

# South Dakota Department of Transportation Consultant Retainer Primary Contact Information Form

The intent of this form is to provide Tiffany Karr, the SD DOT Consultant Services Coordinator, with information regarding who to contact with information regarding the consultant retainer. This may include information about, but is not limited to, the retainer agreement, insurance coverage, employee wage rates etc. if you have any questions please contact [tiffany.karr@state.sd.us](mailto:tiffany.karr@state.sd.us) or 605.773.2406.

**Consultant Name:** \_\_\_\_\_

**Consultant Address:** \_\_\_\_\_

**PRIMARY CONTACT INFORMATION** – this person will be the first point of contact for all questions regarding the consultant retainer.

**Primary Contact Name:** \_\_\_\_\_

**Primary Contact Email:** \_\_\_\_\_

**Primary Contact Phone:** \_\_\_\_\_

**SECONDARY CONTACT INFORMATION** – this person will be only be contacted if unable to reach the primary contact person.

**Secondary Contact Name:** \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_