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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 **It must be submitted annually; out of date forms cannot be considered in the selection process.**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](mailto: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; Navajds; 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 &amp; 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 &amp; 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 &amp; 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

FOR OFFICIAL STATE DATE STAMP

2. Year present firm established: \_\_\_\_\_

3. Date Prepared: \_\_\_\_\_

3a. Submitter Contact Email: \_\_\_\_\_

4. Check specific type of ownership:

- Sole Proprietor     Corporation
- Partnership       Joint-Venture
- Other \_\_\_\_\_

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

*(insert year numbers to right)*

Direct State Contract Work: \_\_\_\_\_

Other Public Funds Work: \_\_\_\_\_

Private Funds Work: \_\_\_\_\_

- (use for entries in 9 on left)*
- 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](mailto:cap@omes.ok.gov)

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

Profile Codes	"P", "C", "JV" or "IE"	Client		Project Name	Completion Date	Cost of Work (000's)
		First / Last Name	Phone Number			
_____	_____	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 Engineering Other
- 2080 Soils Engineer
- 2090 Structural Engineer
- 2100 Environmental Engineer
- 2110 Geotechnical Engineer
- 2120 Mining
- 2130 Land Planning
- 2140 Swimming Pool Design
- 2160 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)