



SUBMISSION

Date	To the Owner: State of Oklahoma OMES CAM CAP P.O. Box 53448 Oklahoma City, OK 73152-3448	On behalf of the Using Agency:
CAP website ServiceNow Catalog		

And the Registrant:

Contact name	Email	Phone
Company name	EIN/TIN	
Address		

Principal office	Business entity				
<input type="checkbox"/> Yes	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual	<input type="checkbox"/> Joint venture	
<input type="checkbox"/> No	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP	<input type="checkbox"/> LLPC	<input type="checkbox"/> Other:	

CERTIFICATIONS (must provide copies)

<input type="checkbox"/> Certified Construction Manager Construction Management Association of America	<input type="checkbox"/> Designated Design-Build Professional Design-Build Institute of America
<input type="checkbox"/> Certified Professional Constructor American Institute of Constructors	<input type="checkbox"/> Certified Construction Contract Administrator Construction Specifications Institute
<input type="checkbox"/> Certified Cost Professional Association for the Advancement of Cost Engineering (AACE International)	<input type="checkbox"/> Certified Estimating Professional Association for the Advancement of Cost Engineering (AACE International)
<input type="checkbox"/> Certified Professional Estimator American Society for Professional Estimators	

The Oklahoma Board of Licensed Architects, Landscape Architects and Registered Commercial Interior Designers policy declaration of Aug. 23, 2011, prohibits an Architect or Landscape Architect from serving as both the Architect/Landscape Architect and Construction Manager on a public project they have designed, as a conflict of interest (OAC 55:10:11-4).

REGISTRANT INFORMATION

1. Services.

1.1 Registration category:

1.2 If design-build, does your firm employ Oklahoma-licensed/registered design professionals for the purpose of acting as the integrated design-builder and providing in-house professional design services during project delivery? Yes No

1.2.1 If yes, select all that apply: Staff architects Staff engineers Other:

1.3 If integrated design-builder, provide Oklahoma Certificate of Authority/Board registration number(s):

Integrated Design-Build entities may use in-house professional staff or team with architectural and engineering firms for the design component of the Design-Build contract. The Design-Builder is required to declare their design team when submitting a response to a Request for Qualifications. Design Professionals offering or providing services in Oklahoma must comply with the requirements prescribed by Oklahoma Law and should contact the respective agency for specific requirements: [Oklahoma Board of Licensed Architects, Landscape Architects and Registered Commercial Interior Designers](#); [Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors](#).

2. Organization.

2.1 How many years has your organization been in business?

2.1.1 Number of years providing construction services:

2.1.2 Number of years providing construction management services:

2.1.3 Number of years providing design services:

2.1.4 Number of years providing design-build services:

2.2 How many years has your organization been in business under its present business name?

2.2.1 Under what other DBA (e.g., trade name, fictitious name) or former names has your organization operated?

2.3 If your organization is a corporation, answer the following below:

2.3.1 Corporation is in good standing in state of incorporation: Yes No

2.3.2 Date of incorporation:

2.3.3 State of incorporation:

2.3.4 Name of president:

2.3.5 Name of vice-president:

2.3.6 Name of secretary:

2.3.7 Name of treasurer:

2.4 If your organization is a partnership, answer the following below:

2.4.1 Partnership is in good standing in state of organization: Yes No

2.4.2 Date of organization:

2.4.3 Type of partnership:

2.4.4 Names of general partners:

2.5 If your organization is individually owned, answer the following below:

2.5.1 Organization is in good standing in state of organization: Yes No

2.5.2 Date of organization:

2.5.3 Name of owner:

2.6 If your organization is other than those listed above, describe it and name the principals:

3. Licensing.

3.1 List jurisdiction and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable:

3.2 List jurisdictions in which your organization's partnership or trade name is filed:

(Out-of-state firms are required to obtain a Certificate of Authority to transact business in Oklahoma. Certificate applications may be obtained from the [Office of the Oklahoma Secretary of State](#). An out-of-state firm who is the apparent low bidder on State of Oklahoma work will be required to obtain the Certificate of Authority before a contract is awarded and executed.)

4. Experience.

4.1 List the categories of work that your organization normally performs with its own forces:

4.2 Claims and suits. (Attach details for the below following questions that you answer as yes.)

4.2.1 Has your organization ever failed to complete any work awarded to it? Yes No

4.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 Yes No

4.2.3 Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?
 Yes No

4.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? Yes (attach details) No

4.4 List five major construction projects your organization has in progress, including all details below.

4.4.1 Project name:

Project type	Contract amount	Percent complete	Scheduled completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone	
Design professional organization	Design professional contact	Design professional email	Design professional phone	

4.4.2 Project name:

Project type	Contract amount	Percent complete	Scheduled completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone	
Design professional organization	Design professional contact	Design professional email	Design professional phone	

4.4.3 Project name:

Project type	Contract amount	Percent complete	Scheduled completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone	
Design professional organization	Design professional contact	Design professional email	Design professional phone	

4.4.4 Project name:

Project type	Contract amount	Percent complete	Scheduled completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone	
Design professional organization	Design professional contact	Design professional email	Design professional phone	

4.4.5 Project name:

Project type	Contract amount	Percent complete	Scheduled completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone	
Design professional organization	Design professional contact	Design professional email	Design professional phone	

4.4.6 Total worth of work in progress and under contract:

4.5 List five major projects your organization has completed in the past five years, including all details below.

4.5.1 Project name:

Project type	Contract amount	Completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone
Design professional organization	Design professional contact	Design professional email	Design professional phone
Percentage of cost of work by own forces	Days over/under contract completion date		

4.5.2 Project name:

Project type	Contract amount	Completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone

Design professional organization	Design professional contact	Design professional email	Design professional phone
Percentage of cost of work by own forces		Days over/under contract completion date	

4.5.3 Project name:

Project type	Contract amount	Completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone
Design professional organization	Design professional contact	Design professional email	Design professional phone
Percentage of cost of work by own forces		Days over/under contract completion date	

4.5.4 Project name:

Project type	Contract amount	Completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone
Design professional organization	Design professional contact	Design professional email	Design professional phone
Percentage of cost of work by own forces		Days over/under contract completion date	

4.5.5 Project name:

Project type	Contract amount	Completion date	Delivery method
Owner organization	Owner contact	Owner email	Owner phone
Design professional organization	Design professional contact	Design professional email	Design professional phone
Percentage of cost of work by own forces		Days over/under contract completion date	

4.5.6 Average annual amount of construction work performed during the past five years:

4.6 List the construction experience and present commitments of key individuals of your organization.
(Format: John Doe, PMI, project manager; 10 yrs. as super., 20 yrs. as PM; 30 yrs. w/co.; 100+ GC & CM projects w/company; 2 active CM projects.)

4.7 If you answered *yes* to **1.2**, list the design experience and present commitments of key licensed/registered design professional individuals of your organization:
(Format: Jane Smith, AIA, design manager; 12yrs. as architect, 12yrs. w/co., 20+ DB Projects w/co., 2 active DB projects.)

5. References.

5.1 Trade references:

5.2 Bank references:

5.3 Surety.

5.3.1 Name of bonding company:

5.3.2 Name of agent:

Email of agent

Address of agent

6. Financial strength.

6.1 *By checking below, the undersigned acknowledges that the award of any contract for services is contingent on the firm's financial strength and ability to perform the required work at risk. Further, the registrant understands that any specific Request for Letters of Interest and/or Request for Qualifications issued by the State of Oklahoma may require the registrant to provide a financial statement as a condition of participation.*

Registrant agrees.

Registrant does not agree.

CONTRACTOR SIGNATURE

The undersigned, being duly authorized to sign on behalf of the organization named herein, does swear or affirm, under penalty of perjury, that the contents of this Qualification Statement, and each supporting document, are true and sufficiently complete so as not to be misleading as so dated above.

Authorized representative name

Authorized representative title

Authorized representative signature

Date