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|  | **South Dakota Department of Transportation Consultant Retainer Primary Contact Information Form** |

The intent of this form is to provide Tiffany Hanisch, the SD DOT Consultant Services Coordinator with information regarding who to contact/send information out to **only regarding the Consultant Retainer**. Please fill this out and return it to Tiffany Hanisch, along with the other materials needed for the Consultant Retainer, as listed on the sheet provided. If you have any questions please do not hesitate to contact me via email at [tiffany.hanisch@state.sd.us](mailto:tiffany.hanisch@state.sd.us) or phone at 605-773-2406.

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| CONSULTANT FIRM INFORMATION | | | | |
| Name | | Click or tap here to enter text. | | |
| Address | | Click or tap here to enter text. | | |
| City/State/Zip | | Click or tap here to enter text. | | |
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| PRIMARY CONTACT INFORMATION. This person will receive all information in regard to the Consultant Retainer (SOI info, RFP info, Retainer agreements, etc.) | | | | |
| Name | | Click or tap here to enter text. | | |
| Phone | | Click or tap here to enter text. | Fax | Click or tap here to enter text. |
| Email | | Click or tap here to enter text. | | |
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| SECONDARY CONTACT INFORMATION. This person will not receive documentation regarding the Retainer agreement but may be contacted if questions/concerns arise and the primary contact is unavailable. | | | | |
| Name | | Click or tap here to enter text. | | |
| Phone | | Click or tap here to enter text. | Fax | Click or tap here to enter text. |
| Email | | Click or tap here to enter text. | | |
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**COMMENTS:** Click or tap here to enter text.