



FPIF # (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 FPIF # (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.

SAMPLE



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

SAMPLE

ATTACH ANY DOCUMENTS FOR REVIEW HERE

(Estimates, PCA's, Drawings, Photo's, Sketches)



Attachment area (orange background)

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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
Or
- Preliminary conceptual estimate: \$ _____
(this can be a cost range)
Or
- 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):

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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. _____ *Date:*
PROJECT CONTACT

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:

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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
EEO Review Needed?	EEO Review Needed?

FMD Comments & Signature

Project recommendation:

Review and recommendations by: _____ **Date:** _____ **File Upload**

OUA Comments & Signature

Project recommendation:

Review and recommendations by: _____ **Date:** _____ **File Upload**

FPIF REVIEW TEAM

Project Threshold

Reviewers each check your recommendation

	FMD Reviewer	OUA Reviewer
Project < \$50,000	<input type="radio"/>	<input type="radio"/>
Project > \$50,000 (route to Provost)	<input type="radio"/>	<input type="radio"/>

Project Scope

Reviewers each check applicable

	FMD Reviewer	OUA Reviewer
No Change in Use	<input type="radio"/>	<input type="radio"/>
Change in Use (route to Provost)	<input type="radio"/>	<input type="radio"/>

Project Administration

Reviewer each check applicable

	FMD Reviewer	OUA Reviewer
FMD Project Administration	<input type="radio"/>	<input type="radio"/>
OUA Project Administration	<input type="radio"/>	<input type="radio"/>

	FMD Review	OUA Review
EOO Review Needed?	<input type="radio"/>	<input type="radio"/>

FMD Reviewer:

Date:

OUA Reviewer:

Date:

EOO REVIEW (AS APPLICABLE)

Date:

Final Approvals

EOO REVIEW (AS APPLICABLE)

Date:

OVPFA REVIEW:

Date:

PROVOST REVIEW:

Date:

SAMPLE

FPIF Online v3.0 2019

WRC Reviewed for Routing:

Additional Comments



OUA reviewer

A large, empty rectangular box with a black border, intended for the OUA reviewer to provide additional comments. A large, light gray watermark reading "SAMPLE" is diagonally overlaid across the box.

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

A large, solid yellow rectangular box intended for attaching documents for review. A large, light gray watermark reading "SAMPLE" is diagonally overlaid across the box.

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