

## INSTRUCTIONS

This form, the companion form to CAP Form M254, permits Architects, Landscape Architects, Engineers and Land Surveyors to respond to agency 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. **Return this completed form to the agency that issued the invitation with a letter of interest requesting consideration for the proposed project.**

This form is for a specific project and is used in conjunction with CAP Form M254, Vendor Registration Form, which is for a vendor to register for consideration in doing business with the State of Oklahoma. These forms are designed to be like the federal Standard Forms, FS254 and FS255, which are for federal projects/selections.

### **Additional instructions for completing this form**

#### **Section 2: Company Information**

**FEIN/TIN/SSN:** Enter the firm's federal employer identification number (FEIN) or tax identification number (TIN). For an individual without an FEIN or TIN, input the Social Security number. **Failure to do so will require the form to be returned.**

#### **Section 3: Company Profile**

**Work by firm:** List the projects accomplished by the partnership (P), corporation (C), joint venture (JV) or individual (I) that best represents the qualifications of the firm for the type of project like this specific project. Do not include projects of consultants or subconsultants, and do not include any images.

**Section 1: PROJECT INFORMATION**

Project name (per invitation's description and any number used to identify the project)		Project location	
Using Agency originating solicitation	CAP solicitation #	Date of solicitation	

**Section 2: COMPANY INFORMATION**

Firm (or joint venture) legal name		Address	
Certificate of Authority #	Principal contact name		Title
FEIN/TIN/SSN	Address (office that will perform work, if different from above)		Email
Number of personnel by discipline (count each person only once, by primary function; use the blanks in the far right column for other disciplines not listed)			
Administrative:	Economist:	Mechanical engineer:	
Architect:	Electrical engineer:	Mining engineer:	
CAD/CADD technician:	Estimator:	Planner (urban/regional):	
Chemical engineer:	Geologist:	Sanitary engineer:	
Civil engineer:	Hydrologist:	Soil engineer:	
Construction inspector:	Interior designer:	Specific writer:	
Draftsman:	Landscape architect:	Structural engineer:	
Ecologist:	Land surveyor:	Surveyor:	<b>Total personnel:</b>

If 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 OMES CAM Construction and Properties ([cap@omes.ok.gov](mailto:cap@omes.ok.gov)).

Has this joint venture previously worked together? ☐ No ☐ Yes – If yes, how many times?

### Section 3: COMPANY PROFILE (use as many pages as needed to list all key persons)

Brief resume of key persons, specialists and individual consultants employed by subconsultants anticipated for this specific project

Name	Title	Name	Title
Project assignment		Project assignment	
Name of associated firm		Name of associated firm	
Years of experience		Years of experience	
With this firm:	With other firms:	With this firm:	With other firms:
Education (degree, year, specialization)		Education (degree, year, specialization)	
Active registration (state, year first registered, discipline, Oklahoma license number)		Active registration (state, year first registered, discipline, Oklahoma license number)	
Oklahoma Certificate of Authority (if any):		Oklahoma Certificate of Authority (if any):	
Dominant experience and qualifications relevant to this specific project		Dominant experience and qualifications relevant to this specific project	

**Note:** Oklahoma law requires that design work for Oklahoma projects include the seals of architects and engineers licensed in the State of Oklahoma (do not include images).

Work by firm or members that best illustrates current qualifications relevant to this specific project (list no more than 10)

Project name and location	P, C, JV or I	Nature of firm's responsibility	Project owner's name and address	Completion date	Est./final cost (\$000s)	
					Entire project	Firm's portion

Space provided for any additional pertinent information or description of resources supporting your firm's qualifications for this specific project (do not include images)

## Section 5: SIGNATURE (principal must sign for form to be considered)

### [61 O.S. § 64](#): Misdemeanor offenses – Punishment

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 \$100 nor more than \$500, and imprisoned in the county jail for not less than six months nor more than one 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 \$100 nor more than \$500, and imprisoned in the county jail for not less than six months nor more than one year.

Under penalty of perjury, the undersigned hereby solemnly swears or affirms that the information stated herein is true and correct, and that they have read the above statute.

Consultant principal signature	Date	Name	Title
--------------------------------	------	------	-------

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