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CAP Form M254 is the designated form to be used by Consultants (Architects, Landscape Architects, Engineers, Land Surveyors, and Real Estate Appraisers) to register for the purpose of doing business with the State of Oklahoma in accordance with Title 61, §62 of the Oklahoma Statutes. **It must be submitted annually; out of date forms cannot be considered in the selection process.**

This form is used in conjunction with CAP Form M255 in the same manner as Federal Standard Forms 254 and 255 were used for Federal selections. CAP Form M255 is to be used for a specific project and CAP Form M254 is for purposes of registering with CAP. **These forms have been designed to be as similar as possible to the forms created by the federal government, but the GSA SF254 and SF255 MAY NOT be used for State registration or selection. Do NOT include attachments; all information should be within this form and this form only, aside from those specifically requested, i.e. Certificate(s) of Authority.**

Instructions for Completing (Numbers below correspond to numbers contained in form):

- 1a-b: Type accurate, complete and legal name of submitting firm (or branch office), its mailing address, including zip code.
- 1c: For architects, landscape architects, engineers or land surveyors, type in the Certificate of Authority or Certificate of Authorization number; also check the firm's licensed discipline checkbox. For other consultants, check "Other" and type out the applicable specialty.
- 1d: Enter the firm's EIN or FIN. If for an individual without an EIN or FIN, input the social security number. Failure to do so will require the form to be returned.
- 1d: Indicate whether form is being submitted in behalf of a parent firm or branch office. (Branch office submissions should list only personnel in, and experienced of, that office.)
2. Provide date the firm or branch office was established.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
- 3b. Provide email for submitter if form contains errors and requires correction and resubmission.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.). You may indicate any other special ownership/size relationship by checking the boxes as appropriate. Oklahoma does not

have any laws at this time giving set asides or preferences for the special categories shown but these should be provided to permit their consideration in the selection process at the discretion of the agency.

5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest tier owner.
 - 5a: If present firm is the successor to, or outgrowth of, one or more predecessor forms, show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the state. Listed principals must be empowered to speak for the firm on policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide Consultant related services.
 - 7a: Show total personnel in all offices. (Should be sum of all personnel, all branches).
8. Show total number of employees, by discipline, in submitting office. (If form is being submitted by main or headquarters office, form should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his/her primary function. Blank lines are provided for personnel in disciplines not shown.
9. Using chart to the left of block 9, insert appropriate index number to indicate range of professional service fees received by submitting form each calendar year, most recent year first.
10. Using the "Experience Profile Code" numbers in the same sequence as entered in block 11, give details of at least one recent (within last five years) representative project for each code number, up to a **maximum** of 15 separate projects, or portions of projects the firm was responsible. After each profile code, show: (a) whether a firm was a "P," the prime professional, or "C," consultant, or "JV," part of a joint venture of project or "IE," if as individual experience from other firm; (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and

address of owner of that project (if state agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion.; and (e) state month and year work on project was, or will be, completed.

11. Select and enter, in alphanumeric sequence, **not more than thirty (30)** "Experience Profile Code" numbers from the listing (next page) which accurately reflect submitting firm's demonstrated technical capabilities and project experience. For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. The Glossary for these terms is the same as shown in the Federal Glossary for SF330.
12. Check all applicable professional disciplines for submitting firm.
13. A principal of the firm must sign and date the questionnaire for it to be accepted. Original signatures are required.

Architects, landscape architects, engineers and land surveyors must attach one (1) **current copy of the firm's Oklahoma Certificate of Authority**. Licensed professionals doing business under their own name are not required to have other than their personal license registration. Architects, landscape architects, engineers and land surveyors not already licensed or registered in the State of Oklahoma must comply with the appropriate licensing or registration Board.

Acknowledgement of renewal or notification of any problems with renewal will be emailed to firms providing an email address.

NOTE: The State keeps CAP Form M590 *Vendor Evaluation* forms on file. The Consultant is evaluated by the State for state projects actually completed by the Consultant. These evaluations shall not be solicited by the Consultants themselves, and must be done inter-agency and forwarded to Construction and Properties to be official.

One (1) copy of the completed form should be delivered or mailed to:

Construction and Properties
P. O. Box 53448
Oklahoma City, Oklahoma 73152-3448
cap@omes.ok.gov

Experience Profile Code Number (for use with Block 10 and 11):

| | | | | | |
|-----|---|-----|--|-----|--|
| A01 | Acoustics, Noise Abatement | F01 | Fallout Shelters; Blast-Resistant Design | P04 | Pipelines (Cross-Country - Liquid & Gas) |
| A02 | Aerial Photography; Airborne Data and Imagery Collection and Analysis | F02 | Field Houses; Gyms; Stadiums | P05 | Planning (Community, Regional, Area-wide and State) |
| A03 | Agricultural Development; Grain Storage; Farm Mechanization | F03 | Fire Protection | P06 | Planning (Site, Installation, and Project) |
| A04 | Air Pollution Control | F04 | Fisheries; Fish ladders | P07 | Plumbing & Piping Design |
| A05 | Airports; Navais; Airport Lighting; Aircraft Fueling | F05 | Forensic Engineering | P08 | Prisons & Correctional Facilities |
| A06 | Airports; Terminals and Hangars; Freight Handling | F06 | Forestry & Forest products | P09 | Product, Machine Equipment Design |
| A07 | Arctic Facilities | G01 | Garages; Vehicle Maintenance Facilities; Parking Decks | P10 | Pneumatic Structures, Air-Support Buildings |
| A08 | Animal Facilities | G02 | Gas Systems: (Propane; Natural, Etc.) | P11 | Postal Facilities |
| A09 | Anti-Terrorism/Force Protection | G03 | Geodetic Surveying: Ground and Air-borne | P12 | Power Generation, Transmission, Distribution |
| A10 | Asbestos Abatement | G04 | Geographic Information System Services: Development, Analysis and Data Collection | P13 | Public Safety Facilities |
| A11 | Auditoriums & Theaters | G05 | Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribbling, Drafting | R01 | Radar; Sonar; Radio & Radar Telescopes |
| A12 | Automation; Controls; Instrumentation | G06 | Graphic Design | R02 | Radio Frequency Systems & Shieldings |
| B01 | Barracks; Dormitories | H01 | Harbors; Jetties; Piers, Ship Terminal Facilities | R03 | Railroad; Rapid Transit |
| B02 | Bridges | H02 | Hazardous Materials Handling and Storage | R04 | Recreation Facilities (Parks, Marinas, Etc.) |
| C01 | Cartography | H03 | Hazardous, Toxic, Radioactive Waste Remediation | R05 | Refrigeration Plants/Systems |
| C02 | Cemeteries (<i>Planning & Relocation</i>) | H04 | Heating; Ventilating; Air Conditioning | R06 | Rehabilitation (Buildings; Structures; Facilities) |
| C03 | Charting; Nautical and Aeronautical | H05 | Health Systems Planning | R07 | Remote Sensing |
| C04 | Chemical Processing & Storage | H06 | High-rise; Air-Rights-Type Buildings | R08 | Research Facilities |
| C05 | Child Care/Development Facilities | H07 | Highways; Streets; Airfield Paving; Parking Lots | R09 | Resources Recovery; Recycling |
| C06 | Churches; Chapels | H08 | Historical Preservation | R10 | Risk Analysis |
| C07 | Coastal Engineering | H09 | Hospital & Medical Facilities | R11 | Rivers; Canals; Waterways; Flood Control |
| C08 | Codes; Standards; Ordinances | H10 | Hotels; Motels | R12 | Roofing |
| C09 | Cold Storage; Refrigeration and Fast Freeze | H11 | Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>) | S01 | Safety Engineering; Accident Studies; OSHA Studies |
| C10 | Commercial Building (<i>low rise</i>); Shopping Centers | H12 | Hydraulics & Pneumatics | S02 | Security Systems; Intruder & Smoke Detection |
| C11 | Community Facilities | H13 | Hydrographic Surveying | S03 | Seismic Designs & Studies |
| C12 | Communications Systems; TV; Microwave | I01 | Industrial Buildings; Manufacturing Plants | S04 | Sewage Collection, Treatment and Disposal |
| C13 | Computer Facilities; Computer Service | I02 | Industrial Processes; Quality Control | S05 | Soils & Geologic Studies; Foundations |
| C14 | Conservation and Resource Management | I03 | Industrial Waste Treatment | S06 | Solar Energy Utilization |
| C15 | Construction Management | I04 | Intelligent Transportation Systems | S07 | Solid Wastes; Incineration; Landfill |
| C16 | Construction Surveying | I05 | Interior Design; Space Planning | S08 | Special Environments; Clean Rooms, Etc. |
| C17 | Corrosion Control; Cathodic Protection; Electrolysis | I06 | Irrigation; Drainage | S09 | Structural Design; Special Structures |
| C18 | Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting | J01 | Judicial and Courtroom Facilities | S10 | Surveying; Platting; Mapping; Flood Plain Studies |
| C19 | Cryogenic Facilities | L01 | Laboratories; Medical Research Facilities | S11 | Sustainable Design |
| D01 | Dams (<i>Concrete; Arch</i>) | L02 | Land Surveying | S12 | Swimming Pools |
| D02 | Dams (<i>Earth; Rock</i>); Dikes; Levees | L03 | Landscape Architecture | S13 | Storm Water Handling & Facilities |
| D03 | Desalinization (<i>Process & Facilities</i>) | L04 | Libraries; Museums; Galleries | T01 | Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>) |
| D04 | Design-Build - Preparation of Requests for Proposals | L05 | Lighting (Interior; Display; Theater, Etc.) | T02 | Testing & Inspection Services |
| D05 | Digital Elevation and Terrain Model Development | L06 | Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.) | T03 | Traffic & Transportation Engineering |
| D06 | Digital Orthophotography | M01 | Mapping Location/Addressing Systems | T04 | Topographic Surveying and Mapping |
| D07 | Dining Halls; Clubs; Restaurants | M02 | Materials Handling Systems; Conveyors; Sorters | T05 | Towers (<i>Self-Supporting & Guyed Systems</i>) |
| D08 | Dredging Studies and Design | M03 | Metallurgy | T06 | Tunnels & Subways |
| E01 | Ecological & Archeological Investigations | M04 | Microclimatology; Tropical Engineering | U01 | Unexploded Ordnance Remediation |
| E02 | Educational Facilities; Classrooms | M05 | Military Design Standards | U02 | Urban Renewals; Community Development |
| E03 | Electrical Studies and Design | M06 | Mining & Mineralogy | U03 | Utilities (Gas and Steam) |
| E04 | Electronics | M07 | Missile Facilities (Silos; Fuels; Transport) | V01 | Value Analysis; Life-Cycle Costing |
| E05 | Elevators; Escalators; People-Movers | M08 | Modular Systems Design; Pre-Fabricated Structures or Components | W01 | Warehouses & Depots |
| E06 | Embassies and Chanceries | N01 | Naval Architecture; Off-Shore Platforms | W02 | Water Resources; Hydrology; Ground Water |
| E07 | Energy Conservation; New Energy Sources | N02 | Navigation Structures; Locks | W03 | Water Supply; Treatment and Distribution |
| E08 | Engineering Economics | N03 | Nuclear Facilities; Nuclear Shielding | W04 | Wind Tunnels; Research/Testing Facilities Design |
| E09 | Environmental Impact Studies, Assessments or Statements | O01 | Office Buildings; Industrial Parks | Z01 | Zoning; Land Use Studies |
| E10 | Environmental and Natural Resource Mapping | O02 | Oceanographic Engineering | | |
| E11 | Environmental Planning | O03 | Ordnance; Munitions; Special Weapons | | |
| E12 | Environmental Remediation | P01 | Petroleum Exploration; Refining | | |
| E13 | Environmental Testing and Analysis | P02 | Petroleum and Fuel (Storage and Distribution) | | |
| | | P03 | Photogrammetry | | |

Use fields below for experience areas not listed above.

201 _____

202 _____

203 _____

204 _____

205 _____

206 _____



Office of Management & Enterprise Services
Capital Assets Management
Department of Real Estate Services
Construction and Properties

**CAP Form M254
Consultant Registration
Questionnaire**

1a. Firm Name (or Branch Office): _____

1b. Address / City, ST ZIP: _____

1c. Oklahoma Certificate of Authority/Authorization No. _____

- Architect Landscape Architect Engineer Land Surveyor
- Other Consultant _____

1d. EIN/TIN/SSN: _____

1e. Submittal is for: Parent Company Branch or Subsidiary Office

5. Name of Firm (if block 1 is a branch or subsidiary office), if any: _____

5a. Former Firm/Branch Office Name(s), if any, and Years(s) established: _____

6. Point of Contact Name(s) (not more than two Principals):

Title:

Email:

1. _____

2. _____

7. Present Offices: City / State / Email / Number of Personnel at each Office

7a. Total Personnel:

(all offices)

8. Employees by Discipline for those employed at firm of block 1a: (List each person only once, by primary function)

- | | | | |
|-------------------------------|----------------------------|--------------------------------|-----------------------------|
| _____ Administrative | _____ Economists | _____ Mechanical Engineers | _____ Surveyors |
| _____ Architects | _____ Electrical Engineers | _____ Mining Engineers | _____ Geotechnical Engineer |
| _____ CAD/CADD Technicians | _____ Estimators | _____ Planners: Urban/Regional | _____ |
| _____ Chemical Engineers | _____ Geologists | _____ Real Estate Appraiser | _____ |
| _____ Civil Engineers | _____ Hydrologists | _____ Sanitary Engineers | _____ |
| _____ Construction Inspectors | _____ Interior Designers | _____ Soil Engineers | _____ |
| _____ Draftsmen | _____ Landscape Architects | _____ Specification Writers | _____ |
| _____ Ecologists | _____ Land Surveyors | _____ Structural Engineers | _____ |

9. Summary of Professional Services Fees Received:

Ranges of Professional Services Fees Index:

Return this form to:

Last five (5) years – most recent first

(use for entries in 9 on left)

(insert year numbers to right)

Direct State Contract Work: _____

Other Public Funds Work: _____

Private Funds Work: _____

- 1. Less than \$5,000
- 2. \$5,000 to \$50,000
- 3. \$50,000 to \$100,000
- 4. \$100,000 to \$500,000
- 5. \$500,000 to \$1 million
- 6. Over \$1 million

Construction and Properties
P. O. Box 53448
Oklahoma City, OK. 73152-3448
cap@omes.ok.gov

FOR OFFICIAL STATE DATE STAMP

10. Project Examples, Last Five (5) Years.

| Profile Codes | "P", "C", "JV" or "IE" | Client First / Last Name | Phone Number | Company Name / City, ST ZIP | Project Name | Completion Date | Cost of Work (000's) |
|---------------|------------------------|-----------------------------|--------------|-----------------------------|--------------|-----------------|----------------------|
| _____ | _____ | 1. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 2. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 3. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 4. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 5. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 6. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 7. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 8. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 9. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 10. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 11. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 12. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 13. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 14. _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 15. _____ | _____ | _____ | _____ | _____ | _____ |

11. Profile of Firm's Project Experience, Last 5 years.

| Profile Code | Number of Projects | Gross Fees (000's) | Profile Code | Number of Projects | Gross Fees (000's) | Profile Code | Number of Projects | Gross Fees (000's) |
|--------------|--------------------|--------------------|--------------|--------------------|--------------------|--------------|--------------------|--------------------|
| 1. | | 11. | | | 21. | | | |
| 2. | | 12. | | | 22. | | | |
| 3. | | 13. | | | 23. | | | |
| 4. | | 14. | | | 24. | | | |
| 5. | | 15. | | | 25. | | | |
| 6. | | 16. | | | 26. | | | |
| 7. | | 17. | | | 27. | | | |
| 8. | | 18. | | | 28. | | | |
| 9. | | 19. | | | 29. | | | |
| 10. | | 20. | | | 30. | | | |

12. Professional Discipline Checklist.

1000 LICENSED ARCHITECTS

(copy of current Oklahoma Certificate of Authority must be attached)

- 1010 Architect General Practice
- 1020 Construction Admin
- 1030 Environmental Architect
- 1040 Historical Preservation
- 1050 Space Planning & Interior Design
- 1060 Project Planning & Programming
- 1070 Roofing Consultant
- 1080 Urban Planner / Urban Design
- 1090 Architect Other _____

2000 PROFESSIONAL ENGINEERS

(copy of current Oklahoma Certificate of Authorization must be attached)

- 2010 Engineering General Practice
- 2020 Chemical Engineer
- 2030 Civil Engineer
- 2040 Energy Design
- 2050 Electrical Engineer
- 2060 Mechanical Engineer
- 2070 Soils Engineer
- 2080 Structural Engineer
- 2090 Environmental Engineer
- 2100 Geotechnical Engineer
- 2110 Mining
- 2120 Land Planning
- 2130 Swimming Pool Design
- 2140 Engineer Other _____

3000 LAND SURVEYORS

(copy of current Oklahoma Certificate of Authorization must be attached)

- 3010 Land Surveyors - General Practice
- 3020 Construction Staking

5000 LANDSCAPE ARCHITECTS

(copy of current Oklahoma Certificate of Authority must be attached)

- 5010 Landscape Architect
- 5020 Golf Course Design
- 5030 Urban Planner / Urban Design
- 5040 Landscape Architect Other _____

6000 OTHER TYPES OF FIRMS OR ORGANIZATIONS

- 6010 Aerial Photography
- 6020 Asbestos Consultant (copy of current Oklahoma License must be attached)
 - 6030 Asbestos Inspector
 - 6040 Asbestos Management Planner
 - 6050 Asbestos Project Designer
- 6060 Construction Cost Estimator
- 6070 Construction Inspector
- 6080 Exhibit Designer
- 6090 Interior Designer (copy of Oklahoma Certificate of Title must be attached)
- 6100 Other _____

9000 APPRAISERS AND ASSESSORS OF REAL ESTATE

(copy of current Oklahoma License must be attached)

- 9010 Residential Real Estate Appraiser and Assessors
- 9020 Commercial Real Estate Appraiser and Assessors

13. The undersigned hereby solemnly swears or affirms, under penalty of perjury, that the information stated herein is true and correct.

(Consultant Signature)

(Printed Name and Title)

(Date)