

This form, or its pages, may be copied or computer generated, but not altered.

CAP Form M255 is the companion form to CAP Form M254 which permits Architects, Landscape Architects, Engineers and Land Surveyors to respond to invitations to be considered for design projects from the State of Oklahoma. It permits consultants to tailor their response to the specific project being considered by an agency.

This form is used in conjunction with CAP Form M254 in the same manner as Federal Standard Forms 254 and 255 are used for Federal selections. CAP Form M255 is to be used for a specific project and CAP Form M254 is used to be registered for consideration. **These forms have been designed to be as similar as possible to the Federal forms but SF254 and SF255 may NOT be used for State registration and selection.**

This form is divided into (6) break sections.

Section 6 (a. through g.) are expected to be reused for all proposed team members for the specific project being responded to. Use as many sheets as necessary, simply provide the proper page numbering in the bottom right for final submission.

Return this completed form to the agency issuing the invitation with a letter requesting consideration for the proposed project.

**Instructions for Completing** (Numbers below correspond to numbers contained on form.)

1. Enter the description of the project, as it appears in the letter you received announcing the project. If the agency has used a number to identify the project, include that number.
- 2a. Enter the date of the letter soliciting the project. You must reply to the Using Agency as specified, to be considered. This completed form must accompany your Letter of Interest.
- 2b. Enter the name of the Using Agency from which you received the announcement letter.
- 2c. Provide the CAP Solicitation Number of this response.
- 3a. List the legal name and address of the firm or joint-venture submitting this form.
- 3b. All firms, other than individuals practicing under their own license, or joint ventures must be certified by the Oklahoma Board of Registration for Professional Engineers and Land Surveyors or the Oklahoma Board of Governors for Licensed Architects and Landscape Architects.
- 3c. Enter the firm's EIN/TIN.
- 3d. Enter the name, title, and email of the principal representing the firm or joint-venture submitting this form.
- 3e. Enter the address of the office that will perform the work on this project, if it is different from that shown in item 3a.
4. List the number of personnel, by discipline, to be used on **this specific project**. List them only once by primary function. If functions are not shown, add them in the blanks provided.
5. If a joint-venture is planned for this project, list the member firms and their respective areas of expertise here. All members must be registered with Construction and Properties. Provide total number of employees permanently employed by the firm listed. Do not include employees of consultants or sub-consultants. A separate, complete CAP Form M255 is required for additional consultants or sub-consultants.
6. This page is for the resumes of the key personnel. It may be copied as necessary. It should be noted that Oklahoma law requires that design work for Oklahoma projects require the seals of architects and engineers licensed in the State of Oklahoma. Images and/or photographs are not requested and should not be provided.
7. This page is for the listing of projects accomplished by the (P)artnership, (C)orporation, (J)oint-(V)enture, or (I)ndividual, which best represents the qualifications of the firm for the type of project similar to the one announced. Do not include projects of consultants or sub-consultants. Images and/or photographs are not requested and should not be provided.
8. This area may be used to provide any other information not covered elsewhere on the form, which is pertinent to this project. List any special qualifications, which are applicable to this project. Images and/or photographs are not requested and should not be provided.
9. All prospective consultants must be aware of the quoted section of law from Title 61 of the Oklahoma Statutes. The signature in Item 11 acknowledges that the excerpt has been read and the information provided is accurate.
10. A principal of the firm must sign and date the questionnaire for it to be accepted. Either original or electronic signatures are required.



Procurement Division

**CAP Form M255  
Consultant Services for a  
Specific Project**

1. Project Name / Location for which Firm is responding:



2a. CAP Solicitation Number: \_\_\_\_\_

2b. Date of Solicitation: \_\_\_\_\_

2c. Using Agency originating Solicitation: \_\_\_\_\_

3a. Firm (or Joint-Venture) Legal Name and Address / City, ST ZIP: \_\_\_\_\_

3d. Name, Title, & Email of Principal Contact: \_\_\_\_\_

3b. Certificate of Authority Number: \_\_\_\_\_

3e. Address / City, ST ZIP of office to perform work, if different from Item 3a: \_\_\_\_\_

3c. EIN/TIN: \_\_\_\_\_

4. Personnel by Discipline: (List each person only once, by primary function.)

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

5a. If submittal is by a JOINT-VENTURE, list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: All firms and the joint venture MUST be registered with Construction and Properties, [cap@omes.ok.gov](mailto:cap@omes.ok.gov).

5b. Has this Joint-Venture previously worked together?  Yes  No If YES, how many times? \_\_\_\_\_

6. Brief resume of key persons, specialists, and individual consultants employed by sub-consultants anticipated for **this Specific Project**.

a. Name and Title: _____	a. Name and Title: _____
b. Project Assignment: _____	b. Project Assignment: _____
c. Name of firm with which associated: _____	c. Name of firm with which associated: _____
d. Years experience - with this firm: _____ with other firms: _____	d. Years experience - with this firm: _____ with other firms: _____
e. Education: Degree(s)/Year/Specialization _____	e. Education: Degree(s)/Year/Specialization _____
_____	_____
f. Active Registration (State/Year first registered/Discipline/Oklahoma License Number): _____	f. Active Registration (State/Year first registered/Discipline/Oklahoma License Number): _____
_____	_____
Oklahoma Certificate of Authority (if any): _____	Oklahoma Certificate of Authority (if any): _____
g. Dominate experience and qualifications <u>relevant</u> to this Specific Project: _____	g. Dominate experience and qualifications <u>relevant</u> to this Specific Project: _____

7. Work by firm or members which best illustrates current qualifications relevant to **this specific project** (list no more than 10 projects):

a. Project Name and Location	"P", "C", "JV" or "I"	b. Nature of Firms Responsibility	c. Project Owner's Name and Address	d. Completion Date	e. Est./Final Cost (000's)	
					Entire Project	Firm's Portion
1.	—					
2.	—					
3.	—					
4.	—					
5.	—					
6.	—					
7.	—					
8.	—					
9.	—					
10.	—					

8. Space provided for any additional relative information or description of resources supporting your firm's qualifications for **this Specific Project**.

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9. 61 O.S., § 64. Offenses

Any consultant or person doing architectural, surveying or engineering work for the State of Oklahoma, their agents, servants or employees, who shall receive gratuity from any contractor or builder of any public building or works, or solicit, receive or make any political contribution from or to a contractor or a builder of any public building or works, or who attempts to interfere with the competitive bidding process of the State of Oklahoma in any manner, is guilty of a misdemeanor, and upon conviction thereof shall be fined not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), and by imprisonment in the county jail for not less than six (6) months nor more than one (1) year. Any contractor or builder of any public building or works, their agents, servants or employees, who shall offer any gratuity or political contribution to any consultant doing architectural, surveying or engineering work for the State of Oklahoma, or who attempts to interfere with the competitive bidding process of the State of Oklahoma in any manner, is guilty of a misdemeanor, and upon conviction thereof shall be fined not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), and by imprisonment in the county jail for not less than six (6) months nor more than one (1) year.

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

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(Consultant Signature)

(Printed Name and Title)

(Date)

*Return this form along with your letter expressing interest to the agency from whom you received the notice of this project.*