



# AGENCY PROJECT REQUEST

## Proposed Capital Project

Capital Projects Bureau



NEW MEXICO  
GENERAL SERVICES DEPARTMENT

### I. REQUESTING AGENCY INFORMATION

#### A. GENERAL INFORMATION

Agency: \_\_\_\_\_ Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### B. PROPOSED PROJECT INFORMATION

Proposed Title: \_\_\_\_\_ Project Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Agency Priority: \_\_\_\_\_

Funding Source(s): \_\_\_\_\_ Project Budget: \_\_\_\_\_ Completion: \_\_\_\_\_

Preliminary Project Scope:

Additional Information and/ or Attachments:

#### C. CERTIFICATION AND SIGNATURE

##### Requesting Agency Certification:

*I certify that this request is accurate and complete and is in compliance with State of New Mexico Space Standards, including all laws and executive orders. Agency is requesting consideration from the CPB to complete this Project. I understand that the CPB will review this request and respond to the Requesting Agency as quickly as possible with the Request Disposition below.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### II. CPB AGENCY PROJECT REQUEST ACTION

Request:    Approved    Denied    Requires Re-submittal    Amended    Referred    AiM CP#:

Funding Source(s): \_\_\_\_\_ CPB Project Manager: \_\_\_\_\_

Project Priority: \_\_\_\_\_ Tentative Budget: \_\_\_\_\_

Contract Type: \_\_\_\_\_ Procurement Type: \_\_\_\_\_

Property ID(s): \_\_\_\_\_ CP Program(s): \_\_\_\_\_

Statute  
Authority:

Comments  
and/ or  
Attachments

CPB Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CPB Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Requesting Agency - Complete sections 1, 2 & 3 and email to [fmdprojectrequests@gsd.nm.gov](mailto:fmdprojectrequests@gsd.nm.gov)**

CPB will complete Section 4 and advise of Request Status as soon as possible  
If approved, the CPB Project Manager will contact you with next steps

Distribution: Requesting Agency  
AiM Related Documents  
Project Manager  
Staff Architect