



GEORGIA STATE FINANCING AND INVESTMENT COMMISSION
AGENCY REQUEST FORM
FOR
CONSTRUCTION PROCUREMENT SERVICES
AND/OR PROJECT RELATED SERVICES
FOR
AGENCY PUBLIC WORKS CONSTRUCTION PROJECTS

Type (or print) the following information):

Name of Requesting Agency/Division:		Agency Project Contact telephone number:	
		Fax number:	
		E-mail address:	
Name of Agency Principal Requestor:		Name of Agency Project Contact:	
Agency Project Contact Address:			
Name/Description of Proposed Construction Project and Address:			
Construction Project Location/Institution/Facility:		Type of Project: New Facility <input type="checkbox"/> Renovation <input type="checkbox"/> Expansion <input type="checkbox"/> Estimated Project Cost:	
Proposed Project Funding Source:		Project-Related Contracts Currently Held by Agency: Limited Engineering <input type="checkbox"/> Full Architectural <input type="checkbox"/> Other Consulting <input type="checkbox"/>	
Agency Documents Currently Developed/Available (do not submit with this form): Developed Project Manual <input type="checkbox"/> General Scope of Work <input type="checkbox"/> Design Documents Only <input type="checkbox"/> Limited Program/Conceptual Documents <input type="checkbox"/>			

TYPE OF GSFIC SERVICES REQUESTED: This request is submitted to the Georgia State Financing and Investment Commission for services and/or assistance in the Agency's construction-related needs indicated below (check all which apply):

- | | |
|--|---|
| <input type="checkbox"/> Procurement Services – Construction

<input type="checkbox"/> Programming / Project Development Assistance

<input type="checkbox"/> Project Management | <input type="checkbox"/> Procurement Services – Design

<input type="checkbox"/> Design Review Assistance

<input type="checkbox"/> Other |
|--|---|

(Provide additional information on services requested, or if "Other" is checked):

AGENCY AUTHORIZATION: Our Agency is requesting certain GSFIC services for a Public Works Construction project which the Agency has officially determined necessary. We understand that all services provided by 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 (if the Agency will hold the prospective project contract). We agree to immediately provide notice to GSFIC of any changes to our Agency 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 of GSFIC, and understand that an appropriate GSFIC representative will contact my Agency project contact within 48 hours upon receipt of this request to coordinate project services.

Signature of Authorized Agency Representative

Date

Title

(Please submit form to Jim Hyde, GSFIC Bidding Manager, @ jhyde@gsfic.ga.gov, or by fax: (404) 463-5699)

Information for Agencies

CONSTRUCTION PROCUREMENT SERVICES AND/OR PROJECT RELATED SERVICES

Purpose of this Form

The Agency Request Form is the initial document to request GSFIC services for projects formerly administered by DOAS, and is intended to be straightforward and customer-oriented. This is an "introduction" form for Agencies to communicate construction-related service needs to GSFIC. Within (48) hours of GSFIC receipt of this form, a representative from GSFIC will contact the listed Agency Project Contact to begin service coordination. Depending upon "Service Types" requested, one of the following persons will contact the Agency:

Procurement-Related Services

Jim Hyde, CPPB
GSFIC Bidding Manager
jhyde@gsfic.ga.gov

Project Management-Related and Other Services

Dacus Aaron, Senior Project Manager
GSFIC Special Projects Group
raaron@gsfic.ga.gov

GSFIC Scope- GSFIC will generally provide services to Agencies in the order received, but may prioritize services based on Agency needs. Projects eligible for GSFIC services are limited to "Public Works Construction", defined as: *The building, altering, improving, or demolishing of any public structure or building or 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 handled by the Agencies and/or DOAS as appropriate.

Funding and Delegated Authority- For those projects where the Agency will be holding the contract(s) with the vendor(s), Agency confirmation of adequate funding is required prior to GSFIC release of procurement documents. For those projects in which the contract(s) with vendor(s) are to be held by GSFIC, GSFIC shall require the Agency to transfer full funding to GSFIC prior to execution of a contract, and GSFIC will provide project management at no charge to the Agency. However, GSFIC's services shall not be considered a method for Agencies to avoid lapsing of funds at fiscal year end, and all responsibility for funding extensions, shortages or lapses rests with the Agency. GSFIC will retain information on the "delegated authority" levels which DOAS assigns for specific Agencies. GSFIC and DOAS will jointly administer delegated authority as it relates to procurement processes for construction.

Construction Procurement- For those projects using State/Using Agency operational funds in which the contract will be held by the Using Agency, and if a new competitive procurement is deemed necessary, GSFIC shall procure goods and services related to construction for "DOAS" Agencies in a manner generally consistent with those procedures prescribed by DOAS, including advertising, solicitation, bidding, award, and contracting. GSFIC Procurement Services section shall establish and enforce procedures related to bidding/proposal process integrity, and shall determine method of bid package/plan issuance. GSFIC will utilize a project numbering system which will allow GSFIC to properly track projects and funds. Projects which are funded in whole or in part with bond proceeds will be governed by GSFIC rules for bond-funded projects. Contracts for any projects which are signed by GSFIC shall be procured as prescribed by prevailing GSFIC procurement requirements.

Design Procurement- GSFIC may procure Professional Services and other consulting services for projects on behalf of the Agency or as deemed necessary by GSFIC. Procurements for Professional Services will be in conformance with O.C.G.A. 50-22-1 et. seq.

Contracting- GSFIC shall contract for construction projects by issuance of appropriate construction contracts. GSFIC may utilize any GSFIC-approved Professional Services contracts as necessary to accompany the construction agreement(s) or for work associated with the project(s). GSFIC may utilize GSFIC pre-selected contractors (Task Order, Job Order, etc.) for work on Agency projects if deemed by GSFIC to be in best interest of the State, and shall do so in accordance with GSFIC policy. GSFIC may utilize other pre-selected contractors and service providers (Agency and Statewide Contractors) where appropriate.

Additional GSFIC Services- GSFIC may provide certain other related and peripheral services as requested, including plan/specification review, various levels of Project Management, and other project-related services. GSFIC will provide Using Agencies with information on services available, policies, engagement instructions and contact information, and supplement the information as changes in services occur.