

JOHN S. RICHARD  
Director



BRAD HENRY  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

MEMORANDUM

DATE: June 19, 2006

TO: All State Agency Chief Purchasing Officers

FROM: John W. Morrison, State Construction Administrator  
Department of Central Services, Construction and Properties Division

RE: Construction and Properties (CAP)  
New Requisition Form and CAP Fee Schedule; Changes to Title 61

Please find attached the new CAP Form M701, Project Requisition Checklist and Fee Schedule. Effective July 1, 2006, this form is required with all requisitions submitted to Construction and Properties.

The attached Fee Schedule, also effective July 1, provides the fee structure for the various services provided by CAP. When indicated on the Checklist, a Purchase Order for the CAP fee will be required.

CAP now provides a number of optional value added services. These programs include Indefinite Delivery/Indefinite Quantity (IDIQ) Testing, Land Surveying, Construction Inspection and Emergency Services, in addition to the successful State Roofing Program and On-Call Consultant Program. CAP also offers 'Pre-Design Services' to establish the scope and budget for construction projects, and Total Project Management services where agencies may benefit from start-to-finish management assistance. The latter, reserved for larger projects, combines all applicable services into one set fee.

Also note that on June 6, 2006, Governor Henry signed SB558 into law, effective July 1. The bill made a number of changes to Title 61. The more significant changes include:

- Public Construction Contract: any contract exceeding \$50,000 (previously \$25,000); requires public bidding.
- Projects up to \$50,000: Agencies may obtain written quotes following procedures set or approved by CAP; requisition and documentation forwarded to CAP for award.
- Projects less than \$2,500: Agencies may purchase from any suitable vendor. Insurance and written contract required.
- Revision to Fair Pay Act: On contracts exceeding \$50,000, contractor must be paid within 30 days. Interest rate of one and one-half percent per month applies.
- New requirements for use of Construction Management on a project.

The new Checklist is available at [www.dcs.ok.gov](http://www.dcs.ok.gov). Click on Construction and Properties, then click on Forms. Please call 405/521-2112 with any questions.

"Building Greatly"

Construction and Properties, Will Rogers Office Building, 2401 N. Lincoln Suite 106, Oklahoma City, OK 73105-4402  
Telephone 405-521-2112, Fax 405-522-0051, [www.dcs.state.ok.us](http://www.dcs.state.ok.us)



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

**PROJECT REQUISITION CHECKLIST**

PROJECT INFORMATION				
Date:	Agency Requisition Number:	Agency Project Code:	Contract Number:	DCS Number:
Project Location:		Estimated Contract Cost:	CAP Fee: [See 5 below]	
Project Description: (See 2 below)				
Prebid Conference required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Mandatory? <input type="checkbox"/> Yes <input type="checkbox"/> No		
AGENCY INFORMATION				
CHARGE AND INVOICE TO: (Agency name and address) Agency Name: Attn (Name): Address: City, ST Zip:		AGENCY CONTACT/PROJECT MANAGER: (See 1 below) Name: Phone Number: Fax Number: Email:		
FUNDING INFORMATION				
THE FOLLOWING HAS BEEN SPECIFIED ON PEOPLESOFT REQUISITION:				
<input type="checkbox"/> Location (Agency Number)	<input type="checkbox"/> Account	<input type="checkbox"/> Department		
<input type="checkbox"/> Amount	<input type="checkbox"/> Fund Type	<input type="checkbox"/> Budget Checked And Approved		
<input type="checkbox"/> GL Unit	<input type="checkbox"/> Class Funding			
VENDOR INFORMATION [See 3 below]		CONSULTANT INFORMATION [See 4 below]		
Company Name: Contact Name: Address: City, ST, Zip: Phone: Fax: Email:		Company Name: Contact Name: Address: City, ST, Zip: Phone: Fax: Email:		
ATTACHMENT CHECKLIST				
ESTIMATED PROJECT COST LESS THAN OR EQUAL TO \$50,000.00:				
<input type="checkbox"/> Copy of approved requisition	<input type="checkbox"/> 3 quotes on vendor letterhead	<input type="checkbox"/> Specifications and plans describing planned work	<input type="checkbox"/> Non-Collusion Affidavit	<input type="checkbox"/> Cover letter stating to which contractor/vendor to award contract and amount
				<input type="checkbox"/> Insurance certificate from suggested vendor
				<input type="checkbox"/> Purchase order for DCS/CAP fee (See 5 below)
ESTIMATED PROJECT COST GREATER THAN \$50,000.00:				
<input type="checkbox"/> Copy of approved requisition	<input type="checkbox"/> Bid form	<input type="checkbox"/> Specifications and plans describing planned work	<input type="checkbox"/> Email electronic specifications and bid form to CAP at pamelapatrum@dcs.state.ok.us	
			<input type="checkbox"/> Purchase order for DCS/CAP fee (See 5 below)	

**SPECIAL INSTRUCTIONS:**

- [1] Enter the Contact information of the individual in the agency that may be contacted by this Division or bidders concerning the project, drawings, or specifications.
- [2] Place the descriptive title of the project in this entry. All specifications must be submitted on separate pages attached to this requisition.
- [3] Enter Vendor information if Requisition is for award of small project bid directly by Agency.
- [4] Enter Consultant information if Requisition is for a project where plans and specifications are required by law to be prepared by a licensed Architect (59 O.S. §46.1 et seq.) or a licensed Engineer (59 O.S. §475.1). Contact the Construction and Properties Division for specific requirements.
- [5] A Purchase Order for DCS/CAP fee per attached Fee Schedule must be attached.

Please call Construction and Properties at (405) 521-2112 with any questions prior to submitting your Requisition.



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

**FEE SCHEDULE**  
**FY 2007**  
 Effective July 1, 2006

PROJECT TYPE	FEE	COMMENT
<b>STATUTORY CONTRACT ADMINISTRATION</b>		
<b><u>Small Projects - Fixed Fee Schedule</u></b>		
Requisition for Contract Award < 50,000 w/ Agency Quotes	25.00	
Requisition for Contract Award < 50,000 CAP Advertises	250.00	
Requisition for Contract Bid & Award 50,001 to 100,000	150.00	
Requisition for Contract Bid & Award 100,001 to 250,000	200.00	
Requisition for Contract Bid & Award 250,001 to 500,000	350.00	
Requisition for Contract Bid & Award 500,001 to 1,000,000	500.00	
<b><u>Large Projects - Fee = 0.075% of Construction Cost</u></b>		
Applies to Projects greater than \$1,000,000		
Example: \$1,125,000 X 0.00075 =	843.75	
Example: \$5,625,000 X 0.00075 =	4,218.75	
<b><u>Value-Added Programs and Services</u></b>		
Total Project Management	.5 to 1.00%	of Construction Cost, negotiated
Statewide Roofing Program	5.00%	of Roofing Cost
On-Call Consultant	10.00%	of Design Fee
IDIQ Testing Program	10.00%	of Testing Charges
IDIQ Land Survey Program	10.00%	of Survey Fee
IDIQ Construction Inspection Program	10.00%	of Consultant Fee
IDIQ Pre-Design Services	10.00%	of Consultant Fee
IDIQ Emergency Consultant Services	10.00%	of Consultant Fee
Project Feasibility/Program Consultation	75.00	per hour
<b><u>Miscellaneous Costs and Fees</u></b>		
Bid Document Reproduction	Cost + 10.00%	
Newspaper Bid Advertising	*** Direct Cost	

- \* Fee includes subsequent Change Orders and Contract Modifications
- \*\* Plus Printing and Advertising
- \*\*\* Direct Cost - Invoice Paid by Agency