



**State of Oklahoma**  
**Department of Central Services**  
**Construction and Properties**

## **INSTRUCTIONS FOR COMPLETING DCS-CAP FORM 255**

DCS-CAP Form 255 is the companion form to CAP Form 254 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 DCS-CAP Form 254 in the same manner as Federal Standard Forms 254 and 255 are used for Federal selections. DCS-CAP Form 255 is to be used for a specific project and DCS-CAP Form 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.**

This form is divided into (6) break sections. To easily view where these sections occur, use the "View/Normal" command.

The first section contains a table, is unprotected, and allows for the first sheet/instructions to be deleted. The table can be deleted by selecting the whole table and using the "Edit/Cut" command.

The second section (Items 1 thru 5a) are protected and contains fields that can be filled in with the appropriate information.

The third and fourth sections (Item 6.) are unprotected and don't contain any fields. This allows for the whole table to be copied and pasted so that additional "Brief resumes..." can be input. The table can be copied by selecting the whole table and using the "Edit/Copy" And "Edit/Paste" commands.

The fifth and sixth sections (Items 7, 8, 9, 10) are protected and contain fields that can be filled in.

To better assist you in inputting information, you can turn on "Form Field Shading" and "Show Gridlines" using the forms toolbar.

Item 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.

Item 2a. Enter the date of the letter announcing the project. You must reply to the agency as specified, to be considered. This completed form must accompany your letter of interest.

Item 2b. Enter the name of the agency from which you received the announcement letter.

Item 3. List the legal name and address of the firm or joint-venture submitting this form.

Item 3a. 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.

Item 3b. Enter the firm's Tax ID Number.

Item 3c. Enter the name, title, and telephone number of the principal representing the firm or joint-venture submitting this form.

Item 3d. Enter the address of the office that will perform the work on this project, if it is different from that shown in item 3.

Item 4. List the number of personnel, by discipline, to be used on THIS PROJECT. List them only once by primary function. If functions are not shown, add them in the blanks provided.

Item 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 DCS-CAP Form 255 is required for additional consultants or sub-consultants.

Item 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.

Item 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.

Item 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.

Item 9. All prospective design 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.

Item 10. A principal of the firm must sign and date the questionnaire for it to be accepted. Original signatures are required.

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



**STATE  
OF  
OKLAHOMA**

Consultant Services  
For A Specific Project

1. Project Name/Location for which firm is filing:

2a. Date of Announcement:

2b. Agency originating  
announcement:

3. Firm (or Joint-Venture) Legal Name and Address:

3c. Name, Title, & Telephone Number of Principal Contact:

3a. Certificate of Authority Number:

3d. Address of office to perform work if different from Item 3:

3b. FEI/Tax ID Number:

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

5. 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, Department of Central Services, 2401 N. Lincoln Blvd., Suite 106, P. O. Box 53448, Oklahoma City, OK 73152-3448.

5a. 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 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  Oklahoma Certificate of Authority (if any)	f. Active Registration: State/Year first registered/Discipline/ Oklahoma License Number  Oklahoma Certificate of Authority (if any)
g. Other experience and qualifications relevant to the proposed project:	g. Other experience and qualifications relevant to the proposed project:

6. Brief resume of key persons, specialists, and individual consultants employed by sub-consultants anticipated for THIS 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  Oklahoma Certificate of Authority (if any)	f. Active Registration: State/Year first registered/Discipline/ Oklahoma License Number  Oklahoma Certificate of Authority (if any)
g. Other experience and qualifications relevant to the proposed project:	g. Other experience and qualifications relevant to the proposed project:

7. Work by firm or members which best illustrates current qualifications relevant to THIS PROJECT (list not 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. Cost (000's)	
					Entire Project	Firm's Portion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

8. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for the proposed project.

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 foregoing is a statement of facts. My signature below indicates I have read the above excerpt from Title 61 of the Oklahoma Statutes.

Signature: \_\_\_\_\_ Typed 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.