Facilities Project Initiation Form (FPIF)
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**History**
- Facilities Task Force
  * December 2014
- Facilities Working Groups
  * 2015 - 2016
- Facilities Project Initiation Form
  * December 2016

**Purpose**
- Streamline how facility project/work is initiated
- Tracking Mechanism
  * Efficiencies & Forecasting
- Increase Transparency
  * Internal and external
This request must be approved by the department’s Dean or Vice President before it is routed via F&A to the Provost (if required) for review. This approval may not be delegated.

### Facility Initiation Review/Approval Matrix

<table>
<thead>
<tr>
<th>Project Type (design and/or work)*</th>
<th>Facility Initiation Request</th>
<th>Finance &amp; Administration Review/Approval</th>
<th>Provost Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Scope estimate &lt; $50k</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Fully Funded / Previously Approved as MRR project</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Partially Funded via MRR program without full project approval in MRR review</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Change in Use of Space</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Scope estimate &gt; $50k</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*refer to Engaging Design Professionals and Contractors and Performing Work in UGA Facilities policies

**Project examples include, but are not limited to:**

- Converting closet space into a server room, or a computer lab into a student lounge. These change-of-use projects typically involve building system modifications to accommodate the different heat and cooling load requirements related to space demands.
- Renovating office spaces and laboratories that may include adding or deleting existing walls, which could lead to significant code mandated modifications and changes of heating and cooling and electrical requirements. (see FAQs in policies linked in above matrix)

**Change in room use:**

- The Department shall, prior to submitting a proposed project, follow appropriate procedures to obtain approval through the Office of Space Management for any change in room use that effectively transfers current use within the Department to another Department, School, College or entity on campus or 2.) proposes a change of use to any instructional space for which an appeal to the centralized scheduling committee has not previously been granted.

Fund expenditure should not occur until such time this Project Initiation has been approved.

Upon receiving formal communication to perform work, a FMD or OUA staff member is assigned to manage the
After review of the submission is complete, and if the project is authorized by Administration, the requesting department (and associated department/unit approvers) and applicable department (FMD or OUA), will receive electronic notification of this approval and the project may proceed. Should a project be denied by Administration, notification will be returned to the requesting department and associated approvers within the department/unit.

Date of request

Please complete all information as fully as possible to facilitate the timely review of your request

CONTACT INFORMATION

Note all fields are required

Department

School/College/Division

Request Contact Person

Title

Email Address

Address

Phone

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

☐ New Facility  ☐ Renovation of existing  ☐ Expansion of existing (requiring new construction)

Is Existing Space categorized as Resident Instruction (RI):  ☐ YES  ☐ NO

Is Existing Space leased?:  ☐ YES  ☐ NO

Current location [UGA building name(s)/number(s)]:

A list of building numbers can be found at the “Facilities - Building Name or Number Lookup” link on the Office of Institutional Research website: [link]

Approximate square feet of proposed project if addition or new construction is contemplated (or NA) ______________

Approximate square footage to be included in proposed renovation (or NA) ______________

Is this space currently assigned to your department?:  ☐ YES  ☐ NO

If not, please refer to [link] and follow the process for submitting a Request for Allocation of Space form.

Is urgency* associated with this request?:  ☐ YES  ☐ NO

Desired project delivery date (completion for occupancy) for work within this request (mm/dd/yyyy): ______________

*If urgent request, provide detailed justification within project description/justification of need
Type of Request - check all that apply:

☐ UGA Project Concept Proposal (for projects < $1M in construction costs)
FMD or OUA will meet with the requesting department to assist in further 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 shall resubmit the Facility Project Initiation form 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.

☐ Design Services
Using information defined in the UGA Project Concept Proposal and/or Feasibility Study, the requesting department submits the project information for authorization to proceed with design development of construction documents. *This separate approval would typically only be required if funding is available for design but not yet for construction.

☐ Construction Services
Using the documents developed in the Design stage, the requesting department submits the project for approval for construction.

☐ Full Project Initiation (constitutes all above)
Using information defined in UGA Project Concept Proposal and/or Feasibility Study, the requesting department submits the project for simultaneous design and construction approval. *Full project approval would eliminate the need for separate approvals at the design and/or construction phase if full project funding is available at the time the request is submitted.

☐ 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
## APPROVALS

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if different from contact)</td>
<td></td>
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</table>

| Dean/VP*                      | Signature | Date |
| (*AVP if F&A submission)      |           |      |

Submit form to FMAF@uga.edu

F&A use/routing below this line

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**Project Threshold:**
- [ ] Project < $50,000
- [ ] Project > $50,000 (route to Provost)

**Project Scope:**
- [ ] No Change in Use
- [ ] Change in Use (route to Provost)

Recommend Project administration by:
- [ ] FMD
- [ ] OUA

**F&A AVP**

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- [ ] Recommend Approval
- [ ] Recommend Denial
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Form location: [http://fanda.uga.edu/sites/default/files/pdfs/ProjectInitiationForm.pdf](http://fanda.uga.edu/sites/default/files/pdfs/ProjectInitiationForm.pdf)

Questions: Shelia Williams [shelias@uga.edu](mailto:shelias@uga.edu) or Roswell Lawrence, Jr. [Roswell@uga.edu](mailto:Roswell@uga.edu)