



PROJECT

Date	PO number	CAP project number	CAP fee code
Estimated contract cost	CAP fee PO number	Host a prebid conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it mandatory? <input type="checkbox"/> Yes <input type="checkbox"/> No
Project address/location			
IS needs (access control, CCTV, fire safety, etc.)			
Project description (refer to note 1 below)			

FUNDING (check all that apply)

<input type="checkbox"/> Agency purchase order	Expiration date:
<input type="checkbox"/> Federal funding	Expiration date:
<input type="checkbox"/> Capital Improvements Program	Expiration date:
<input type="checkbox"/> Other:	Expiration date:
<input type="checkbox"/> Other:	Expiration date:
Are you planning on claiming a tax exemption for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is an insurance claim associated with this project? <input type="checkbox"/> Yes <input type="checkbox"/> No

USING AGENCY

Agency name		Address	
Charge and invoice billing contact name		Primary project contact name	
Email	Phone	Email	Phone
Additional contact name		Additional contact name	
Email	Phone	Email	Phone

VENDOR (Contractor/CM/Design-Builder) OWNER'S REPRESENTATIVE (Consultant)

Company name (refer to note 2 below)			Company name (refer to note 3 below)		
Contact name			Contact name		
Address			Address		
City	State	ZIP	City	State	ZIP
Email	Phone		Email	Phone	

Notes:

- Please include a thorough description; submit all plans and specifications with this form or upload to CAP's OwnCloud at storcloud.ok.gov/index.php/s/CyeeN9Sauklpkap in the New Project Documents folder.
- If applicable: Vendor information if requisition is for award of small project bid directly by agency.
- If applicable: Owner's representative (consultant) information if requisition is for project with documents prepared by licensed/registered design professional. (If none, state so.)
- Incomplete forms will be returned. Submit a request or concern to cap@omes.ok.gov.
- Pursuant to Title 74 O.S. § 9030.5, the Oklahoma Art in Public Places Act, all projects costing \$250,000 or more are to allocate 1.5% to the Oklahoma Arts Council for the purposes of funding the Art in Public Places Act, not to exceed \$500,000. Further information should be obtained from the Oklahoma Arts Council at 405-521-2030 or jarica.walsh@arts.ok.gov.



CAP SERVICES AND FEES			
Fee code	Contract management type	PeopleSoft requisition code	Fee
Construction contracts			
1	Requisition for contract award ≤\$100,000 with Using Agency quotes	TRM 0282	\$100
3	Requisition for contract bid and award – CAP solicits	TRM 0281	.75% of contract requisition
Projects with complex requirements (all projects funded by OCIA and others as determined by CAP)			
4	Total project cost: consultant and construction contracts	TRM 0278 or TRM 0281	1% (includes solicitation and bidding)
Construction document quality control review			
5	Independent plan review when determined by CAP	Contact CAP	Direct cost paid from project funds
Value-added programs and services			
8	Roof Asset Management Program (RAMP)	TRM 0283	3.5% of project cost
8.2	IDIQ environmental abatement program	TRM 0283	3.5% of project cost
8.4	Real estate appraisers' program	TRM 0279	7% of appraiser's fee
9	On-call consultant	TRM 0280	7% of consultant's fee
10-15.1	All other IDIQ programs and services	TRM 0279	7% of consultant's fee
Miscellaneous			
16	Annual renewal for multiyear service contract or Work Order Release on an agency IDIQ contract	TRM 0281 or TRM 0282	\$100
17	Bid document reproduction ¹	N/A	Cost + 15%
18	Newspaper bid advertising ¹	N/A	Cost + 15%
19	Miscellaneous transaction	Contact CAP	\$100
20	Requisition to bid and award agency statewide contract	TRM 0283	\$250
21	Release on agency statewide contract	TRM 0283	.50%
22	Release on agency IDIQ consultant contract	TRM 0278	\$50

NOTES:

1. Projects advertised for bids are subject to advertising costs (refer to Fee codes 17 and 18). Contact CAP for estimates.
2. The PeopleSoft requisition code for all CAP fees is TRM 0277.

REQUEST A CAP SERVICE:

View CAP's service map and contact information on the [OMES CAM CAP webpage](#).