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 ____________________________
Email ____________________________
Position ____________________________
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.

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

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Prog</th>
<th>Class</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL FUNDING SOURCES

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Prog</th>
<th>Class</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Auxiliary**
  - Total Authorized Funding: 
  - Speed Type: 

<table>
<thead>
<tr>
<th>Fund</th>
<th>Prog</th>
<th>Class</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Prog</th>
<th>Class</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Prog</th>
<th>Class</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **MRR**
  - Total Authorized Funding: 
  - Speed Type: 

<table>
<thead>
<tr>
<th>Fund</th>
<th>Prog</th>
<th>Class</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Need help or have more questions?
Contact Kimberly Thomas, Director of FMD’s Work Request Center at kjohnson@uga.edu or (706) 542-7538
1. REQUESTING DEPARTMENT FORM INITIATOR & PROJECT CONTACT
DocuSign as requested

___________________________________  Date:  
FROM INITIATOR

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

___________________________________  Date:  
Department Head

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

___________________________________  Date:  
Dean/VP

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 compiled 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.
# FPIF REVIEW for #____

**Project Name:**

**Requested Completion:**

<table>
<thead>
<tr>
<th>FMD Review &amp; Recommendation</th>
<th>OUA Review &amp; Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Please select a recommendation for each</em></td>
<td><em>Please select a recommendation for each</em></td>
</tr>
<tr>
<td>Project Threshold:</td>
<td>Project Threshold:</td>
</tr>
<tr>
<td>Project Scope</td>
<td>Project Scope</td>
</tr>
<tr>
<td>Project Administration</td>
<td>Project Administration</td>
</tr>
<tr>
<td>EOO Review Needed?</td>
<td>EOO Review Needed?</td>
</tr>
</tbody>
</table>

## FMD Comments & Signature

Project recommendation:

Review and recommendations by: ___________________________  Date: ____________

File Upload

## OUA Comments & Signature

Project recommendation:

Review and recommendations by: ___________________________  Date: ____________

File Upload

---

*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 TEAM

Project Threshold
Reviewers each check your recommendation

<table>
<thead>
<tr>
<th>Project</th>
<th>FMD Reviewer</th>
<th>OUA Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; $50,000 (route to Provost)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project Scope
Reviewers each check applicable

<table>
<thead>
<tr>
<th>Project</th>
<th>FMD Reviewer</th>
<th>OUA Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Change in Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in Use (route to Provost)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project Administration
Reviewer each check applicable

<table>
<thead>
<tr>
<th>Project</th>
<th>FMD Reviewer</th>
<th>OUA Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMD Project Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OUA Project Administration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EOO Review Needed?

<table>
<thead>
<tr>
<th>Project</th>
<th>FMD Reviewer</th>
<th>OUA Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FMD Reviewer:

___________________________________  Date:

OUA Reviewer:

___________________________________  Date:

EOO REVIEW (AS APPLICABLE)

___________________________________  Date:

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

**EOO REVIEW (AS APPLICABLE)**

___________________________________  
Date:

**OVPFA REVIEW:**

___________________________________  
Date:

**PROVOST REVIEW:**

___________________________________  
Date:

FPIF Online v3.0 2019

WRC Reviewed for Routing:

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