):

# Funding Projections

## Requesting Department Funding Sources

\*\*\*This FPIF cannot be reviewed without a budget, chartstring, or speedtype\*\*\*

Requesting Unit/Departmental Account

Total Authorized Funding:

Speedtype:

Fund	Program	Class	Department	Operating Unit	Chartfield

## Additional Funding Sources

Collaborating Unit/Departmental Accounts

Total Authorized Funding:

Speedtype:

Fund	Program	Class	Department	Operating Unit	Chartfield

Auxiliary

Total Authorized Funding:

Speedtype:

Fund	Program	Class	Department	Operating Unit	Chartfield

Institutional (specify)

Total Authorized Funding:

Speedtype:

Fund	Program	Class	Department	Operating Unit	Chartfield

Other (specify)

Total Authorized Funding:

Speedtype:

Fund	Program	Class	Department	Operating Unit	Chartfield

MRR

Total Authorized Funding:

Speedtype:

# Stakeholders Review and Signing Order

## 1. Requesting Initiator and Project Contact Approvals

\_\_\_\_\_ Date: \_\_\_\_\_  
Initiator

Click **"Finish"** and this form is automatically forwarded to the Project Contact for review.

\_\_\_\_\_ Date: \_\_\_\_\_  
Project Contact

Click **"Finish"** and this form is automatically forwarded to the WRC for the first review.

## 2. Requesting Department Approvals

\_\_\_\_\_ Date: \_\_\_\_\_  
Department Head

Click **"Finish"** and this form is automatically forwarded to the Dean/VP for review.

\_\_\_\_\_ Date: \_\_\_\_\_  
Dean/VP

Click **"Finish"** and this form is automatically forwarded to the WRC.

## Next Steps

- The WRC will forward this FPIF request to the FPIF Review Team following the last signature.
- After review, the Project Contact will receive notification and a completed signed copy of project acceptance or denial.
- Once accepted, the FPIF will be assigned to a project team from FMD or OUA. The project team will reach out to the Project Contact within 10 business days.

**WRC Reviewed. Route to Review Team:**