



UNIVERSITY OF GEORGIA

Finance & Administration

***FACILITIES MANAGEMENT DIVISION
AND
OFFICE OF UNIVERSITY ARCHITECTS***

**Overview
of the
Facilities Project Initiation Form (FPIF) Process**

<https://fanda.uga.edu/FPIF/>

Defining Scope and Initiating an UGA Facilities Project

<https://fanda.uga.edu/FPIF/>

WHAT IS AN FPIF?

FACILITIES PROJECT INITIATION FORM

This is a collaboration between UGA's Office of University Architects (OUA) and the Facilities Management Division (FMD). The FPIF process increases awareness and transparency of the depth and breadth of UGA facilities projects to our campus partners.

SUBMIT WHEN

- A project is partially funded via MRR program without full approval in MRR
- You have an estimate for your project with a scope greater than \$50K
- The project changes the use of the space

WHAT TO EXPECT

Complete the online form and our Project Initiation Team will review your request. After review, you will receive notification that your project is accepted or denied. If accepted, it will be assigned to a project team from FMD or OUA.

FMD renovation construction typically starts 120 days from acceptance. However, large projects might start 12 months from acceptance.

OUA new construction start dates will be projected by the Office of University Architects.

- The updated FPIF form was created to make it easier for our customers to initiate, track the signature/approval pathway, and allow customer and reviewer comments to post directly to the facility request.
- With the added feature of DocuSign embedded into the tracking process, the facility approval process becomes paperless, and increases the department approvers ability to add attachments, chart string information, and provide their electronic signature quickly.
- All listed departmental contacts and the FPIF reviewing team will receive a FINAL electronic copy of the DocuSign FPIF once it is signed by the last approver.

PowerForm Signer Information

Dear UGA colleague, We are excited to help get your project reviewed! Complete the online form, and our Project Initiation Team will review your request. After review, you will receive notification that your project is accepted or denied. If accepted, it will be assigned to a project team from FMD or OUA. What you need to do: Follow in the DocuSign instructions complete the FPIF Request. DocuSign will send this form for you to your Department Head and Dean to sign. Need help or have more questions? Contact Kimberly Thomas, Director of FMD's Work Request Center at kjohnson@uga.edu or (706) 542-7538. Best Regards, The Work Request Center Staff

Please enter your name and email to begin the signing process.

Your Role:

Form Initiator

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Requesting Dept. Project Contact (if different from Form Initiator)

Name:

Email:

Role:

Department Head

Name:

Email:

Role:

Department Dean / VP

Name:

Email:

Begin Signing

Initiating a FPIF

- Department initiator clicks the 'submit' button to begin the DocuSign FPIF and completes basic contact information and sets the approval routing.
- Work Request Center will set the routing inside of the DocuSign Process. They are also available for any customer questions throughout the approval process.
- Questions about facility work within or on UGA property can be found here: https://policies.uga.edu/pdf/performing_work_in_university_of_georgia_facilities.pdf

HAVE A QUESTION?
Talk to a Work Request Center representative: Monday - Friday, 7:30 AM to 5 PM.



(706) 542-7456



We Want To Hear From You.

Name *

First Last

Email *

Phone Number *

Your Call Back Number

How are we connected? *

UGA Employee UGA Student Visitor

Feel free to ask a question or simply leave a comment. *

Tell us all about it. We can help.


Submit



Online

Sample Facilities Project Initiation Form

Step-by-Step Process Initiation & Review



PPIF #
(F&A Use Only)

Facilities Project Initiation Form

CONTACT INFORMATION

Department: _____ School/College/Division: _____
 Contact Person: _____ Title: _____
 Email: _____ Phone: _____
 Address: _____

Proposed Project Name: _____
Desired project delivery date (completion for occupancy): _____

PROPOSED PROJECT OVERVIEW (not all may be applicable for certain project phases)

Initial request
 Request for continuation of previously approved project

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

Current location

Building Name: _____
Room Number(s) / Area: _____

Approximate project Sq. ft. If addition or new construction is contemplated (or NA) _____
 Approximate square footage to be included in proposed renovation (or NA) _____

Is a reallocation of space required for this project?
Is urgency* associated with this request?
*provide 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 _____ Telephone Number _____

Need help or have more questions?
 Contact Kimberly Thomas, Director of FMD's Work Request Center at kjohnson@uga.edu or (706) 542-7538

Scope of Services Needed

Check all that apply

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.

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, 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 (most common)

Design
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 for 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.

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.

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Project Description & 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)

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(Step-by-Step Process Initiation & Review, continued)

FUNDING PROJECTIONS

REQUESTING DEPARTMENT FUNDING SOURCES

Requesting Unit/Departmental Account
 Total Authorized Funding:
 Speed Type:

Fund	Prog	Class	Dept

ADDITIONAL FUNDING SOURCES

Collaborating Unit/Departmental Accounts
 Total Authorized Funding:
 Speed Type:

Fund	Prog	Class	Dept

Auxiliary
 Total Authorized Funding:
 Speed Type:

Fund	Prog	Class	Dept

Institutional (specify):
 Total Authorized Funding:
 Speed Type:

Fund	Prog	Class	Dept

Other (specify):
 Total Authorized Funding:
 Speed Type:

Fund	Prog	Class	Dept

MRR
 Total Authorized Funding:
 Speed Type:

STAKEHOLDERS REVIEW AND SIGNING ORDER

1. REQUESTING DEPARTMENT FORM INITIATOR & PROJECT CONTACT
 DocuSign as requested

 FROM INITIATOR Date: _____

Click "FINISH" and this form is automatically forwards to the Project Contact for Review.

2. PROJECT CONTACT

 PROJECT CONTACT Date: _____

Click "FINISH" and this form is automatically forwards to the WRC for the first review.

3. REQUESTING DEPARTMENT APPROVALS
 Review FPIF and DocuSign

 Department Head Date: _____

Click "FINISH" and this form is automatically forwards to the Dean/VP for review.

 Dean/VP Date: _____

Click "FINISH" and this form is automatically forwards to the WRC for review.

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 complied signed copy of project acceptance or denial.
- If accepted, it will be assigned to a project team from FMD or OUA. That project team will reach out to the Project Contact within 10 business days for further planning.

WRC Reviewed. Route to Review Team.

Need help or have more questions?
 Contact Kimberly Thomas, Director of FMD's Work Request Center at kjohnson@uga.edu or (706) 542-7538

FPIF REVIEW for # _____

Project Name: _____
 Requested Completion: _____

FMD Review & Recommendation <i>Please select a recommendation for each</i>	OUA Review & Recommendation <i>Please select a recommendation for each</i>
Project Threshold: _____	Project Threshold: _____
Project Scope: _____	Project Scope: _____
Project Administration: _____	Project Administration: _____
EOD Review Needed? <input type="checkbox"/>	EOD Review Needed? <input type="checkbox"/>

FMD Comments & Signature

Project recommendation: _____

Review and recommendations by: _____ Date: _____ File Upload

OUA Comments & Signature

Project recommendation: _____

Review and recommendations by: _____ Date: _____ File Upload

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Final Project Approval

(Step-by-Step Process Initiation & Review, continued)

Final Approvals

EOO REVIEW (AS APPLICABLE)

_____ Date: _____

OVPFA REVIEW:

_____ Date: _____

PROVOST REVIEW:

_____ Date: _____

FPIF Online v3.0 2019

WRC Reviewed for Routing:

Page 7 (final signatures)

Additional Comments

OUA reviewer

OUA – Attach DOCUMENTS FOR REVIEW HERE
(Estimates, PCA's, Drawings, Photo's, Sketches)

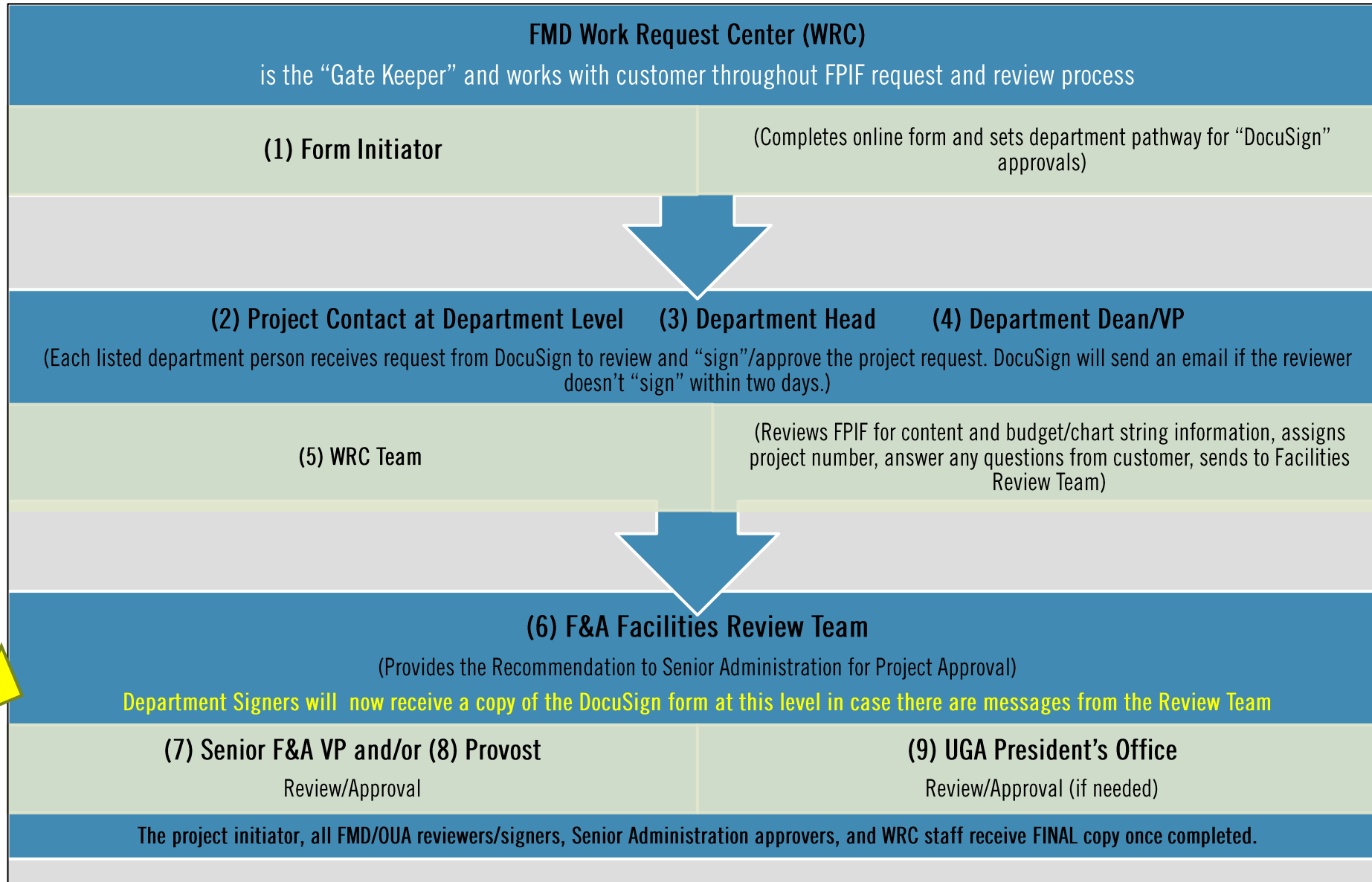
Final comment page, if needed



The Project Request is approved and assigned to FMD or OUA for execution. At this point, a project manager from the assigned F&A unit will contact the department to begin plans for the project initiation.

All reviewers/approvers and the Form Initiator receive the Final Signed FPIF document (as well as any public DocuSign comments and attachments).

Example of the Approval/Signature Routing Pathway





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