

# CONSTRUCTION & PROPERTIES BREAKOUT SESSION

Hosted by OMES CAM Administrator, Nathan Wald and  
the OMES Construction & Properties team.



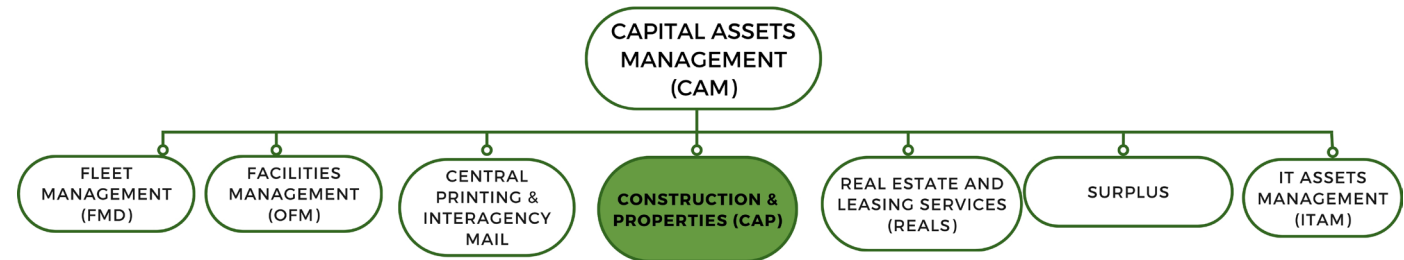
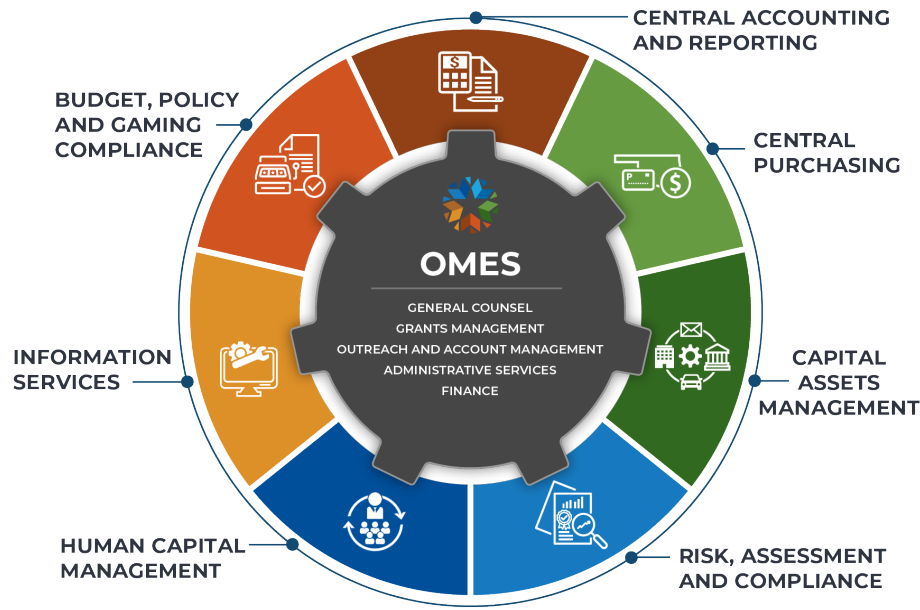
**OKLAHOMA**  
Office of Management  
& Enterprise Services

# OVERVIEW

- What is Construction & Properties?
- Statutory requirements including Title 61.
- Modes of service delivery:
  - Small projects (projects between \$10,000 and \$100,000).
  - Low-bid (projects greater than \$100,000).
  - IDIQ program.
  - Roofing Asset Management Program (RAMP).
  - Emergency projects.
- Vendor registration.

# WHAT IS CONSTRUCTION & PROPERTIES (CAP)?

- The Office of Management and Enterprise Services is a state agency comprised of seven divisions that works directly with other state agencies to ensure the smooth operational programming.
- Capital Assets Management (CAM) is one of the 12 divisions of OMES. Construction and Properties (CAP) is one of seven departments under CAM's purview.



# STATUTORY REQUIREMENTS

- CAP was created by the enactment of the Public Building Construction and Planning Act (Title 61).
  - CAP is responsible for the design and construction of state facilities and has the authority to contract for design and construction services.
- Public Competitive Bidding Act of 1974.
  - Projects requiring bid.
  - Lowest responsible bidder.
  - Notices and award.
- Fair Pay for Construction Act.
  - Applies to contracts exceeding \$25,000.
  - Requires 30-day payment upon submission of pay application.
  - Revisions and reductions must be agreed to by contractor.

# SMALL PROJECTS

- Projects between \$10,000 and \$100,000.
  - These comprise most project requests CAP receives each year.
- Solicitation/bids
  - Small projects must be solicited. CAM solicits at least three vendors to obtain bids but only one bid is required for the project to proceed.
  - The lowest responsible bid is selected if multiple bids are returned.
- Upon selection
  - The Using Agency (UA) submits CAP Form M701 – Project Request and Scope of Work (SOW) to CAP.
  - CAP follows up with the UA to learn more about the project then completes the contract execution.
  - Once ready, CAP will issue the CAP Form M900 – Notice to Proceed (NTP).
- Execution/Completion
  - The CAP project manager (PM) maintains communication, provides updates and contract administration and guides the project to completion.

# LOW-BID

- Projects over \$100,000
- Frequently referred to as “Large Project Low-Bid” delivery method
  - Requires UA to hire a design firm to develop the design documents for CAP to then take to bid.
- Post-design; bid.
  - UA submits specs, scope, design drawings and approvals, along with the CAP Form M701 – Project Request to CAP.
  - CAP coordinates all necessary meetings and facilitates the bid process.
  - Upon bid closing, CAP consolidates the bid results and presents it to the UA, who selects the lowest responsible bid.
  - CAP obtains sufficient bonds and proof of insurance and finalizes the contract.
  - Once the UA’s purchase order is approved, CAP issues the CAP Form M900 – Notice to Proceed.
- Execution and completion.
  - CAP maintains communication, provides updates and contract administration and guides the project to completion.
- Other large project delivery methods.
  - **Design-build** – CAP/UA contract with a single entity who serves as the designer and general contractor.
  - **Construction Manager at Risk (CMAR)** – CAP/UA acquire a series of services from construction entity including design review, scheduling and construction administration.

# IDIQ PROGRAM

- Indefinite Delivery Indefinite Quantity (IDIQ)
  - IDIQ is non-mandatory and available to all UA's.
  - It is a purchasing solution that facilitates quick delivery of professional consulting services.
  - Consultant's fee cannot exceed \$250,000 and any associated construction projects cannot exceed \$2,500,000.
- Range of services
  - Architecture and engineering
  - Construction inspection
  - Environmental services
  - Geotechnical testing
  - Land surveying
  - Full list of disciplines on Page 4 of the CAP Form M254.
- Benefits
  - CAP administers all phases of project, including bidding (if required).
  - Consultants are already qualified.
  - Pre-negotiated rates.

# ROOFING ASSET MANAGEMENT PROGRAM (RAMP)

- The Roofing Asset Management Program (RAMP) provides the UA with full service and administration of all roofing aspects.
- Multiple aspects
  - Design
  - Bids
  - Awards
  - Warranty documentation
  - Maintenance program
- Benefits
  - Roofers are already qualified program participants.
  - CAP works in conjunction with the Risk division of OMES if insurance is involved.



# EMERGENCY PROJECTS

- Definition
  - A sudden, unforeseen occurrence posing a threat to the health, safety or welfare of employees or the public.
- Expedites the process
  - Bid requirements are suspended for emergency projects, enabling CAP and the UA to respond as quickly as possible.
- Requirements
  - Declaration by the Director of RAC, Agency Executive Director or Governor.
  - Contract on applicable CAP form, contractor insurance and bonds.

# VENDOR VS SUPPLIER REGISTRATION

- A vendor provides goods or services to the state.
- CAP maintains a registry of vendors including consultants, design builders, construction managers and mitigation and abatement firms. This registry serves as a pool of qualified companies for various state projects across Oklahoma.
- In order to participate in the competitive bidding process, vendors must register with CAP.
- A supplier is an entity registered as a payee of the state.
- To receive payment, a vendor must register as a vendor with CAP **and** a supplier with Central Purchasing (CP).
- We invite you to register as a vendor and a supplier by scanning the included QR codes:

CAP vendor  
registration



CP supplier  
registration





# M254 – Vendor Registration Form

APPROVED/DENIED STAMP	RECEIVED STAMP	SOS, LICENSING AND CERTIFICATES SOS: Licensing/Cert: Licensing/Cert: Other:
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## Section 1: COMPANY INFORMATION

Vendor name (or branch office)		Vendor name if a branch or subsidiary office	
Mailing address	City	State	ZIP code
Former vendor/branch office name(s) (if any) and year each established			
Year present vendor established	FEIN/TIN/SSN	Main phone	
Specific type of ownership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corp/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Joint venture <input type="checkbox"/> Other:			
Date form prepared	Submitter's contact email		

## Section 2: COMPANY PROFILE

Vendor type  [Select] ▼		List all related licenses or certificates of authority				
Primary point of contact name		Secondary point of contact name				
Title	Email	Phone	<table border="1"> <tr> <td>Title</td> <td>Email</td> <td>Phone</td> </tr> </table>	Title	Email	Phone
Title	Email	Phone				
Present offices (begin with submitting office; list name, location, total personnel, phone; include headquarters or foreign branches)			Total personnel (all offices)			

Vendor's project experience (up to last five years):					
Project name	Project type	Contract amount	Complete or ongoing	Owner organization	Owner contact
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
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			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		

List the categories of work your company normally performs with its own forces (does not include subcontractors or other secondary employment)

- Claims and suits (if you answer Yes to any of these questions, you must attach details to this form to remain considered for the registration process.):
1. Has your organization ever failed to complete any work awarded to it?  Yes  No
  2. Are there any judgments, claims, arbitration proceedings, mediations, or suits (both pending or outstanding) against your organization or its officers?  Yes  No
  3. Has your organization filed any lawsuits, mediations, or requested arbitration regarding construction or related contracts within the last five years?  Yes  No
  4. Has any officer or principal within your organization been an officer or principal of another organization when it failed to complete a construction or related project in the last five years?  Yes  No

**Section 3: COMPANY SERVICES (check all disciplines you wish to register that reflect services your company provides)**

**NOTE:** This is the way in which OMES CAP categorizes your company as well as the method one is considered for projects within some OMES CAP programs.

- 1000. LICENSED ARCHITECTS.**
  - 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.**
  - 2010 Engineering General Practice.
  - 2020 Chemical Engineer.
  - 2030 Civil Engineer.
  - 2040 Energy Design.
  - 2050 Electrical Engineer.
  - 2060 Mechanical Engineer.
  - 2070 Soils Engineer.
  - 2080 Structural Engineer.
  - 2090 Environmental Engineer.
  - 2100 Geotechnical Engineer.
  - 2110 Mining.
  - 2120 Land Planning.
  - 2130 Swimming Pool Design.
  - 2140 Engineer other: \_\_\_\_\_
- 3000. LAND SURVEYORS.**
  - 3010 Land Surveyors (General Practice).
  - 3020 Construction Staking.
  - 3030 Land Surveyors (Archaeology).
- 4000. TRADESMAN.**
  - 4010 Electrical.
  - 4020 Mechanical.
  - 4030 Plumbing.
  - 4040 Painting.
  - 4050 Elevator.
  - 4060 Fire Systems.
  - 4070 Roofing.
  - 4080 Landscaping (grounds).
  - 4090 Carpentry.
  - 4100 Flooring.
  - 4110 Millwork.
  - 4120 Wall Coverings.
  - 4130 Tradesman other: \_\_\_\_\_

- 5000. LANDSCAPE ARCHITECTS.**
  - 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 Aerial LiDAR.
  - 6030 Aerial Modeling & Mapping.
  - 6040 Interior Virtual Scanning.
  - 6050 Asbestos Consultant.
  - 6060 Construction Cost Estimator.
  - 6070 Construction Inspector.
  - 6080 Exhibit Designer.
  - 6090 Interior Designer.
  - 6100 Other: \_\_\_\_\_
- 7000. CONSTRUCTION MANAGERS.**
  - 7000 Construction Management.
- 8000. DESIGN-BUILD.**
  - 8000 Design-Build.
- 9000. APPRAISERS AND ASSESSORS OF REAL ESTATE.**
  - 9010 Residential Real Estate Appraiser and Assessors.
  - 9020 Commercial Real Estate Appraiser and Assessors.
  - 9030 Replacement Value Appraisal Services.
  - 9040 YellowBook Appraisals.
- 10000. MITIGATION/ABATEMENT.**
  - 10010 General Mitigation.
  - 10020 Water/Mold Mitigation.
  - 10030 Fire/Water Restoration.
  - 10040 Storm/Structural Restoration.
  - 10050 Electronic Restoration.
  - 10060 Document Restoration.
  - 10070 Environmental Hygienist.
  - 10080 Environmental Consulting.
  - 10090 Environmental Testing.
  - 10100 Mitigation other: \_\_\_\_\_
  - 10110 Asbestos Abatement.
  - 10120 LBP Abatement (Lead-Based Paint).
  - 10130 Water/Mold Abatement.

**Section 4: SIGNATURE (principal must sign for form to be considered)**

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

Principal signature	Date	Name	Title

# SUMMARY

- CAP operates within the legal guidelines established by Title 61 of the Oklahoma Statutes.
- Contracts requiring bid must go to the lowest responsible bid.
- Small projects – \$10,000 - \$100,000.
- Large projects – greater than \$100,000.
- IDIQ program provides prompt delivery of consulting services.
- RAMP program provides all aspects of service regarding roofing.
- Emergency projects do not require bid.
- Vendor vs supplier registration.

# Questions?

# MORE INFORMATION

Further questions can be directed to the CAP team via email at [cap@omes.ok.gov](mailto:cap@omes.ok.gov).

For more information, visit the CAP website by scanning the QR code below.

