



*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:**

Name of Requesting Agency/Division	Agency Project Contact Phone No.:
	Fax No.:
	E Mail Address:
Name and Title of Agency Requestor:	Name and Title of Agency Contact:
Agency Project Contact Address:	
Name/Description of Proposed Construction Project and Address	
Type of Project: New Facility [ ] Renovation [ ] Expansion [ ]	
Construction Project Location/Institution/Facility	Estimated Project Cost:
Proposed Funding Source:	Project-Related Contracts Currently Held by Agency: Engineering [ ] Architectural [ ] Other Consulting [ ]
Agency Documents Currently Developed/Available – <b><u>Please submit with this form</u></b>	
Project Manual [ ] Scope of Work [ ] Design Documents [ ] Programming [ ] Conceptual Documents [ ]	

**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)

- |   |  |
|---|--|
| <input type="checkbox"/> Procurement Services – Construction        | <input type="checkbox"/> Procurement Services – Design |
| <input type="checkbox"/> Programming/Project Development Assistance | <input type="checkbox"/> Design Review Assistance      |
| <input type="checkbox"/> Project Management                         | <input type="checkbox"/> Review & Comment              |
| <input type="checkbox"/> 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.

Signature and Title of Authorized Agency Representative	Date

**PLEASE SUBMIT FORM TO JIM HYDE, GSFIC BID MANAGER ([jim.hyde@gsfic.ga.gov](mailto:jim.hyde@gsfic.ga.gov))**

## AGENCY PROJECT REQUEST FORM

- ARRA STIMULUS PACKAGE - ENERGY PROGRAM
- GENERAL INFORMATION FOR AGENCIES



### 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.

PLEASE SUBMIT FORM TO JIM HYDE, GSFIC BID MANAGER ([jim.hyde@gsfic.ga.gov](mailto:jim.hyde@gsfic.ga.gov))