



State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Construction and Properties

Project Requisition Checklist
(OCIA Funding)

PROJECT INFORMATION				
Date:	Agency Requisition Number:	Agency Project Code:	Contract Number:	CAP Number:
Project Location:		Estimated Contract Cost:	CAP Fee: (See 1 below) Code:	
Project Description: (See 2 below)				
Prebid Conf. required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Mandatory? <input type="checkbox"/> Yes <input type="checkbox"/> No	CAP Fee Payment <input type="checkbox"/> Blanket P.O. No.	<input type="checkbox"/> P-Card
PeopleSoft Object Code:		PeopleSoft Vendor I.D.		
AGENCY INFORMATION				
AGENCY CONTACT/PROJECT MANAGER: (See 3 below)		Phone Number:	Fax Number:	
Agency Name: Agency No.:		Email:		
Agency Contact Name:		Number of copies of Bid Documents Agency requires:		
CONSULTANT INFORMATION (See 4 below)				
Company Name:		Contact Name:		
Address:		Phone:	Fax:	
City, ST, Zip:		Email:		
ATTACHMENT CHECKLIST				
<input type="checkbox"/> Bid form		<input type="checkbox"/> Email electronic specifications and bid form to CAP at CAP@omes.ok.gov		
<input type="checkbox"/> Specifications and plans describing planned work				

INSTRUCTIONS:

1. CAP fee per attached Fee Schedule. Enter amount of fee and CAP fee code. This Requisition authorizes OCIA to pay the Construction and Properties department unless other arrangements are made and noted under Special Instructions.
2. Place the descriptive title of the project in this entry. All specifications must be submitted on separate pages attached to this requisition.
3. Enter the Contact information of the individual in the agency that may be contacted by this Department or bidders concerning the project, drawings, or specifications.
4. Enter Consultant information if Requisition is for a project where plans and specifications have been prepared by a licensed Architect, licensed Engineer or other Consultant. If none, so state.

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

SPECIAL INSTRUCTIONS:

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Using Agency Approval Signature

Print Name

Title

FUNDING INFORMATION – THIS SECTION TO BE FILLED IN BY OCIA								
BOND SERIES NUMBER:								
LINE NUMBER	AMOUNT	GL UNIT	ACCT	SUB ACCT	FUND TYPE	CLASS FUND	DEPT	BUDGET REF
FUNDING EXPIRATION INFORMATION								
Funding Expiration Date (Indicate how funding expires in box on the right)					<input type="checkbox"/> Funding must be encumbered by Expiration Date <input type="checkbox"/> Funding must be spent by Expiration Date			



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Fee Schedule
FY 2012
Effective July 1, 2011

CONTRACT MANAGEMENT FEES (PeopleSoft Code for all CAP Fees is TRM0277)

Fee Code	Construction Contracts	PeopleSoft Code For Requisition	
1	Requisition for Contract Award < 50,000 w/ Agency Quotes	TRM 0282	\$100.00 Fixed Fee
2	Requisition for Contract Award < 50,000 CAP Advertises ¹	TRM 0282	\$250.00 Fixed Fee
3	Requisition for Contract Bid & Award, ≥ 50,001 ¹	TRM 0281	0.75 % of Contract Requisition Amount
Example: \$1,125,000 X 0.0075 = \$8,437.50			

Fee Code	Projects with Complex Requirements	PeopleSoft Code For Requisition	
	(All projects funded by OCIA; others as determined by the Department)		
4	Total Project Cost: Consultant and Construction Contracts ¹	TRM 0278 or TRM 0281	1.0 % Includes solicitation and bidding
Example: Design + Construction = \$14,000,000 X 0.01 = \$140,000.00			

Fee Code	Construction Document Quality Control Review	PeopleSoft Code For Requisition	
5	Independent Plan Review when determined by the Department	Call	Direct Cost Paid from Project Funds

Fee Code	Solicitation and Award of Consultant Contract	PeopleSoft Code For Requisition	
6	Consultant Solicitation, Fee Negotiations and Award of Contract	TRM 0278	\$500.00 /\$200.00 ea additional ²
7	Solicitation Only	N/A	\$150.00

Fee Code	Value-Added Programs And Services	PeopleSoft Code For Requisition	
8	Roof Asset Management Program	TRM 0283	3.5 % of Roofing Cost
8.1	Parking Lot, Pavement, Maintenance and Repair Program	TRM 0283	3.5 % of Paving Cost
9	On-Call Consultant	TRM 0280	7.0 % of Consultant Fee
10	IDIQ Testing Program	TRM 0279	7.0 % of Testing Charges
11	IDIQ Land Survey Program	TRM 0279	7.0 % of Survey Fee
12	IDIQ Construction Inspection Program	TRM 0279	7.0 % of Consultant Fee
13	IDIQ Pre-Design Services	TRM 0279	7.0 % of Consultant Fee
14	IDIQ Emergency Consultant Services	TRM 0279	7.0 % of Consultant Fee
15	IDIQ Architect and Engineer Consulting Services	TRM 0279	7.0 % of Consultant Fee
15.1	IDIQ Environmental Consulting Services	TRM 0279	7.0 % of Consultant Fee

Fee Code	Miscellaneous Costs and Fees	PeopleSoft Code For Requisition	
16	Annual Renewal for Multi-Year Service Contract or Work Order Release on an Agency IDIQ Contract.	TRM 0281 or TRM 0282	\$100.00
17	Bid Document Reproduction ¹	N/A	Cost + 15.00 %
18	Newspaper Bid Advertising ¹	N/A	Cost + 15.00 %
19	Miscellaneous Transaction	Call	\$100.00
20	Requisition to bid and award Agency Statewide Contract	TRM 0283	\$250.00
21	Release on Agency Statewide Contract	TRM 0283	.50 %
22	Release on Agency IDIQ Consultant Contract	TRM 0278	\$50.00

Notes:

1. Projects advertised for bid are subject to advertising costs (See Fee Codes 17 and 18). Contact CAP for estimates.
2. \$200.00 charge for each additional contract on multiple award solicitations