

STATE OF OKLAHOMA
 Department of Central Services
 Construction and Properties Division

INSTRUCTIONS FOR COMPLETING CAP FORM 254

GENERAL:

CAP Form 254 is the designated form to be used by Architects, Engineers and other design Consultants to register for the purpose of doing business with the State of Oklahoma in accordance with O.S. 61, Section 62. It must be submitted annually; out of date forms cannot be considered in the selection process.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 255 in the same manner as Federal Standard Forms 254 and 255 are used for Federal selections. 255 is to be used for a specific project and 254 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. These forms MAY be freely copied or electronically digitized for computer use.

Item 1. The firm's legal name, mailing address, and telephone number.

Item 1a. Enter the firm's Oklahoma Certificate of Authority Number, IF REQUIRED. Individuals doing business under their own name are not required to have other than their personal registration. Out of state firms will be required to be certified in Oklahoma before being awarded a contract.

Item 1b. Enter the firm's FEI or Tax ID Number. Failure to do so will require the form to be returned.

Item 1c. Check whether the firm is a parent or branch of the company.

Items 2 and 3 are self explanatory.

Item 4. Specify whether the firm is a partnership, corporation, joint-venture or independent owner. 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.

Items 5, 5a, 6 and 7 are self explanatory.

Item 8. List the make up of the firm by primary function with firm members being listed once. Blank lines are provided for any of the fields shown on page 2.

Item 9. This is for the purpose of showing previous work in the three categories shown. The first column should be for the current year, progressing to the

preceding four years. Indicate the total fees received each year in each category using the fee ranges shown.

Item 10. Show your firm's experience in all appropriate design fields using the codes shown on page 2. The Glossary for these terms are the same as shown in the Federal Glossary for SF254 and SF255.

Item 11. List projects performed during the last five years, indicating the profile codes from page 2 and showing whether the work was performed as a (P)artnership, (C)orporation, (J)oint- (V)enture, or as an (I)ndependent.

Item 12. A principal of the firm must sign and date the questionnaire for it to be accepted.

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

**City of Oklahoma City
 Public Works Department
 420 West Main, Suite 700
 Oklahoma City, Oklahoma
 73102**

<h1 style="margin:0;">State of Oklahoma</h1> <p style="margin:0;">Consultant Registration Questionnaire</p>	<p>1. Firm Name/Business Address/Telephone Number:</p> <p>1a. Oklahoma Certificate of Authority Number _____ (Arch,Engr,Sur)</p> <p>1b. FEI/SSN/Tax ID Number _____</p> <p>1c. Submittal is for <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office.</p>	<p>2. Year Present Firm Established</p>	<p>3. Date Prepared:</p>																														
		<p>4. Specify type of ownership and check below, if applicable. <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint- Venture</p>																															
		<p><input type="checkbox"/> A. Small Business</p>																															
		<p><input type="checkbox"/> B. Minority Owned Business</p>																															
		<p><input type="checkbox"/> C. Woman-Owned Business</p>																															
<p>5. Name of Parent Company, if any:</p>		<p>5a. Former Parent Company Name(s), if any, and year(s) established:</p>																															
<p>6. Names of not more than two principals to contact: Title/Telephone</p>																																	
<p>7. Present Offices: City/State/Telephone/Number of personnel each office</p>		<p>7a. Total Personnel _____</p>																															
<p>7b. Fax Number _____</p>		<p>7c. Email Address _____</p>																															
<p>8. Personnel by discipline. (List each person only once, by primary function.)</p> <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Administrative</td> <td><input type="checkbox"/> Economists</td> <td><input type="checkbox"/> Mechanical Engineers</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Architects</td> <td><input type="checkbox"/> Electrical Engineers</td> <td><input type="checkbox"/> Mining Engineers</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> CADD Technicians</td> <td><input type="checkbox"/> Estimators</td> <td><input type="checkbox"/> Planners: Urban/Regional</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Chemical Engineers</td> <td><input type="checkbox"/> Geologists</td> <td><input type="checkbox"/> Sanitary Engineers</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Civil Engineers</td> <td><input type="checkbox"/> Hydrologists</td> <td><input type="checkbox"/> Soils Engineers</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Construction Inspectors</td> <td><input type="checkbox"/> Interior Designers</td> <td><input type="checkbox"/> Specification Writers</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Drafters</td> <td><input type="checkbox"/> Landscape Architects</td> <td><input type="checkbox"/> Structural Engineers</td> <td>_____</td> </tr> </table>				<input type="checkbox"/> Administrative	<input type="checkbox"/> Economists	<input type="checkbox"/> Mechanical Engineers	_____	<input type="checkbox"/> Architects	<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Mining Engineers	_____	<input type="checkbox"/> CADD Technicians	<input type="checkbox"/> Estimators	<input type="checkbox"/> Planners: Urban/Regional	_____	<input type="checkbox"/> Chemical Engineers	<input type="checkbox"/> Geologists	<input type="checkbox"/> Sanitary Engineers	_____	<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Hydrologists	<input type="checkbox"/> Soils Engineers	_____	<input type="checkbox"/> Construction Inspectors	<input type="checkbox"/> Interior Designers	<input type="checkbox"/> Specification Writers	_____	<input type="checkbox"/> Drafters	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Structural Engineers	_____		
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<input type="checkbox"/> Drafters	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Structural Engineers	_____																														
<p>9. Summary of Professional Services Fees Received:</p> <table style="width:100%; border:none;"> <tr> <td></td> <td colspan="5" style="text-align:center;">Last 5 years (most recent first)</td> </tr> <tr> <td></td> <td style="text-align:center;">20__</td> <td style="text-align:center;">19__</td> <td style="text-align:center;">19__</td> <td style="text-align:center;">19__</td> <td style="text-align:center;">19__</td> </tr> <tr> <td style="padding-left:20px;">Direct State contract work:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td style="padding-left:20px;">Other Public Funds work:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td style="padding-left:20px;">Private Funds work:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>			Last 5 years (most recent first)						20__	19__	19__	19__	19__	Direct State contract work:	_____	_____	_____	_____	_____	Other Public Funds work:	_____	_____	_____	_____	_____	Private Funds work:	_____	_____	_____	_____	_____	<p>Ranges of Professional Services Fees Index</p> <ol style="list-style-type: none"> 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 	<p>Return this form to:</p> <p>City of Oklahoma City Public Works Department 420 West Main, Suite 700 Oklahoma City, Oklahoma 73102</p>
	Last 5 years (most recent first)																																
	20__	19__	19__	19__	19__																												
Direct State contract work:	_____	_____	_____	_____	_____																												
Other Public Funds work:	_____	_____	_____	_____	_____																												
Private Funds work:	_____	_____	_____	_____	_____																												

Experience Profile Code Numbers for use with questions 10 and 11.			
001	Acoustics; Noise Abatement	040	Gas Systems (Propane; Natural, Etc.)
002	Aerial Photogrammetry	041	Graphic Design
003	Agricultural Development; Grain Storage; Farm Mechanization	042	Harbors; Jetties; Piers; Ship Terminal Facilities
004	Air Pollution Control	043	Heating; Ventilating; Air Conditioning
005	Airports; Navais; Airport Lighting; Aircraft Fueling	044	Health Systems Planning
006	Airports; Terminals & Hangars; Freight Handling	045	Highrise; Air-Rights-Type Buildings
007	Arctic Facilities	046	Highways; Streets; Airfield Paving; Parking_Lots
122	Armories	047	Historical Preservation
118	Asbestos Abatement	048	Hospital & Medical Facilities
008	Auditoriums & Theaters	049	Hotels; Motels
009	Automation; Controls; Instrumentation	050	Housing (Residential, Multi-Family; Apartments; Condominiums)
010	Barracks; Dormitories	051	Hydraulics & Pneumatics
011	Bridges	052	Industrial Buildings; Manufacturing Plants
012	Cemeteries (Planning & Relocation)	053	Industrial Processes; Quality Control
013	Chemical Processing & Storage	054	Industrial Waste Treatment
014	Churches; Chapels	055	Interior Design; Space Planning
124	Civil Engineering	056	Irrigation; Drainage
015	Codes; Standards; Ordinances	057	Judicial and Courtroom Facilities
016	Cold Storage; Refrigeration; Fast Freeze	058	Laboratories; Medical Research Facilities
017	Commercial Buildings (low rise); Shopping Centers	059	Landscape Architecture
018	Communications Systems; TV; Microwave	121	Laundries
019	Computer Facilities; Computer Service	060	Libraries; Museums; Galleries
020	Conservation and Resource Management	061	Lighting (Interiors; Display, Theater, Etc.)
021	Construction Management	062	Lighting (Exteriors; Streets; Memorials; Athletic Fields; Etc.)
022	Corrosion Control; Cathodic Protection; Electrolysis	119	Master Plan - Site Development
023	Cost Estimating	063	Materials Handling Systems; Conveyors; Sorters
024	Dams (Concrete; Arch)	120	Meat Processing Plants
025	Dams (Earth; Rock); Dikes; Levees	127	Mechanical Engineering, HVAC
026	Desalinization (Process & Facilities)	064	Metallurgy
027	Dining Halls; Clubs; Restaurants	065	Microclimatology; Tropical Engineering
028	Ecological & Archeological Investigations	066	Military Design Standards
029	Educational Facilities; Classrooms	067	Mining & Mineralogy
030	Electrical Engineering, Electronics	068	Missile Facilities (Silos; Fuels; Transport)
031	Elevators; Escalators; People-Movers	069	Modular Systems Design; Pre-Fabricated Structures or Components
032	Energy Conservation; New Energy Sources	070	Naval Architecture; Off-Shore Platforms
033	Environmental Impact Studies, Assessments or Statements	071	Nuclear Facilities; Nuclear Shielding
126	Facilities Management	072	Office Buildings; Industrial Parks
034	Fallout Shelters: Blast-Resistant Design	073	Oceanographic Engineering
035	Field Houses; Gyms; Stadiums	074	Ordnance; Munitions; Special Weapons
036	Fire Protection, Smoke Detection	075	Petroleum Exploration; Refining
037	Fisheries; Fish Ladders	076	Petroleum and Fuel (Storage and Distribution)
038	Forestry & Forest Products	077	Pipelines (Cross-Country-Liquid & Gas)
039	Garages; Vehicle Maintenance Facilities; Parking Decks	078	Planning (Community, Regional, Areawide and State)
		079	Planning (Site, Installation, and Project)
		080	Plumbing & Piping Design
		081	Pneumatic Structures; Air-Support Buildings
		082	Postal Facilities
		083	Power Generation, Transmission, Distribution
		084	Prisons & Correctional Facilities
		085	Product, Machine & Equipment Design
		086	Radar; Sonar; Radio & Radar Telescopes
		087	Railroads, Rapid Transit
		088	Recreation Facilities (Parks, Marinas, Etc.)
		089	Rehabilitation (Buildings, Structures, Facilities)
		090	Resource Recovery; Recycling
		091	Radio Frequency Systems & Shieldings
		092	Rivers; Canals; Waterways; Flood Control
		093	Safety Engineering; Accident Studies; OSHA Studies
		094	Security Systems, Intruder & Smoke Detection
		095	Seismic Designs & Studies
		096	Sewage Collection, Treatment and Disposal
		097	Soils & Geologic Studies; Foundations
		098	Solar Energy Utilization
		099	Solid Wastes; Incineration-, Land Fill
		100	Special Environments; Clean Rooms, Etc.
		101	Structural Design; Special Structures
		102	Surveying; Platting; Mapping; Flood Plain Studies
		103	Swimming Pools
		104	Storm Water Handling & Facilities
		105	Telephone Systems (Rural; Mobile; Intercom; Etc.)
		106	Testing & Inspection Services
		107	Traffic & Transportation Engineering
		108	Towers (Self-Supporting & Guyed Systems)
		109	Tunnels & Subways
		125	Underwater Inspections
		110	Urban Renewals; Community Development
		111	Utilities (Gas & Steam)
		112	Value Analysis; Life-Cycle Costing
		113	Warehouses & Depots
		114	Water Resources; Hydrology; Ground Water
		115	Water Supply, Treatment and Distribution
		123	Welfare Facilities
		116	Wind Tunnels; Research/Testing Facilities Design
		117	Zoning; Land Use Studies
		201	_____
		202	_____

10. 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.		

11. Project Examples, Last 5 Years

Profile Codes	"P", "C", "JV" or "I"	Project Name and Location	Owner Name and Address	Cost of Work (000's)	Completion Date
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			

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CAP Form 254 (01/2004) This form may be copied or computer generated. Page 4 of 5 Pages

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		22.			
		23.			
		24.			
		25.			
		26.			
		27.			

12. The foregoing is a statement of facts.

Signature: _____ Typed Name and Title: _____

Date: _____