

MEMORANDUM

To: President's Advisory Council
From: Sheree Srader, Director, Planning and Construction Services
Subject: FY18 Year-End Project Concept Requests
Date: December 4, 2017

Dear Colleagues,

It is once again time to plan for the year-end process for construction projects. We have changed the process this year to introduce the year-end project request to PAC first. Attached you will find the unfunded projects from the FY17YE process, pending project requests that have been received but not assigned since the FY17 deadline, and prospective FY18YE projects reported to PCS. Another addition to past processes is the proposed development of a YE review committee that will be engaged to vet projects prior to submittal to the Vice Presidents for final prioritization.

As with last year, we have continued the focus of the concept submittal form for submittals to meet one of the following criteria: support of the 2020 Growth Plan; advancement of RPG initiatives; space for critical academic or student support needs; and support of instructional, divisional, or departmental strategic objectives.

You, or your designee, should review the previously submitted FY17YE project to determine if the request remains and priority. If so, notification should be forwarded to me, ssrader@westga.edu, requesting the project be carried over to the FY18YE list. For new projects, a project concept form shall be completed for each submitted for **institutional year-end** fund consideration. The deadline for submittal is **Thursday, January 11, 2018**. The FY18 Year-End Project Concept is in the forms section of the Campus Planning & Facilities (CP&F) site.

Projects submitted for year-end funds should be those NOT intended to be funded with departmental funds. Departmental funded projects should be submitted via the usual Project Request Form, requiring all necessary department/divisional leadership signatures. PRF's for **departmental year-end** funded projects are due not later than **Wednesday, January 31, 2018**. The PRF is in the forms section on the CP&F site.

It is imperative that all year-end projects are submitted by the dates listed above for the institutional and departmental year-end funded projects. There is a great deal of time and effort involved in preparing a project for encumbrance of year-end funds. Appropriate time must be scheduled for preparation of bid documents, bid process, and contract encumbrance. Therefore, PRF's projects **over \$100K** in value cannot be accepted after **Tuesday, January 31, 2018**. If you are unsure of the cost, err on the side of caution and assume it is greater than \$100K. **All other (<\$100K)** project PRF's intended for departmental funding will be accepted until **Wednesday, February 14, 2018**. Any requests submitted after February 14th will be held for review until after July 1, 2018.

Please be aware that most projects require design by a licensed design professional before it can be priced and encumbered under contract. For such projects, PCS will be contacting the requesting department in January and February 2018 for a fund source to pay for design services.

Important Deadlines:

Institutional Year-End Requests	01/11/2018
Departmental Year-End Requests	01/31/2018
Any project over \$100K	01/31/2018
Final Deadline for FY17 Requests (<\$100K)	02/14/2018

Please do not hesitate to contact my office with questions concerning the year-end process for construction projects.