MEMORANDUM

To: Vice Presidents, AVP’s, Deans, and Directors
From: Brendan Bowen  
Assistant Vice President for Campus Planning and Facilities
Subject: FY13 Year-End Project Requests
Date: January 2, 2013

As you know, the end of the fiscal year is rapidly approaching. To this end, we have developed a timeline for submitting project requests to AEC Project Services, based on the project size, desired completion date, and source of funding. All the dates listed below are the last date requests may be submitted; we encourage you to submit your requests earlier if possible.

- Requests for projects to be completed over the summer must be received by AEC by 5:00 PM Friday, February 1.
- Requests for projects for which the requesting unit does not have funding must be received by 5:00 PM Friday, February 1.
- Requests for projects which the requesting unit will be able to fully fund and which are anticipated to have a construction cost of $50,000 or greater must be received by 5:00 PM Friday, February 15.
- Requests for projects which the requesting unit will be able to fully fund and which are anticipated to have a construction cost of under $50,000 must be received by 5:00 PM Friday, March 1.

Projects submitted after these dates are unlikely to be completed using Fiscal Year 2013 funds due to time constraints for project scope development, design, bidding, and contract preparation.

For the purpose of this process, a Project is defined as any activity that physically changes any facility (inside or outside), regardless of the cost of the change. This definition includes renovations; interior remodeling (paint and carpet); installation of new equipment or furnishings requiring power, data, or utilities; major maintenance (MRR); and any proposed reassignment of space. If you are simply ordering replacement furniture or equipment (such as furniture or a printer) that does not require any changes to outlet or data locations or other infrastructure improvements, it is not a project for our purposes.

We are developing a new Project Request Form that will replace our current Project Initiation Form. The new form and instructions for completing it will be issued within the next few days. Included on this form will be an area to indicate whether the requesting unit has full, partial, or no funding for the project, and in the case of full or partial funding, the amount of funds available. If you know you don’t have enough funds to completely pay for the project yourself but do have some funding available please be sure to include that amount under the “partially funded” option. Contributions by the requesting units will be one of the factors considered...
when the unfunded and partially funded projects are prioritized by the Provost’s office and the Vice Presidents of the respective divisions.

If the requesting unit indicates it has funding for the project, that means the funds are immediately available. Please do not include funding sources you are not sure will be available for use to encumber the project’s costs. The timetable above is based on anticipated construction costs, but please remember this is not necessarily the total project cost. Other associated costs may include (but are not limited to) design services, IT equipment, furniture, locksets, and systems (i.e. security) provided by other third-party vendors. If you are unsure which cost category your proposed project will fall into or if you’d like some assistance in identifying related project costs, please contact us and we will do our best to provide some guidelines based on your specific situation.

Please note that due to Board of Regents requirements for Public Works contracts, individual departments are not authorized to directly hire design professionals or contractors or to solicit quotes from the same. All contracts and requests for quotes/proposals for Public Works projects must come through AEC Project Services.

Thank you for your help in ensuring that our year-end process proceeds as smoothly as possible so that we can maximize the number of projects completed and make those improvements most important to you. Please direct any questions or suggestions regarding this process to aec@westga.edu.