



JOHN S. RICHARD  
Director

Mary Fallin  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

**MEMORANDUM**

DATE: March 31, 2011

TO: All State Agency Appointing Authorities  
All State Agency CPOs

FROM: John W. Morrison, AIA  
State Construction Administrator  
Department of Central Services, Construction and Properties Division (DCS-CAP)

RE: **Revised CAP Fee Schedule - effective July 1, 2011**  
Reminder – July 1, 2011 Compliance with DCS-CAP Form M800  
Update on Changes to the Competitive Bidding Act

Effective **July 1, 2011** CAP Fees will change per our updated Fee Schedule in the DCS-CAP Form M701 and DCS-CAP Policy P001 available on our website under "Forms" and "Library" respectively.

We have significantly reduced fees for On-Call and IDIQ Consultant contracts, as well those for the Roofing Program. Fees for publically bid projects will see a modest increase. The breakdown of the fee adjustments are as follows:

<u>Contract Type</u>	<u>Current Fee</u>	<u>Revised Fee</u>
IDIQ Consultants	10%	7%
Roofing Program	5%	3.5%
Contract Bid & Award >50,000	0.5%	0.75%
Complex Projects	0.65%	1.0%
Simple Contract Award ≤ \$50,000	\$ 100	unchanged
Contract Bid & Award ≤ 50,000	\$ 250	unchanged

Also effective July 1, we will no longer charge fees for most Emergency projects. Only those emergency projects that require extensive design and major, long-term construction efforts will be assessed fees, as described more fully in policy P001.

New fee codes have been added to the fee schedule. Fee Code 8.1 has been added for our new Parking Lot, Maintenance and Paving Program which will be publicly bid this summer. We anticipate the contract award by September and will send a notice to let you know when it can be used. Future statewide line item contracts will also be assessed at the lower rate. We also now have fee codes for our Architect and Engineer Consulting Services (Code 15) and IDIQ Environmental Consulting Services (Code 15.1).

The Project Requisition Checklist has been updated in the Attachment Checklist area to agree with the required documents on the DCS-CAP Form M800 for projects less than or equal to \$50,000.00. As a reminder, effective **July 1, 2011**, all Requisition packages submitted to CAP for projects under the statutory amount must comply with the guidelines in DCS-CAP Form M800. Invitations to Bid and requisition packages must include all prescribed components using DCS-CAP forms which can be found on the Construction and Properties website. Non-compliance with these guidelines will delay processing of your project. An updated version of DCS-CAP Form M800 can be found on our website.

Finally, the Governor has signed SB96, making a few changes to the Bidding Act. Effective November 1, the threshold for direct contract award is increased from \$2,500 to \$5,000. This will reduce the number of routine requisitions sent to CAP for award. Please forward this memo to the appropriate personnel. The bill also authorizes DCS-CAP to award construction contracts using the Best Value model.

Thank you for your time and attention. As always, please feel free to contact us with any questions or comments you may have by calling (405) 521-2112 or by emailing [Email\\_CAP@dcs.state.ok.us](mailto:Email_CAP@dcs.state.ok.us).

<http://www.ok.gov/DCS/Construction & Properties>