



PROJECT INFORMATION				
Date:	Agency Name:	CIP Project? <i>(See 1 below)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	CIP Project No.:	CAP IDIQ Contract No.:
Project (Work) Location:		Type of Consultant/Contractor Requested: <i>(See 2 below)</i>		
Description of Project (Work): <i>(See 3 below)</i>				
REQUESTING INDIVIDUALS INFORMATION				
Agency Name:		Title:		
Contact Name:		Phone Number:		
		Email:		
AGENCY CONTACT INFORMATION				
Agency Name:		Title:		
Contact Name:		Phone Number:		
		Email:		
SITE CONTACT INFORMATION <i>(if other than Agency Contact listed above)</i>				
Agency Name:		Title:		
Contact Name:		Phone Number:		
		Email:		

Email Completed Form to CAP@omes.ok.gov

INSTRUCTIONS:

1. If IDIQ request is in connection with a Capitol Improvement Project (CIP), please check the "Yes" box and provide the CIP Project Number, if known.
2. Consultant/Contractor available through IDIQ are (please use one of the following): Architect (Space Planning), Architect (Design), Landscape Architect, Electrical Engineer, Mechanical Engineer, Civil Engineer, Structural Engineer, Construction Inspector, Land Surveyor, Geotechnical Engineer, Environmental Consultant, and Environmental Abatement Contractor.
3. Describe the project in sufficient detail so that CAP can determine the relevant consultant/contractor to assign. Provide any specific requirements or qualifications the consultant/contractor should possess.

Please call Construction and Properties at (405) 521-2112 with any questions prior to submitting this Request.

For Internal Use Only:	
Consultant/Contractor Assigned:	_____
Phone Number: _____	Email Address: _____
Date Consultant/Contractor Contacted: _____	Date Fee Proposal Received: _____
Date Proposal Accepted _____	Date Requisition Received: _____
Date Confirmed Notice Sent: _____	CAP Project Number: _____
Project Manager Assigned Date _____	Project Manager Assigned Name _____