# Georgia State Financing and Investment Commission

## AGENCY PROJECT REQUEST FORM

**STIMULUS PACKAGE – ENERGY PROGRAM**

Use form to request construction procurement or related services from the GSFIC.

### Please type (or print) the following information:

<table>
<thead>
<tr>
<th>Name of Requesting Agency/Division</th>
<th>Agency Project Contact Phone No.:</th>
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<tr>
<td></td>
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<tr>
<td>Fax No.:</td>
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<tr>
<td>E Mail Address:</td>
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<table>
<thead>
<tr>
<th>Name and Title of Agency Requestor:</th>
<th>Name and Title of Agency Contact:</th>
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<tr>
<th>Agency Project Contact Address:</th>
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<table>
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<tr>
<th>Name/Description of Proposed Construction Project and Address</th>
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### Type of Project: New Facility [ ] Renovation [ ] Expansion [ ]

### Construction Project Location/Institution/Facility

<table>
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<tr>
<th>Estimated Project Cost:</th>
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### Proposed Funding Source:

<table>
<thead>
<tr>
<th>Project-Related Contracts Currently Held by Agency:</th>
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<tbody>
<tr>
<td>Engineering [ ] Architectural [ ] Other Consulting [ ]</td>
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</table>

### Agency Documents Currently Developed/Available – **Please submit with this form**

<table>
<thead>
<tr>
<th>Project Manual [ ] Scope of Work [ ] Design Documents [ ] Programming [ ] Conceptual Documents [ ]</th>
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### TYPE OF GSFIC SERVICES REQUESTED:

This request is submitted to the GSFIC for services or assistance in the Agency’s construction-related needs as indicated below (check all that apply)

- [ ] Procurement Services – Construction
- [ ] Procurement Services – Design
- [ ] Programming/Project Development Assistance
- [ ] Design Review Assistance
- [ ] Project Management
- [ ] Review & Comment
- [ ] Other*  

*Please Attach Additional Information on Services Requested if “Other” is selected above.

### AGENCY AUTHORIZATION:

The undersigned representing the stated Agency cited above is requesting the specified GSFIC services for a Public Works Construction project which the Agency has officially determined as necessary and is funded by ARRA. We understand that all services provided by the GSFIC shall be performed in accordance with State of Georgia laws and regulations and as prescribed by GSFIC. We agree to provide available documents as requested by GSFIC including assurances of funding availability for the prospective project. We agree to immediately provide notice to GSFIC of changes to our project contact staff or any available information which might assist in project success. I certify that I am fully authorized by my Agency to hereby request the services from GSFIC and understand that the appropriate GSFIC representative will contact my Agency within 2-3 working days to coordinate project services.

<table>
<thead>
<tr>
<th>Signature and Title of Authorized Agency Representative</th>
<th>Date</th>
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**PLEASE SUBMIT FORM TO JIM HYDE, GSFIC BID MANAGER (jim.hyde@gsfic.ga.gov)**
Purpose of the Form
This form shall be used to request assistance from the GSFIC for projects funded under the American Recovery and
Reinvestment (ARRA) act of 2009 as managed by the Georgia State Financing and Investment Commission (GSFIC)
for the Georgia Environmental Facilities Authority (GEFA) under funding received from the United States Department
of Energy (USDOE). The form communicates the funded agency’s request for a specific project duly approved for
funding and contracting by GEFA. Within 2 to 3 working days of receipt of this form by the GSFIC representative
shown below, said representative will contact your designated individual to begin the process of bid preparation,
advertising, solicitation, evaluation, and contracting for your project.

GSFIC Responsibilities
GSFIC will generally provide services to the Agency in the order received but, may prioritize services based on agency
needs. Projects duly accepted by the GSFIC as viable public works construction projects shall be managed for the using
agency. For your information, “Public Works Construction” is generally defined as: The building, altering, improving,
or demolishing of any public structure or building or any other public improvements of any kind to any public real
property. Such term does not include the routine operation, repair or maintenance of existing structures, buildings, or
real property. Procurement of routine maintenance of facilities, equipment provision or replacement, and normal
commodity and service purchases not considered Public Works Construction must be managed by the Agency pursuant
to pre-approved and authorized methods and ARRA rules.

Funding and Delegated Authority
All project construction assistance requested under the program addressed by this form shall be pursuant to the funding
provided by GEFA. GEFA will hold all contracts and make all payments associated with the work contemplated. All
responsibilities associated with funding of the project shall belong to the Agency and GEFA. GSFIC will comply with
DOAS approved delegated authority to the Agency and the prescribed manner in which they may procure services,
commodities and goods outside the services authorized to be provided by GSFIC.

Construction Procurement
GSFIC will procure construction related goods and services in a manner consistent with its policy and procedures under
the ARRA. These services include but are not limited to solicitation preparation, advertising, solicitation, bidding,
award and contracting. GSFIC shall enforce procedures related to bidding/proposal process integrity, and shall
determine the best method of bid package and plans issuance. GSFIC will utilize a distinctive numbering system to
properly track the project and its funds. Projects managed by GSFIC shall be procured as prescribed by prevailing
GSFIC procurement requirements and those of the ARRA.

Design Procurement
GSFIC may procure professional services and other consulting services for projects as requested by the Agency or as
deemed necessary by GSFIC. Procurements for professional services shall be in conformance with the Official Code of
Georgia Annotated (O.C.G.A.).

Contracting
For projects funded with GEFA proceeds, GSFIC shall contract for construction projects by issuing the appropriate
construction contracts to be signed by GEFA and the contractor. GSFIC will use the correlating Professional Services
contracts in support of the construction delivery method to be used. GSFIC will not be allowed to use pre-selected
contractors for Agency contracts funded with GEFA proceeds. GSFIC will not use agency or statewide contracts under
these types of agency projects.

Measurement and Verification
GSFIC shall include Measurement and Verification requirements in any ITBs, RFPs, RFQs, or Contracts. GSFIC shall
review each agency’s Measurement and Verification Plan in consultation with GEFA to determine compliance with the
guidelines set forth the PMVP* and ESMG*. Compliance shall occur prior to GEFA’s execution of any contract for a
project.
*IPMVP – International Performance Measurement and Verification Protocol
*ESMG – Energy Savings Management Guide

Additional GSFIC Services
GSFIC may provide other related and peripheral services as requested including plan/specification review, Project
Management, and warranty compliance. GSFIC will provide the Agency with information on available services,
policies, engagement instructions and contact information and supplement the information as changes in services occur.