



**OKLAHOMA
DEPARTMENT
OF
CENTRAL SERVICES**

CONSTRUCTION AND PROPERTIES

ADMINISTRATIVE RULES

OAC 580:20

(Includes all CAP rules including last revisions adopted and effective, June 25, 2007)

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TITLE 580. DEPARTMENT OF CENTRAL SERVICES CHAPTER 20. CONSTRUCTION AND PROPERTIES

SUBCHAPTER 1. CONSTRUCTION CONTRACTING

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580:20-1-1. Purpose

(a) The Construction and Properties Division, Department of Central Services is responsible for assisting and advising the using state agency, other departments and divisions of state government, in planning, programming, arranging and contracting for the services of professionals for the planning, design and construction of assigned projects and contracting for construction. The Division is also responsible for implementing the Public Competitive Bid Act, 61 O.S., Sections 101 through 138. These rules are provided to assist concerned parties in the bidding of projects for construction, renovation or maintenance of state facilities.

(b) The State of Oklahoma does not discriminate in its hiring practices and expects its contractors to abide by all Federal rules and regulations on non-discrimination. All bidders shall acknowledge in the bidding documents they are Equal Employment Opportunity employers.

(c) The State of Oklahoma adheres to a policy which provides a drug free workplace to all of its employees. All contractors working on a state facility shall comply with the policies of the state agency controlling that facility.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 06-25-07]

580:20-1-2. Definitions

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

"Administrator" means the State Construction Administrator of the Construction and Properties Division of the Department of Central Services.

"Alternate bid" (or **"Alternate"**) means an amount stated in the bid to be added to or deducted from the amount of the base bid if the corresponding change in the work, as described in the bidding documents, is accepted.

"Base bid" means the sum stated in the bid for which the bidder offers to perform the work described in the bidding documents as the base. Work may be added or deleted for sums stated in the alternate bids.

"Bid" means the cost proposal submitted by a construction firm in response to a request or solicitation for bids from the Division for a construction project described in plans and/or specifications provided by the State.

"Claim" means a demand or assertion by a contractor seeking, as a matter of right, adjustment or interpretation of contract terms, payment of money, extension of time or other relief with respect to the terms of the contract. The term "Claim" also includes other disputes and matters in question between the owner and contractor arising out of or relating to the contract.

"Consultant" means an *individual or legal entity possessing the qualifications to provide licensed architectural, registered engineering, or registered land surveying services or possessing specialized credentials and qualifications as may be needed to plan or design for any construction or public work improvement project.* [61 O.S., §202]

"Department" means the Department of Central Services.

"Director" means the Director of the Department of Central Services.

"Division" means the Construction and Properties Division of the Department of Central Services.

"State agency" means all agencies, boards, commissions, offices, institutions, and other governmental bodies as defined in 61 O.S., Section 61.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 22 Ok Reg 2625, eff 7-11-05; Amended at 24 Ok Reg 2295, eff 7-25-07]

580:20-1-3. Bid solicitations

The manner in which bids are solicited shall be determined by the estimated cost of the project. There are three categories, projects over the amount established by statute in 61 O.S., Section 102(6), projects under the statutory amount and minor maintenance or repair projects exempt from bidding pursuant to 61 O.S., Section 103.C.

(1) **Projects over statutory amount.** Projects over the statutory amount established in 61 O.S., Section 102(6) are advertised in a newspaper of general circulation and published in the county where the work, or a major part of it, is to be done. The notice is published in two consecutive weekly issues of the said newspaper with the first publication at least twenty (20) days prior to the day set for bid opening. Information is also provided to various bid assistance centers and to trade publications such as the Dodge Report and Southwest Construction News. The State does not control how the trade publications handle the publishing of the information. For state agencies subject to the Public Building Construction and Planning Act (61 O.S. Section 202-209), projects are advertised and awarded by the Division.

(2) **Projects under statutory amount.** Projects under the statutory amount established in 61 O.S., Section 102(6) are not usually advertised. The state agency shall develop a written, clearly defined scope of work and detailed requirements for the project. For state agencies subject to the Public Building Construction and Planning Act (61 O.S. Section 202-209), the Construction and Properties Administrator shall assess the ability of a state agency to prepare a bid package and solicit for bids under the statutory amount. [61 O.S., Section 209(3)] The state agency may adopt written procedures developed by the Division or internal procedures approved by the Administrator. The written procedures for soliciting bids shall include:

(A) Direct mail or facsimile solicitations are made by the state agency to three or more contractors whose place of business is preferably located in the general vicinity of the proposed construction.

(B) The state agency shall use procedures, forms and contracts developed by the Division.

(3) **Minor Maintenance or Repair.** Small projects below the amount stipulated in 61 O.S., Section 103.C. may be awarded by the state agency to any qualified vendor. A written contract and proof of insurance is required prior to issuing the vendor a notice to proceed.

(4) **Emergency Projects.** When an emergency situation is declared to exist by the chief administrative officer or governing body of a state agency, the Division may award a contract without competitive bids to correct the emergency condition.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07;]

580:20-1-4. Bid documents

(a) **Solicitation notice.** [61 O.S., Section 105] The solicitation notice shall contain:

(1) Sufficient information concerning the proposed public construction contract to allow a contractor to determine if he may be interested in bidding the project.

(2) The location where a complete set of bidding documents may be obtained.

(3) The date and time for the MANDATORY site visit, if required. As most specifications shall indicate, contractors shall be responsible for visiting the site of a project prior to bidding. Failure to do so shall not excuse a contractor from any requirement of the specifications. Occasionally, a MANDATORY site visit shall be held which shall require the attendance of a contractor at a specific time and place prior to bidding.

(4) The location and time for the pre-bid conference if one is to be held. Some projects may have a MANDATORY pre-bid conference which means that bidders MUST attend to have their bid accepted.

(5) The date, time and place of the opening of bids.

(6) The name and address to whom the sealed bids must be submitted.

(7) If applicable, any pre qualification requirements.

(8) Other information deemed of benefit to the public or prospective bidders.

(b) **Bidding documents.** At least twenty days prior to the bid opening, a complete set of bidding documents shall be available for purchase, by check or money order, to prospective bidders at the location shown in the bid notice. The Division will require a reasonable deposit for each such set which shall be nonrefundable and so stated in the notice for bids.

(c) **Bid forms.** Bidders must use the information found in the specifications and drawings to prepare their bids. Verbal information from any source cannot be used. All supplemental information, when required, shall be in the form of a written addendum provided by the Division to all bidders of record.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03]

580:20-1-5. Bid submittal

(a) **Advertised projects.** Bids must be prepared on forms provided by the Division and in accordance with the instructions provided in the bid package. Instructions on obtaining the bid packages are in the solicitation notices. Bids cannot be submitted by telephone or fax machine or telegram. Bids may be delivered in person, by the U.S. Mail, or by any of the express/delivery services available during regular business hours, 8:00 AM to 5:00 PM weekdays and shall be received during a period which does not exceed 96 hours (excluding weekends or holidays) before the scheduled bid opening at the time and day specified in the bid documents. [61 O.S., Section 109] The following information must be placed on the outside of each sealed bid envelope:

- (1) Company name and address.
- (2) Description of project.
- (3) Department of Central Services number of project.
- (4) Closing date and time.

(b) **Bid envelopes.** Each envelope shall contain only one bid. Bids received after the time specified in the bid documents cannot be accepted. The time is determined by the stamp-clock on the desk of the Division receptionist where all bids must be received and stamped. The State cannot be responsible for delay of receipt of bids due to factors beyond the control of state employees.

(c) **Direct mail, facsimile or telephone solicitations.** On projects under the statutory amount, written bids shall be received as indicated in the solicitation by telephone, facsimile or as indicated in the direct mailing according to Subsection 1-3. Before a construction contract shall be awarded by the Division, the state agency shall provide:

- (1) A properly signed requisition form.
- (2) Three or more original written bids, including any declined bids, signed by the bidders.
- (3) Scope of work with detailed requirements.
- (4) Acceptance letter to award the contract.

(d) **Equal opportunity employment requirements.** The State of Oklahoma is an Equal Opportunity Employer.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03]

580:20-1-6. Modifications/withdrawal of bids

(a) **Withdrawal of bids.** Bids may be modified or withdrawn up to the time set for bid opening. Modification notices or withdrawal instructions may be sent by registered mail or delivered in person. Appropriate identification reflecting the authority of the bearer to modify or withdraw a bid must be presented to the Administrator or his authorized representative. A bid to be withdrawn shall not be opened and shall be returned at the conclusion of the bid opening.

(b) **Bid modifications.** A sealed bid modification shall be submitted by registered mail or delivered in person. The modification must state the amount of change, either additive or deductive, from the previously submitted sealed bid and shall not reveal the actual, new, modified bid amount. Upon acceptance of a bid modification, the Administrator or his authorized representative shall open the original bid, then open the sealed modification, add or subtract to compute the new bid amount, and publicly announce the resultant legal bid. The

same bid modification procedures shall be used to submit, compute and announce any other modified bid items such as days to complete the work or unit prices. Any submission of a bid modification by fax or otherwise not in a sealed condition shall be considered an exposed bid and shall disqualify the bidder.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07;]

580:20-1-7. Bid openings

(a) The public is invited to all bid openings which are held as specified in the solicitation notice. The bids are opened by the Administrator or his designee in the following manner and recorded by an assistant. Bids may be examined by the public after the bid opening on request to the Administrator. [61 O.S., Section 110]

(1) The bidder's name and city are announced.

(2) The bid is checked for completeness and correctness. Any of these deficiencies shall be grounds for disqualifying the bid:

(A) Addenda must be acknowledged. This may be waived in those cases where the addenda has no direct effect on the proposal cost.

(B) The bid must be signed.

(C) The affidavits required by the bid documents must be present, signed and properly notarized. [61 O.S., Section 108]

(D) If the total bid including alternates exceeds the amount specified in 61 O.S., Section 107, a certified check, cashier's check, bid bond or bid letter of credit for 5% of the base bid price and the price of all alternate bids must be present. [61 O.S., Section 107]

(E) All equipment lists, selected materials, or other information when required by the specifications must be present.

(F) The price is read aloud.

(b) Projects for which only a single bid is received shall not be opened until the state agency has been notified and permission has been received from the state agency to open the single bid.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03]

580:20-1-8. Claims for minority preference [REVOKED]

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Revoked at 19 Ok Reg 3004, eff 11-1-02 (emergency); Revoked at 20 Ok Reg 2517, eff 7-11-03]

580:20-1-8.1. Prequalification of bidders

(a) **Scope.** The Division may require prospective bidders, general contractors, subcontractors and material suppliers to prequalify prior to submitting bids on a public construction contract to determine the responsibility of bidders.

(b) **Notice.** The solicitation notice for specific projects described in 580-20-1-4 (a), shall contain the requirements for prequalification, if any, and the availability of forms to be submitted to the Division.

(c) **Prequalification Form.** When indicated on the solicitation notice, prospective bidders, general contractors, subcontractors and material suppliers must submit a prequalification form, prescribed by the Administrator, to the Division which may include the following information:

(1) Company organization type;

- (2) Type of work or classification of work;
- (3) Organization information;
- (4) Licensing and registration information;
- (5) Experience on current projects;
- (6) Experience on projects completed within last five years;
- (7) Experience of key personnel;
- (8) Specialized experience for specific building types, subsystems or materials;
- (9) References from construction trades, bank and surety company;
- (10) Current financial statement, which according to statute shall remain confidential;
- (11) Any other business information that will enable the Division to evaluate the responsibility of prospective bidders.

(d) **Evaluation.** The Division shall evaluate the information contained in the prequalification form and designate the qualification status as:

- (1) "Approved" for a firm that demonstrates verifiable experience and that has successfully completed contract work with the State; or,
- (2) "Approved/Conditional" for a firm that demonstrates verifiable experience but does not have a record of contract work with the State; or
- (3) "Unsatisfactory" for a firm that:
 - (A) Does not demonstrate verifiable experience;
 - (B) Does not demonstrate verifiable size and scope experience required for a specific project;
 - (C) Does not have a verifiable record of successfully completed contract work with the State;
 - (D) Has an unsatisfactory record of contract work for the State due to any of the following:
 - (i) Unsatisfactory performance evaluations on past projects;
 - (ii) Failure to complete a State construction contract;
 - (iii) Demonstrated history of noncompliance with plans and specifications;
 - (iv) Quality of past work does not meet minimum industry standards;
 - (v) Failure to complete work in the specified contract time;
 - (vi) Uncooperative and/or unprofessional work manner of the company owner(s) or key personnel;
 - (vii) History of assigning unsatisfactory personnel to projects;
 - (viii) Failure to coordinate and manage subcontracts; or
 - (ix) Failure to maintain and provide accurate documentation of project records.
 - (E) Financial information does not indicate financial ability to complete a State contract.
- (4) "Incomplete Submittal" for submittals that:
 - (A) Are incomplete;
 - (B) Do not contain the information requested in the solicitation notice.

(e) **Required status prior to bid.** Bidders, general contractors, subcontractors and material suppliers shall have "Approved" or "Approved/Conditional" status prior to submitting a bid on a public construction contract when prequalification is required in the solicitation notice or if the Division requires prequalification on all public construction contracts.

(f) **Additional requirements.** The Division may request additional information from an existing prequalified company whenever a solicitation notice requires prequalification for specific experience for specific project types, subsystems or materials.

(g) **Due date.** If prequalification is required, prequalification forms shall be due by the date stated on the solicitation notice. The Administrator may elect to accept prequalification forms

annually according to a written public procedure in order to eliminate duplicate submission for each individual project.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 06-25-07;]

580:20-1-8.2. Prequalification of insurance carriers, bonding companies and surety companies

(a) Pursuant to 61 O.S., Section 204A.(11), the Division shall prequalify as good and sufficient insurance carriers, bonding companies and surety companies using the following criteria:

- (1) The insurance carrier, bonding company or surety company must be licensed to do business in the State of Oklahoma pursuant to 61 O.S., Section 134.
- (2) The insurance carrier, bonding company or surety company must have prior experience with insuring or bonding construction projects within the State of Oklahoma.
- (3) The insurance carrier, bonding company or surety company cannot have been deemed in default by the State of Oklahoma in connection with prior construction insurance or bonds on State construction projects.
- (4) The insurance carrier, bonding company or surety company shall not have a prior history of committing the following unfair claims settlement practices:
 - (A) Not attempting in good faith to effectuate prompt, fair and equitable settlement of claims or demands submitted in which liability has become reasonably clear.
 - (B) Compelling claimants or obligees, without just cause, to institute suits to recover amounts due under the insurance policy, insurance contract or bond by offering substantially less than the amounts ultimately recovered in suits brought by them or refusing to make an offer, when such claimants or obligees have made claims for amounts reasonably similar to the amounts ultimately recovered.
 - (C) Failing to fully disclose to claimants or obligees benefits, coverages, or other provisions of any insurance policy, insurance contract or bond, when such benefits, coverages or other provisions are pertinent to a claim.
 - (D) Knowingly misrepresenting to claimants or obligees pertinent facts, policy or bond provisions relating to the coverages at issue.
 - (E) Failing to adopt and implement reasonable standards for prompt investigations of claims or demands on bonds arising under its insurance policy, insurance contract or bonds.
 - (F) Except where there is a time limit specified in the policy or bond, making statements, written or otherwise, which require a claimant or obligee to give written notice of loss or proof of loss within a specified time limit and which seek to relieve the company of its obligations if such a time limit is not complied with unless the failure to comply with such time limit prejudices an insurer's or bonding company's rights.
 - (G) Requesting a claimant or obligee to sign a release that extends beyond the subject matter that gave rise to the claim or demand payment.
 - (H) Failing to promptly pay claims that have no reasonably apparent defect or impropriety.
 - (I) Failing to notify the insured or obligee in writing within 30 calendar days of receipt of claim or demand that the claim is defective and/or lacks substantiating documentation, providing the insured or obligee reasons or basis for the determination.
 - (J) Issuing checks or drafts in partial settlement of a claim or demand with language which releases an insurer, surety company, or bonding company from its total liability.

- (K) Colluding in any way with other parties to a construction claim or dispute in an effort to jointly steer a decision against the State, including but not limited to sharing legal counsel with the Contractor.
- (5) An insurance carrier that has received a notice to cease and desist from the Oklahoma Insurance Department within the previous five years shall not be eligible.
- (6) A bonding company shall demonstrate an "A" rating as determined by an insurance bond rating company acceptable to the Administrator.
- (b) The Division may periodically, in its discretion, reevaluate an insurance carrier, bonding company or surety company utilizing the criteria established in this section.
- (c) The Division may adjust or revoke the prequalification status of an insurance carrier, bonding company or surety company if a reevaluation determines the company fails to meet criteria established in this section.

[Source: Added at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 06-25-07;]

580:20-1-9. Bid review and evaluation

- (a) At the conclusion of the bid opening, the bid tabulation is forwarded to the state agency for review and evaluation, concurrently with the review and evaluation by the Division. The following items are reviewed:
- (1) **Surety companies.** Surety companies used to issue bonds must be registered to do business in Oklahoma and prequalified as good and sufficient by the Division pursuant to 580:20-1-8.2. When a bid bond is required and the bond submitted is from a company not registered in Oklahoma or prequalified by the Division as good and sufficient, the bid shall be disqualified. [61 O.S., Section 134 and Section 204(A)(11)]
 - (2) **Verification of bid contents.**
 - (A) Extensions on unit price calculations shall be checked. In case of an error, the unit price shall govern.
 - (B) When there is a variance between the amount in words and the figures, the amount in words shall govern.
 - (C) Bid forms containing omissions, alteration of form, additions, or conditions not called for, or containing a clause in which the bidder reserves the right to accept or reject a contract, shall be disqualified.
 - (D) The Division may reject a bid as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work; and, if there is reasonable doubt that the bid will result in the lowest overall cost to the Owner even though it may be the low evaluated bid; or, if it is so unbalanced as to be tantamount to allowing an advance payment.
 - (E) Failure to submit unit prices for any requested work item shall cause the bid to be disqualified.
- (b) Before a contract may be awarded to a bidder, the bidder's ability to perform the required work is considered. [61 O.S., Section 118] Any of the following may be grounds for disqualifying the bidder.
- (1) More than one bid for the same work from an individual, firm, partnership, joint venture or corporation under the same or different names.
 - (2) Evidence of collusion among bidders, subcontractors or material suppliers. [61 O.S., Section 115]

- (3) Lack of responsibility as shown by past work for the State of Oklahoma judged from the standpoint of workmanship and progress.
- (4) Uncompleted work under any contract with the State of Oklahoma or any party which might hinder or prevent the prompt completion of the contract, if awarded.
- (5) For being in arrears on existing contracts with the State of Oklahoma or having defaulted on a previous contract or failure to comply with any other just and reasonable cause.
- (6) Certificate by the Oklahoma Human Rights Commission that the bidder has engaged or is engaging in a discriminatory practice as defined in 25 O.S., Section 1505 or Section 1604.
- (7) Any violation of 580:20-1 or other information indicating that the bidder is no longer responsible nor qualified to do business with the State.
- (c) The review/evaluation shall be completed within the amount of time specified by 61 O.S., Section 111 after the bid opening.
- (d) Decisions leading to the contract award may be appealed in writing within five working days of notice of the decision to the Director, Department of Central Services.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04]

580:20-1-10. Contract award

- (a) Bids are awarded to the lowest responsible bidder as determined by the review of the bids pursuant to 580:20-1-9. Approximately 15 to 20 days after the bid opening, the successful bidder shall be notified by the Division of his selection and shall be provided copies of the contract to execute. The contractor shall be given a specific period of time, not to exceed sixty days, in which to execute the contract and obtain the necessary bonds and insurance. [61 O.S., Section 113(A)]
- (b) The notice to proceed, or WORK ORDER, shall not be issued until the contract has been executed by all parties. Work shall not commence until the WORK ORDER has been received by the contractor.
- (c) Projects over the amount set in 61 O.S., Section 113(B) require three bonds. The bonds shall be prepared on the forms provided by the Division. All bonds required by Title 61 shall be provided by insurance carriers, bonding companies or surety companies that are prequalified by the Division as good and sufficient in accordance with criteria established in 580:20-1-8.2(a). [61 O.S., Section 204A(11)]
 - (1) **Performance bond.** A bond with good and sufficient security valued at not less than the total value of the proposed contract which shall ensure the proper and prompt completion of the work in accordance with the contract and shall ensure that the contractor shall pay all indebtedness incurred by the contractor and his subcontractors and all suppliers for such labor, material and repair of and parts for equipment as are used and consumed in the performance of the contract.
 - (2) **Defect bond.** A good and sufficient bond in an amount equal to the total value of the contract to protect the State against defective workmanship and materials for a period of one year after acceptance of the project.
 - (3) **Payment bond.** A good and sufficient bond in an amount equal to the total value of the contract to protect the State against claims or liens from subcontractors or suppliers for services or materials used in the project.
- (d) **Letters of credit.** Irrevocable letters of credit may be substituted for the bonds listed in (c) of this Section. Each letter of credit must be for the total value of the contract. All letters of credit must be executed on forms prescribed by the Administrator.

(e) Insurance.

(1) Public liability insurance of not less than \$100/300,000, property damage insurance of not less than \$50/100,000 and workers' compensation insurance during construction are required for all projects, regardless of project size.

(2) Proof of workers' compensation insurance shall be required for all projects exceeding the amount stated in 61 O.S., Section 113(B). The minimum level of coverage shall be the statutory requirement specified by Oklahoma law.

(3) For projects less than the amount stated in 61 O.S., Section 113(B), a sworn affidavit certifying an exemption to the requirement of workers' compensation insurance coverage may be accepted in lieu of proof of workers' compensation insurance. The sworn affidavit shall be executed on a form prescribed by the Administrator.

(f) Additional insurance. Additional forms of insurance or increases in the insurance amounts may be required. Any additions or increases shall be contained in the bid documents.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07;]

580:20-1-10.1. Bid protests

A bidder may protest a contract award by a state agency or the Construction and Properties Division to the State Construction Administrator. All remedies available to bidders through the sealed bid process pursuant to the Public Building Construction and Planning Act or the Oklahoma Central Purchasing Act are also available to online bidders in an online bidding process.

(1) **Bidder notification.** A bidder shall submit written notice to the Administrator of a protest of an award of contract by a state agency or the Division within ten (10) business days of contract award. The protest notice shall state bidder facts and reasons for protest.

(2) **State Construction Administrator review and determination.** The Administrator shall review the bidder's protest and contract award documents. Written notice of the decision by the Administrator to sustain or deny the protest will be sent to the bidder within ten (10) business days of receipt of the protest.

(3) **Bidder appeal of State Construction Administrator denial.** The bidder may appeal a denial of protest by the State Construction Administrator to the Director of Central Services. The bidder shall file a written appeal within ten (10) business days of the date of the Administrator's notice of denial pursuant to 75 O.S., Section 309 et seq.

(4) **Director actions and determination.** The Director may hear the protest, assign the protest to an attorney employed by the Department, or assign the bidder's appeal to an administrative law judge the Department retains.

(A) If the protest is assigned to an attorney employed by the Department or to an administrative law judge, the delegated party administrative law judge shall review the protest for legal authority and jurisdiction. If legal authority and jurisdictional requirements are met, the delegated party administrative law judge shall conduct an administrative hearing and provide proposed findings of fact and conclusions of law to the Director.

(B) If the protest is heard by the Director, the Director shall have all powers granted by law including all powers delegated to the administrative law judge by this section.

(C) The Director shall send written notice of the decision to sustain or deny final order sustaining or denying the contractor's appeal to the contractor parties.

(5) **Conduct of administrative hearing.** Administrative hearings shall be conducted in accordance with the Administrative Procedures Act [75 O.S. §250 et seq.] and the following procedures:

(A) **Prehearing conference.** A prehearing conference shall be scheduled to determine the legal or factual issues which shall be limited to those brought by the bidder in its initial protest to the State Construction Administrator.

(B) **Burden of proof.** The burden of proof shall be upon the bidder, which must prove its case by a preponderance of the evidence. A preponderance of the evidence is that evidence which, in light of the record as a whole, leads the Administrative Law Judge to believe a fact is more probably true than not true.

(C) **Representation.** Corporations must be represented by legal counsel in accordance with Oklahoma law. Legal counsel must be licensed or registered pursuant to the Rules Creating and Controlling the Oklahoma Bar Association.

(D) **Proper parties.** In addition to the bidder protesting the contract award and the Department of Central Services, the bidder awarded the contract and the state agency for which the bid was let may participate in the bid protest proceedings as a proper party.

(E) **Discovery.** The conduct of discovery is governed by the Administrative Procedures Act, 75 O.S., Section 309 et seq. and other applicable law.

(F) **Authority of the Administrative Law Judge.** The Administrative Law Judge may:

- (i) Establish a scheduling order;
- (ii) Establish reasonable procedures such as authorizing pleadings to be filed by facsimile or electronic mail;
- (iii) Rule on all interlocutory motions, including requests for a temporary stay of the contract award pending a final order from the Director;
- (iv) Require briefing of any or all issues;
- (v) Conduct hearings;
- (vi) Rule on the admissibility of all evidence;
- (vii) Question witnesses; and
- (viii) Make proposed findings of facts and conclusions of law to the Director.

(G) **Remedies.** The Administrative Law Judge may recommend that the Director deny the bidder's appeal or that the contract award be cancelled and rebid.

(6) **Contractor appeal of Director denial.** If the Director denies a bidder's appeal, the bidder may appeal pursuant to provisions of 75 O.S., Section 309 et seq.

[Added at 24 Ok Reg 2295, eff 6-7-07]

580:20-1-11. Pre-construction conference

Shortly after award of a contract, the design consultant or agency may schedule a pre-construction conference. This meeting shall include the design consultant, general contractor, agency representative, a representative from the Construction and Properties Division and other interested parties. The Division representative shall chair the meeting. The purpose of the meeting shall be to discuss the requirements and responsibilities of the various parties involved with the objective of expeditious handling of the construction contract.

[Source: Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-1-12. Construction conferences

(a) A construction conference may be called periodically by the design consultant or state agency which shall include essential information as follows:

- (1) Project progress as it relates to schedule.
- (2) Payment requests and their status.
- (3) Change order requests and their status.
- (4) Special problems and remedial action required.
- (5) Results of previous remedial action.
- (6) Other subjects as required.

(b) The meeting shall be chaired by the design consultant or state agency. Minutes of the meeting shall be kept, typed and distributed to all attendees within five (5) working days.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03]

580:20-1-13. Payment requests

(a) **Partial payments.** Partial payments for work completed and materials stored on site may be submitted once each month. A detailed procedure to be followed is shown below:

- (1) The contractor shall be required to complete a detailed breakdown of costs, arranged according to sections of the specifications, using a format similar to the one found in the Application for Partial Payment form, and submitting it to the design consultant and the Division for approval. This breakdown shall be used throughout the job and cannot be changed without approval from the design consultant.
- (2) The contractor should meet with the design consultant when the rough draft of the pay request is prepared. Then all can agree on percentages of work completed prior to typing the final form. The contractor should furnish the design consultant with five copies of the pay request and all supporting documents.
- (3) An itemized listing of materials stored on site at the end of the period covered in the pay request shall be prepared on the contractor's letterhead. Copies of paid invoices are to be attached. The date on the listing must agree with the date on the pay request. The materials must be stored at the site and cannot be removed after the payment has been made. The detailed description of stored materials should show quantities and sizes of materials. The usual terms of reference such as tons of steel and types of windows shall be acceptable. If the contractor deems it necessary, and it is recommended by both the design consultant and Department of Central Services representative, the contractor may store material off-site if there is a written agreement between the owner and the contractor. This agreement must provide the following:
 - (A) Proof of applicable insurance.
 - (B) A written guarantee of delivery to the job site.
 - (C) A written title to all materials covered by the request for payment, which shall pass to the owner.
 - (D) An on-site inspection of facilities by the design consultant to verify the authenticity of quantities of stored materials with the contractor responsible for reimbursing the design consultant for all incurred expenses resulting from each inspection.
- (4) All pay requests are submitted to the Division.
- (5) All partial payments are subject to retainage as specified in 61 O.S., Section 113.1.

(b) **Final pay request.** The Certificate of Contract Completion, Consent of Surety, Lien Release and the Contractor's Warranties must be submitted with the final request for pay to the state agency.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07;]

580:20-1-14. Change orders

(a) When it has been determined that a change is needed in the work and prior to the issuance of any change order, the design consultant shall issue a Proposal Request to the contractor. The Proposal Request shall be completed by the contractor and shall fully describe the scope of work explaining completely what each item entails and the cost, credit, and time extension involved. The contractor shall provide a detailed breakdown of cost, showing quantities and sizes of materials, unit cost, labor, equipment, profit and overhead, and other expense items. The design consultant shall transmit the completed Proposal Request through the using agency to the Construction and Properties Division of the Department of Central Services. The change in work scope described in the Proposal Request is not authorized until it has been incorporated into a Change Order and issued by the Construction and Properties Division of the Department of Central Services. [61 O.S., Section 121]

(b) When the proposal Request(s) are approved by all parties, the contractor shall prepare a Change Order using the form prescribed by the Division. All information required on the form shall be included. The completed Change order form shall be routed to the Consultant and using Agency for signature, and then to the Division for approval and signature.

(c) When the change is less than \$10,000, and the work involved can be costed by using a negotiated unit or lump sum price, the Proposal Request as discussed in subsection (a) of this Section is not required.

(d) Projects under the statutory amount and not advertised according to 580:20-1-3(1), that are awarded on a unit price or basis cannot exceed the statutory amount with cumulative change orders without advertising for bids on that part of the contract.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07;]

580:20-1-15. Time extensions

The contract documents shall contain the basis upon which time extensions may be granted. Substantiating data must be submitted with the requests for extensions. Such time extensions, if justified, shall be granted by Change Order only. It is important that written notices of delay be submitted to the design consultant within twenty days of the delay. Time extensions for changes in the work must be included on the Change Order form authorizing such change.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 21 Ok Reg 2864, eff 7-11-04]

580:20-1-16. Substantial completion inspection

(a) This inspection is to be requested by the contractor after he has determined that the project is substantially complete. Substantial completion is defined as the construction is sufficiently completed in accordance with the plans and specifications, as modified by any authorized changes, so that the owner can occupy the building and/or use the facility for its intended use. [61 O.S., Section 124]

(b) After receipt of a list of items to be completed or corrected from the contractor, the inspection is to be scheduled by the design consultant who shall send out written notification inviting the using state agency, the Construction and Properties Division and other interested persons to

attend. After the inspection, the Certificate of Substantial Completion Form with punch list shall be prepared by the design consultant. A time limit to complete the punch list of deficiencies shall be determined by the Contractor and approved by the Consultant and the Owner. Five copies of the form shall be provided to the Division for signature.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04]

580:20-1-17. Beneficial occupancy [REVOKED]

[Source: Revoked at 12 Ok Reg 3205, eff 7-27-95]

580:20-1-18. Final inspection

This inspection shall occur upon completion of construction and when requested by the contractor after he determines the project is finally complete and all punch list items have been completed. The design consultant shall send out formal notification inviting the using state agency, the Construction and Properties Division and other interested parties to attend. [61 O.S., Section 124]

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-1-19. Contract completion

A Certificate of Contract Completion shall be prepared by the design consultant using the form prescribed by the Division. The contractor shall complete the Contractor's Affidavit on all required copies of the Certificate of Contract Completion and return to the design consultant. The total of the contract shown on the certificate shall include the sum of all change orders. The contractor shall secure and transmit to the design consultant a completed and notarized Consent of Surety with the contractor's Certificate of Final Payment. All submittals, operating manuals, brochures, as-built drawings, receipts for keys given to the using agency, warranties, and all other requirements of the contract shall have been submitted to the design consultant with signed receipts from the using agency for the items received by them, before final payment is made.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 24 Ok Reg 2295, eff 6-25-07;]

580:20-1-20. Termination of unperformed contracts

Any contract under which no work has been performed or no formal claim or litigation has been pending within a period of twenty-four months shall be terminated by the agency. After termination, any amount owed to the contractor shall be determined and payment made. This shall release the agency from further liability to the contractor or surety company. If the contractor cannot be located, the payment shall be held in the care of the State Treasurer for the contractor for a period not to exceed thirty-six months at which time the payment shall be deposited in the General Revenue Fund. This shall release the State from any further liability to the contractor or surety company. [61 O.S., Section 137]

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-1-21. Performance evaluations of Consultants and Contractors [REVOKED]

[Source: Added at 21 Ok Reg 2864, eff 7-11-04; Revoked at 24 Ok Reg 2295, eff 6-25-07;]

580:20-1-22. Contractor appeals process

(a) If a contractor's claim has not been resolved after consideration by the consultant in accordance with the General Conditions for Construction Contracts, the claim shall be submitted in writing to the owner. The owner will render to the parties the owner's written decision relative to the claim, including any change in the contract sum or contract time or both within ten (10) calendar days.

(b) The contractor may appeal the owner's decision by submitting written notice of a protest to the Director of Central Services within ten (10) calendar days of receiving the owner's decision.

(c) The Director will review the protest and determine to hear the appeal or assign the appeal to an administrative law judge the Department retains.

(1) If the appeal is assigned to an administrative law judge, the administrative law judge shall review the appeal for legal authority and jurisdiction.

(2) If legal authority and jurisdictional requirements are met, the administrative law judge shall conduct an administrative hearing in accordance with the Administrative Procedures Act, 75 O.S. Section 309 et seq., and provide proposed findings of fact and conclusions of law to the Director.

(3) If the protest is heard by the Director, the Director shall have all powers granted by law including all powers delegated to the administrative law judge by this section.

(d) The Director shall send written notice to the contractor of the final decision sustaining or denying the contractor's appeal.

(e) Administrative hearings shall be conducted in accordance with the Administrative Procedures Act [75 O.S. §250 et seq.] and the following procedures:

(1) A prehearing conference shall be scheduled to determine the legal or factual issues which shall be limited to those brought by the contractor in its initial claim.

(2) The burden of proof shall be upon the contractor, which must prove its case by a preponderance of the evidence. A preponderance of the evidence is that evidence which, in light of the record as a whole, leads the Administrative Law Judge to believe a fact is more probably true than not true.

(3) Corporations must be represented by legal counsel in accordance with Oklahoma law. Legal counsel must be licensed or registered pursuant to the Rules Creating and Controlling the Oklahoma Bar Association.

(4) In addition to the contractor and the Department of Central Services, the contractor awarded the contract and the state agency for which the bid was let may participate in the bid protest proceedings as a proper party.

(5) The conduct of discovery is governed by the Administrative Procedures Act, 75 O.S. Section 309 et seq. and other applicable law.

(6) The Administrative Law Judge may:

(A) Establish a scheduling order;

(B) Establish reasonable procedures such as authorizing pleadings to be filed by facsimile or electronic mail;

(C) Rule on all interlocutory motions, including requests for a temporary stay of the contract award pending a final order from the Director;

(D) Require briefing of any or all issues;

(E) Conduct hearings;

(F) Rule on the admissibility of all evidence;

(G) Question witnesses; and

(H) Make proposed findings of fact and conclusions of law to the Director.

(7) The Administrative Law Judge may recommend that the Director deny the contractor's appeal or that the contract award be cancelled and rebid.

(f) If the Director denies a contractor's appeal, the contractor may appeal pursuant to provisions of 75 O.S., Section 309 et seq. of the Administrative Procedures Act.

[Source: Added at 22 Ok Reg 2625, eff 7-11-05; Amended at 24 Ok Reg 2295, eff 6-25-07;]

580:20-1-23. Consultant appeals process

(a) The owner and consultant shall endeavor to resolve claims, disputes and other matters in question between them by participating in a meeting to obtain a mutual agreement. If an agreement cannot be attained, the consultant may appeal by submitting written notice of a protest to the Director of Central Services within twenty-one (21) days of the settlement meeting immediately preceding the protest.

(b) The Director will review the protest and determine to hear the appeal or assign the appeal to an administrative law judge the Department retains.

(1) If the appeal is assigned to an administrative law judge, the administrative law judge shall review the protest for legal authority and jurisdiction.

(2) If legal authority and jurisdictional requirements are met, the administrative law judge shall conduct an administrative hearing in accordance with the Administrative Procedures Act, 75 O.S. Section 309 et seq., and provide proposed findings of fact and conclusions of law to the Director.

(3) If the protest is heard by the Director, the Director shall have all powers granted by law including all powers delegated to the administrative law judge by this section.

(c) The Director shall send written notice to the consultant of the final order sustaining or denying the consultant's appeal.

(d) Administrative hearings shall be conducted in accordance with the Administrative Procedures Act [75 O.S. §250 et seq.] and the following procedures:

(1) A prehearing conference shall be scheduled to determine the legal or factual issues which shall be limited to those brought by the contractor in its initial claim.

(2) The burden of proof shall be upon the consultant, who must prove his case by a preponderance of the evidence. A preponderance of the evidence is that evidence which, in light of the record as a whole, leads the Administrative Law Judge to believe a fact is more probably true than not true.

(3) Corporations must be represented by legal counsel in accordance with Oklahoma law. Legal counsel must be licensed or registered pursuant to the Rules Creating and Controlling the Oklahoma Bar Association.

(4) In addition to the contractor and the Department of Central Services, the consultant awarded the contract and the state agency for which the bid was let may participate in the bid protest proceedings as a proper party.

(5) The conduct of discovery is governed by the Administrative Procedures Act, 75 O.S. Section 309 et seq. and other applicable law.

(6) The Administrative Law Judge may:

(A) Establish a scheduling order;

(B) Establish reasonable procedures such as authorizing pleadings to be filed by facsimile or electronic mail;

(C) Rule on all interlocutory motions, including requests for a temporary stay of the contract award pending a final order from the Director;

(D) Require briefing of any or all issues;

(E) Conduct hearings;

(F) Rule on the admissibility of all evidence;

(G) Question witnesses; and

- (H) Make proposed findings of fact and conclusions of law to the Director.
- (7) The Administrative Law Judge may recommend that the Director deny the consultant's appeal or that the contract award be cancelled and rebid.
- (e) If the Director denies a consultant's appeal, the consultant may appeal pursuant to provisions of 75 O.S., Section 309 et seq. of the Administrative Procedures Act.

[Source: Added at 22 Ok Reg 2625, eff 7-11-05; Amended at 24 Ok Reg 2955, eff 6-25-07;]

580:20-1-24. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 3. SELECTION OF ARCHITECTS, ENGINEERS, AND OTHER DESIGN CONSULTANTS

Section

580:20-3-1.	Purpose
580:20-3-2.	Definitions
580:20-3-3.	Registration of consultants
580:20-3-4.	Selection procedure
580:20-3-5.	Consultant contracts
580:20-3-6.	Screening criteria
580:20-3-7.	Interview criteria
580:20-3-8.	Waivers

580:20-3-1. Purpose

The purpose of these rules are to provide information to consultant firms desiring to do business with the State of Oklahoma. It is also to serve as a guide to agencies and political subdivisions of the State of Oklahoma in the selection of architects, engineers, and other design consultants for the purpose of providing design documents for the construction or renovation of state facilities. These procedures implement the provisions 61 O.S., Sections 60 through 65, titled "State Consultants".

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-3-2. Definitions

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

"Consultant" means *an individual or legal entity possessing the qualifications to provide licensed architectural, registered engineering, or registered land surveying services or possessing specialized credentials and qualifications as may be needed to plan or design for any construction or public work improvement project.* [61 O.S., §202]

"Division" means the Construction and Properties Division of the Department of Central Services, State of Oklahoma.

"Fixed fee" means the type of fee to a consultant which is expressed as a firm, fixed amount, for the services specified in the scope of work. This fee is not determined by the amount of a construction contract.

"Interview committee" means a group of individuals designated by the chief administrative officer or governing body of a state agency to interview consultants for the purpose of selecting a consultant for a planned project. This group should include licensed architects or engineers, if available.

"Percentage fee" means a fee to be paid a consultant which is based upon a negotiated percentage of the resultant construction contract. For the consultant contract purposes, the construction contract amount is estimated.

"Program" means the detailed description of the work scope of the design services. This program is written by the state agency, or may be developed by the consultant as part of his contract.

"Screening committee" means a group of individuals designated by the chief administrative officer or governing body of a state agency which reviews the files of interested consultants for the purpose of selecting a short list of consultants to be interviewed. The group should include licensed architects or engineers, if available.

"Selection criteria" means a listing of the considerations and requirements used to evaluate each prospective consultant.

"Short list" means a listing of consultants chosen during the screening process for detailed interview. This list shall contain no less than three nor more than five consultants for a single project. If the process is selecting for more than one consultant contract, there should be two consultants on the short list for every planned project.

"State agency" means all agencies, boards, commissions, offices, institutions, and other governmental bodies as defined in 61 O.S., Section 61.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-3-3. Registration of consultants

(a) All consultants desiring to perform services for the State of Oklahoma must register with the Division by requesting and completing a Consultant Registration Questionnaire (DCS/CAP-Form 254) prescribed by the Administrator and submitting it to the Division. [61 O.S., Section 62] The Consultant Registration Questionnaire can be found on the Division's website or may be obtained by calling or writing the Division.

(b) The Administrator shall review a Consultant Registration Questionnaire submitted to the Division, determine whether the consultant qualifies for registration and notify the consultant of its registration status within twenty (20) days.

(c) Registrations are valid for one year from the date of receipt by the Division.

(d) Consultants shall not be solicited for projects with the State until the date the Consultant Registration Questionnaire is received by the Division. A consultant may register with the Division any time prior to the deadline for project consideration.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-3-4. Selection procedure

(a) **Define project.** The state agency shall develop a description of the project which shall include: [61 O.S., Section 62(C)]

(1) A narrative description of the work being planned.

(2) The estimated cost and time schedule of the project.

(3) The source of the funding i.e., appropriated state money, federal funding or other source of funding. Any funds designated for the project which has specific limitation of use, including deadlines for expenditure, shall be clearly defined and explained in the project description.

(4) Any other pertinent data which would assist a consultant in determining his interest in the project.

(b) **Request list of consultants.** The state agency shall forward a request to the Division for a listing of consultants currently listed with the Division in the form of a letter which includes the description of the project developed in (a) of this Section. A draft of the solicitation letter described in (c) of this Section shall also be included with a request for a list of consultants. The Division shall review the request and solicitation letter and if approved, shall print the list and/or one set of mailing labels and return them to the state agency.

(c) **Announce project.** The state agency shall send the approved solicitation letter to each consultant on the list which includes the description developed in (a) of this Section and shall notify them of the last day their letters may be received to be considered. Any consultant not registered with the Division at the time the list is prepared, may register with the Division pursuant to this Section and submit a letter of interest to the state agency. The Consultant Registration Questionnaire (DCS/CAP-Form 254) must be received by the Division at least six (6) business days, excluding state holidays, prior to the solicitation deadline, to allow the Administrator time to evaluate and complete the review process. If the registration form requires revisions and resubmission, the Division is under no further obligation to process and approve a consultant's registration within the six-day time period. [61 O.S., Section 62(C)]

(d) **Request and review files.** The state agency shall send a list of consultants that indicated interest in being considered for the announced project(s) to the Division. The Division then assembles and transmits to the state agency a copy of the information on file for each consultant on the list. [61 O.S., Section 62(D)]

(e) **Screen the files to select the "short list".** The chief administrative officer or governing board of the state agency shall designate a screening committee of three or more persons to select the three to five best qualified consultants based upon the data in the files supplied by the Division and other information that may be supplied by the consultants. The screening committee should include licensed architects or engineers if they are available. If the selection is for more than one consultant contract, at least two consultants for each project should be included in the short list. The selection criteria is listed in 580:20-3-6. [61 O.S., Section 62(E)]

(f) **Scheduling and performing interviews.**

(1) The chief administrative officer or governing board of the state agency shall designate an interview committee. All members of the interview committee shall participate in all interviews of each consultant.

(2) An evaluation criteria list shall be developed to insure that all interviews are conducted identically. The interview committee should consider the criteria listed in 580:20-3-7.

(3) Each consultant should be notified by letter informing him that he has been selected for interview. The letter should contain:

(A) Date, time and place of interview. Interviews should be scheduled individually for each consultant.

(B) Period of time permitted for the interview. Indicate how much time the consultant shall be permitted for his presentation and how much time shall be reserved for questions by the committee.

(C) A copy of the interview criteria.

(D) Names of the interview committee members.

- (E) The letter should contain any other information which shall help the committee to obtain information needed for them to properly evaluate the consultant.
- (F) Oklahoma Statutes prohibit the requesting of any information on fees. Any consultant who discloses its fee, or any indication thereof, prior to subsection (j) of this Section, Negotiation of Contract, shall be removed from the request list or short list and receive no further consideration for the project. Consultants must be selected on the basis of qualifications and not on a bid basis.
- (4) The interviews are conducted privately with each consultant out of the hearing of other consultants.
- (5) At the conclusion of all interviews, the committee shall then rate each consultant in a manner as to recommend to the state agency the relative ranking of each consultant. This document does not attempt to designate the exact procedure the committee shall use to make their selections. All criteria and procedures used by the committee shall be documented for the record.
- (g) **Forwarding of recommendations.** The recommendations are forwarded to the state agency for the final selection.
- (h) **Preparation of report to the Division.**
- (1) The state agency shall prepare a chronological report detailing the steps in the procedure actually followed by the state agency in making its selection. This report shall include the criteria used in the screening process as well as the interviews and the ratings of all firms considered. A copy of the approved minutes of any board action affecting the selection process shall be included.
- (2) The report is submitted to the Division for the independent review of the entire process. Upon approval of the report by the Division, the state agency shall be notified that fee negotiations with the first ranked firm may begin.
- (i) **Negotiation of Contract.**
- (1) The negotiation of fees is the first time a discussion of costs is permitted. There are no defined procedures for negotiating. The Division shall usually open negotiations by designating a negotiator and by defining the detailed scope of work and forwarding that scope to the consultant in a letter formally requesting the cost proposal. The letter should require a detailed breakdown of costs to enable the Division to understand the cost items and have a basis for negotiation. The consultant should also be provided a copy of the proposed contract format. Copies of the approved contract formats may be obtained from the Division.
- (2) The consultant shall develop his fee proposal and return it to the Division. Fee proposals shall be based on the consultant's cost to produce the work along with projected expenses and a fair profit not to exceed fifteen per cent (15%). The Administrator may establish a standard format for estimating and itemizing the costs submitted with a fee proposal.
- (3) The Division shall then set up a meeting to negotiate and agree to the fee, or may authorize the state agency to begin fee discussions. The fee is expressed as a firm fixed price fee according to an agreed scope of work, or may be based on a time and expense basis with a "not-to-exceed" cap. The choice is up to the Division. Attached as Appendix A is a table which may be used as an aid in evaluating a fee proposal. After a fee has been determined, the consultant is asked to modify the proposal to reflect the agreed upon scope of work and fee. This modified proposal shall become part of the contract. [61 O.S., Section 62(G)]
- (4) The state agency then forwards an agency requisition to the Division.
- (j) **Award of contract.**
- (1) The contract is processed for award by the Division. After the contracts have been signed by all parties, copies shall be provided to the state agency and the consultant.

(2) Changes to the consultant's base contract may be approved by the Administrator as long as the scope of the change is generally included within the scope of work developed in (1) of this subsection for which the consultant selection process was conducted. Changes may be requested by the state agency in writing to the Division and must reference the correct contract, and include the scope of the change, the fee for the change and the source of the funding for the change.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-3-5. Consultant contracts

(a) Contracts are written by the Division in standard formats as required by 61 O.S. The Division may be contacted for development of special requirements to be included in contracts. Non-standard contracts for specialized projects may be proposed by the state agency and approved by the Administrator for use on a specific project.

(b) Phases of services may involve all or any of the following depending on the size and type of project:

(1) **Program planning.** Program planning may include the following:

- (A) Space plan.
- (B) Written and/or graphic program document as specified.
- (C) Circulation allowances.
- (D) Cost estimate.
- (E) Specific additional features as required in the agencies request for proposal.

(2) **Schematic Design.** Schematic design may include the following:

- (A) The line drawing and graphic representation of the floor plan, perspective drawings and site orientation of the project.
- (B) Energy and feasibility presentation of utility access, recommended materials, parking, traffic flow, site access, and space and volume estimates of cost.
- (C) Cost estimate.

(3) **Design Development.** A set of drawings may be required to be produced which specifies the project's specified parameters, resulting in:

- (A) The site plan for parking, street and pedestrian access.
- (B) Overall dimensions.
- (C) Rooms and traffic circulation within the buildings.
- (D) Types of materials.
- (E) Building elevations.
- (F) Building sections.
- (G) Recommended structural systems.
- (H) Recommended mechanical systems and equipment based upon life cycle studies.
- (I) Cost estimate.

(4) **Construction Documents.** Construction documents may include those items necessary for a construction contractor to properly bid and construct the project. They include:

- (A) Working drawings.
- (B) Specifications.
- (C) Project manuals.
- (D) Any other item specifically required by the contract.
- (E) Cost estimate.

(5) **Construction phase services.** The consultant may be required to perform specific construction phase services which include:

- (A) Review and approval of shop drawings.
- (B) Review and approval of pay requests.
- (C) All standard contracts include a reference to construction monitoring which are periodic visits at intervals appropriate to the stage of the contractor's operations, by the consultant and sub-consultants to the construction site to determine that the contractor is following the intent of the construction contract documents. When more frequent monitoring is needed, the Division shall include this in the criteria package and negotiate this increased cost service.
- (D) The primary responsibility for the administration of the construction contract lies with the consultant.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-3-6. Screening criteria

(a) The screening process is the examination of each consultant that has indicated interest in the project proposed by the state agency. Files on each consultant are provided by the Division for this purpose. Prior to beginning the review, a specific list of criteria must be developed and should include, but not be limited to the following:

- (1) Specialized experience related to the proposed project.
- (2) Similar experience on comparable projects.
- (3) Technical qualifications of the design team.

(b) State agencies shall use the Consultant Screening Evaluation Form prescribed by the Administrator. The form may be modified for a specific project with prior approval of the Administrator.

(c) A screening evaluation sheet should be prepared listing each consultant considered with a rating for each criteria listed as in the Consultant Screening Evaluation Form. After all consultants are evaluated, the ratings are compared and the top three to five consultants are identified for interview. If multiple projects are being considered, two consultants for each project are selected for interview. [61 O.S., Section 62(E)]

(d) A copy of the evaluation sheets shall be included in the report to the Division.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]]

580:20-3-7. Interview criteria

(a) The interview is the most important step in the selection process. Each consultant must be evaluated against a clearly established list of criteria which is provided to the consultant within seven days in advance of the interview. State agencies shall use the Consultant Interview Evaluation Form prescribed by the Administrator. The form may be modified for a specific project with prior approval of the Administrator. Information should be sought during the interview which shall answer these questions:

- (1) How will the consultant staff the proposed project?
- (2) What is the consultant's proposed management plan?
- (3) What is their previous experience for this project?

- (4) Where are they located? How will they reduce travel costs if they are not close to the proposed project?
- (5) What are their plans for project control?
- (6) What is their proposed approach to the design of this project?
- (7) What are examples of the similar projects they have completed?
- (8) What are their experiences in value engineering, life cycle costs analyses, critical path method of scheduling, energy conservation, new energy resources, environmental assessments or other specialized experience, if required?
- (9) Has a judgement been paid by the consultant or on their behalf for liability caused by professional errors and/or omissions in the past five years?
- (10) Any other additional factors?

(b) Questions concerning fees may not be asked. Engineers, architects, and land surveyors are prohibited from being required to bid by Oklahoma Statutes. They are to be selected based upon their professional expertise and qualifications with their fees being negotiated after selection, as described in 580:20-3-6.

(c) Copies of the completed evaluation sheets shall be included in the report to the Division.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-3-8. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 5. MINIMUM CODES FOR STATE CONSTRUCTION

Section

- 580:20-5-1. Purpose; application
- 580:20-5-2. Definitions
- 580:20-5-3. Construction requirements; appeals and interpretations
- 580:20-5-4. Adopted codes
- 580:20-5-5. Adopted standards
- 580:20-5-6. Sources for codes and standards

580:20-5-1. Purpose; application

To comply with the requirements of 61 O.S., Section 209, the following rules contained in 580:20-5 are promulgated by the Department of Central Services and shall apply to all facilities constructed for state use.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-5-2. Definitions

The following words and terms, when used in this Subchapter, shall have the following meaning, unless the context clearly indicates otherwise:

"**ADA**" means the Americans with Disabilities Act

"**Administrator**" means the State Construction Administrator of the Construction and Properties Division of the Department of Central Services.

"**ASHRAE**" means the American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.

"**Code**" means the minimum building code or codes provided by this rule.

"**Division**" means the Construction and Properties Division of the Department of Central Services, an agency of the State of Oklahoma.

"**Facility**" means any building or improvement to real property constructed for state use subject to the provisions of 61 O.S. This definition shall apply also to construction of real property that the state shall lease.

"**IES**" means the Illuminating Engineering Society.

"**NFPA**" means the National Fire Protection Association.

"**OSFM**" means the Oklahoma State Fire Marshal.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-5-3. Construction requirements; reviews and permits

(a) Each facility shall be constructed or improved in such a manner as to provide reasonable safety from fire, smoke, panic and related hazards and to ensure a high level of health, comfort and well-being for all occupants.

(b) Building construction and renovation will require formal code review and a building permit, unless otherwise determined by the Division. When required by the Division, construction plans and specifications shall be reviewed by the agency with applicable code jurisdiction according to policy prescribed by the Administrator.

(c) Plans and specifications for State construction projects shall be reviewed and approved by the OSFM, who shall issue a permit upon approval. When directed by the Division, said plans shall also be reviewed by the Risk Management Division of the Department of Central Services. No project shall be let for public bids until such prescribed reviews are concluded and a building permit is issued by OSFM. Fees for plan review and permits shall be paid from the agency project funds.

(d) When a State construction project requiring a permit from OSFM is located within a local code enforcement jurisdiction, the Division encourages obtaining an additional building permit from the local jurisdiction or arrangement of cooperative inspections. The Division, or its agent, may invite a cooperative review between OSFM and the local jurisdiction and authorize payment for a local permit from the project funds.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-5-4. Adopted codes

(a) **Codes.** State construction projects shall comply with all applicable codes adopted by the Oklahoma State Fire Marshal, current at the time the project is initiated.

(b) **Additional Building Codes.** The division may require compliance with additional codes not currently adopted by OSFM, including but not limited to:

- (1) International Energy Conservation Code, latest edition;
- (2) Americans with Disabilities Act and related standards, latest edition.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-5-5. Adopted standards

The following standards are adopted by reference:

(1) ASHRAE Standards.

- (A) Standard #55. Thermal and Environmental Conditions for Human Occupancy.
- (B) Standard #62. Ventilation for Acceptable Indoor Air Quality.
- (C) Standard #90.1 Energy Efficient Design of New Buildings.

(2) ASME Standards

- (A) Standard A17.1. Safety Code for Elevators and Escalators
- (B) Standard A17.3 Safety Code for Existing Elevators

(3) IES Standards. Illuminating Engineering Society Lighting Handbook Reference and Application Volumes.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 21 Ok Reg 2864, eff 7-11-04]

580:20-5-6. Sources for codes and standards

(a) A copy of all codes adopted by reference in this subchapter are on file and available for public inspection at the following address: Construction and Properties Division, Department of Central Services, Will Rogers Office Building, 2401 N. Lincoln Blvd., Suite 106, Oklahoma City, OK 73105, (405)-521-2111.

(b) Listed below are sources for the codes and standards referred to in this Subchapter:

- (1) International Code Council: 5203 Leesburg Pike, Suite 708, Falls Church, Virginia 22041-3401; Telephone: 1.703.931.4533
- (2) NFPA: National Fire Protection Association, Batterymarch Park, Quincy, MA 02169
- (3) ASHRAE: ASHRAE Publications Sales, 1791 Tullie Circle, NE, Atlanta, GA 30329
- (4) ASME: 22 Law Drive, Box 2300, Fairfield, NJ 07007-2300
- (5) IES: Illuminating Engineering Society, 345 East 47th Street, New York City, NY 10017
- (6) Oklahoma State Fire Marshal, 2401 N.W. 23rd Street, Oklahoma City, OK 73107; www.firemar.state.ok.us

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 7. PROCEDURES FOR AGENCIES TO PERFORM RESPONSIBILITIES EXERCISED BY THE CONSTRUCTION AND PROPERTIES DIVISION

Section

580:20-7-1.	Purpose
580:20-7-2.	Definitions
580:20-7-3.	Requirements of law; agency responsibility
580:20-7-4.	Requesting services of consultants, architects, engineers, and land surveyors
580:20-7-5.	Request for delegation of authority to agencies
580:20-7-6.	Evaluation of requests
580:20-7-7.	Waivers

580:20-7-1. Purpose

The rules contained in this Subchapter are promulgated by the Department of Central Services to comply with the requirements of Section 209(3), Title 61, Oklahoma Statutes and shall apply to all agencies subject to the provisions of Title 61, Oklahoma Statutes.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95]

580:20-7-2. Definitions

The following words and terms, when used in this Subchapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Administrator" means the State Construction Administrator of the Construction and Properties Division of the Department of Central Services.

"Architect" means a person legally qualified to practice the profession of architecture as defined in the State Architectural Act, Section 46, Title 59, Oklahoma Statutes.

"Consultant" means *an individual or legal entity possessing the qualifications to provide licensed architectural, registered engineering, or registered land surveying services or possessing specialized credentials and qualifications as may be needed to plan or design for any construction or public work improvement project.* [61 O.S., §202]

"Director" means the Director of the Department of Central Services.

"Division" means the Construction and Properties Division of the Department of Central Services.

"Engineer" means a person legally qualified to practice the profession of engineering as defined in Chapter 10, Engineering and Land Surveying, Title 59, O.S.

"Facility" means any building or improvement to real property constructed for state use subject to the provisions of Title 61, Oklahoma Statutes.

"FTE" means a full time equivalent personnel position authorized the state agency by current legislative authority.

"State agency" means all agencies, boards, commissions, offices, institutions, and other governmental bodies as defined in 61 O.S., Section 61.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-7-3. Requirements of law; agency responsibility

(a) Each facility shall be constructed, renovated or repaired in such a manner as to provide reasonable safety from fire, smoke, panic and related hazards and to ensure a high level of health, comfort and well being for all occupants.

(b) Delegations of the statutory requirements stated in Title 61 of the Oklahoma Statutes which are permitted by the rules contained in this subchapter shall be set forth in the documents granting the exception or delegation. The requirements of law are not lessened and the agency to which the delegation of authority is granted shall be wholly responsible for the required compliance.

(c) No delegation of authority may be granted for Sections 1 through 51, sections 101 through 136, and sections 151 through 157 of Title 61 of the Oklahoma Statutes.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-7-4. Requesting services of consultants, architects, engineers, and land surveyors

All agencies requesting the services of consultant architects or engineers or land surveyors are hereby delegated the following responsibilities of Section 62 as modified by Sections 208(A) and (B), Title 61:

- (1) Provide all of the information required by Section 62(C), Title 61, Oklahoma Statutes.
- (2) Prepare the letter of solicitation as required by Section 62(C).
- (3) Receive the replies of interested consultants and submit a list of the interested parties to the Administrator.
- (4) Conduct the selection as described in Section 62 (E) and (F).
- (5) Submit a requisition to the Administrator from which the Division shall prepare and execute a contract.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03]

580:20-7-5. Request for delegation of authority to agencies

(a) Agencies wanting to perform the responsibilities of Title 61 Oklahoma Statutes assigned to the Department of Central Services must make a request in writing to the Director, Department of Central Services. Such request must contain all of the following information:

- (1) Specific reference to the section and paragraph of Title 61 to be delegated to the state agency.
- (2) Complete justification for the request. Effect on FTE, appropriations and state Agency mission should be included.
- (3) Complete listing of engineers and architects available to the state agency to perform the duties for which delegation of authority is requested.
- (4) Any additional information which shall assist the Director to properly evaluate the request.

(b) A request in 580:20-7-5(a) may be for either a limited or indefinite period. The request should indicate what period is being requested.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03]

580:20-7-6. Evaluation of requests

All requests made pursuant to 580:20-7-5 shall be evaluated according to the following criteria:

- (1) There must be a significant advantage to the State for cost savings.
- (2) The exception cannot require the use of non-FTE personnel. Only existing FTEs may be considered.
- (3) If an emergency condition exists, as defined by Section 130, Title 61, Oklahoma Statutes, a request for temporary delegation of authority may be granted.

[Source: Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-7-7. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 9. FULL-TIME EMPLOYMENT BY AGENCIES FOR MINOR CONSTRUCTION PROJECTS

Section

580:20-9-1.	Purpose
580:20-9-2.	Definitions
580:20-9-3.	General construction and licensing provisions; application of rules and law
580:20-9-4.	Requests to hire employees for minor construction
580:20-9-5.	Evaluation of requests

580:20-9-1. Purpose

The rules contained in 580:20-9 are promulgated by the Department of Central Services to comply with the requirements of Section 209(1), Title 61, Oklahoma Statutes and shall apply to all agencies subject to the provisions of Title 61, Oklahoma Statutes.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95]

580:20-9-2. Definitions

The following words and terms, when used in this subchapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Administrator" means the State Construction Administrator of the Construction and Properties Division of the Department of Central Services.

"Architect" means a person legally qualified to practice the profession of Architecture as defined in the State Architectural Act, Section 46, Title 59, Oklahoma Statutes.

"Consultant" means *an individual or legal entity possessing the qualifications to provide licensed architectural, registered engineering, or registered land surveying services or possessing specialized credentials and qualifications as may be needed to plan or design for any construction or public work improvement project.* [61 O.S., §202]

"Director" means the Director of the Department of Central Services.

"Division" means the Construction and Properties Division of the Department of Central Services.

"Engineer" means a person legally qualified to practice the profession of Engineering as defined in Chapter 10, Engineering and Land Surveying, Title 59, Oklahoma Statutes.

"Facility" means any building or improvement to real property constructed for State use subject to the provisions of Title 61, Oklahoma Statutes.

"FTE" means a full time equivalent personnel position authorized the state agency by current legislative authority.

"Minor Construction" means any construction which does not require the person performing the construction to have an occupational license.

"State Agency" means all agencies, boards, commissions, offices, institutions, and other governmental bodies as defined in O.S., Section 61.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-9-3. General construction and licensing provisions; application of rules and law

(a) Each facility shall be constructed, renovated or repaired in such a manner as to provide reasonable safety from fire, smoke, panic and related hazards and to ensure a high level of health, comfort and well being for all occupants.

- (b) Agencies to which authority is given to hire full-time employees for minor construction under this rule shall insure that all requirements of licensing, code compliance and construction administration shall conform to existing law and rules and regulations.
- (c) Agencies which had full-time employees for the purpose of performing minor construction projects on the date of promulgation of this rule are exempted from requesting authority for those employees.
- (d) Nothing in 580:20-9 shall replace the statutory procedures for obtaining FTE positions. The legislature in its appropriations bills control the authorized FTE positions.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-9-4. Requests to hire employees for minor construction

Agencies wanting to hire employees to perform minor construction projects shall make a request in writing to the Director, Department of Central Services. Such request must contain all of the following information:

- (1) A complete description of the types of projects for which the authority is requested must be shown.
- (2) Complete justification for the request must be included. Number and description of positions that shall be filled must be included. All positions must be identified by a position code assigned by the Office of Personnel Management.
- (3) A complete listing of engineers, architects, and consultants available to the agency to perform the duties of code compliance and observation of the project for which the authority is requested must be included.
- (4) Any additional information which shall assist the Director to properly evaluate the request.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-9-5. Evaluation of requests

All requests shall be evaluated according to the following criteria:

- (1) There must be a significant advantage to the State for cost savings.
- (2) The request, if granted, cannot require the use of non-FTE personnel. Existing FTEs only may be considered.
- (3) If an emergency condition exists, as defined by Section 130, Title 61, Oklahoma Statutes, a request for authority may be approved if the emergency can only be remedied by using temporary employees.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

SUBCHAPTER 11. LIFE CYCLE COSTING FOR STATE FACILITIES

Section

- 580:20-11-1. Purpose
- 580:20-11-2. Definitions
- 580:20-11-3. Evaluation steps
- 580:20-11-4. Results

580:20-11-1. Purpose

The Oklahoma State Agencies are required by Oklahoma Statutes to perform Life Cycle Cost Analysis for alternative architectural and engineering designs and alternative major items of energy-consuming equipment to be retrofitted in state facilities. The following guidelines are promulgated by the Construction and Properties Division of the Department of Central Services in compliance with the provisions of Sections 209 and 211 of Title 61 of the Oklahoma Statutes. Guidelines in this Subchapter are to be used in performing the required analysis.

[Source: Amended at 21 Ok Reg 2864, eff 7-11-04]

580:20-11-2. Definitions

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

"**A**" means the amount of money after n years in future.

"**a**" means annually recurring costs.

"**Annually recurring costs**" means those costs which are incurred each year, usually in an equal amounts, throughout the study period.

"**Base year**" means the year in which the Life Cycle Cost analysis is conducted.

"**Base year price**" means the price of goods or services as of the beginning of the base year.

"**Cash flow**" means the stream of costs and benefits resulting from a project investment.

"**Cost escalation rate**" means the rate by which an annual expense is assumed to escalate per year.

"**Discounting**" means a technique for converting cash flows occurring over time to time-equivalent values, adjusting for the Time Value of Money.

"**E**" means energy costs.

"**Economic life**" means the period of time over which a facility or a piece of equipment is considered to have the lowest total cost.

"**I**" means investment costs.

"**i**" means the interest rate per year.

"**Investment costs**" means the initial costs of design, engineering, purchase and installation, all of which are assumed to occur as lump sum at the beginning of the base year for purposes of making the Life Cycle Cost analysis.

"**j**" means the cost escalation rate per year.

"**LCC**" means life cycle costing.

"**Life cycle costing**" means a method of economic evaluation that sums discounted dollar costs of initial investment, operations, maintenance, repair and replacement less salvage value of state facility or equipment over the study period.

"**M**" means maintenance and non-fuel operating costs.

"**n**" means the number of years in the study period.

"**Nonfuel operation and maintenance costs**" means labor and material costs required for routine upkeep and operation, exclusive of energy costs.

"**P**" means present worth.

"**Present worth**" means the time-equivalent value of past, present or future cash flows as of the beginning of the base year.

"**Present worth factor**" means a factor by which annually recurring amounts may be multiplied to find their equivalent Present Worth (see Appendix B of this Chapter).

"**Present worth escalating factor**" means a factor by which a non-uniform annual expense, such as energy or labor costs, may be multiplied to find its equivalent present worth (see Appendix B of this Chapter).

"**PWEF**" means the present worth escalating factor.

"**PWF**" means the present worth factor.

"**R**" means the replacement cost.

"**Replacement costs**" means the future costs to replace equipment usually at the end of their economic life.

"**S**" means the salvage value.

"**Salvage values**" means the estimate of future salvage values of items sold as used equipment or scrap usually at the end of their economic life.

"**Single present worth**" means a factor by which a single future amount, such as replacement cost or salvage value, may be multiplied to find its equivalent present worth (see Appendix B of this Chapter).

"**SPW**" means single present worth.

"**State facilities**" means any building or improvement to real property constructed for state use subject to the provisions of Title 61, Oklahoma Statutes. This rule shall apply also to property leased or being prepared for lease by the state.

"**Study period**" means the length of time period covered by the economic evaluation. Typically it is equal to the economic life of the evaluation subject.

"**Time value of money**" means the time-dependent value of money. The adjustment of cash flows to a common time basis is necessary to take into account the real earning potential of investment over time.

"**TLCC**" means total life cycle cost.

"**Total life cycle cost**" means the total discounted dollar cost of owning, operating and maintaining a state facility or equipment over the study period.

[Source: Amended at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04]

580:20-11-3. Evaluation steps

The recommended steps in the economic evaluation are:

(1) **Objective.** Every economic evaluation should have a statement clearly defining the specific objective to be accomplished by the evaluation. Examples of objectives are: To determine which design or equipment of what size is economically preferable.

(2) **Constraints.** There could be technical, physical, budgetary or code constraints. Any of these can reduce the number of candidate strategies for which an economic evaluation must be performed.

(3) **Data, estimates and assumptions.**

(A) **Data.** The types of data that are needed are: investments costs (**I**), energy costs (**E**), maintenance and nonfuel operating costs (**M**), replacement costs (**R**), salvage value (**S**), interest rate (**i**) and escalating rates (**j**)

(B) **Estimates.** The economic life of the project has to be estimated. Appendix C of this Chapter includes the suggested economic life for a number of equipment.

(C) **Assumptions.** To simplify the cash flow calculations, the investment costs are assumed to occur in a lump sum at the beginning of the base year. All other costs occur in lump sums at the end of the respective years in which they occur.

(4) **Evaluation.** The general equation for calculating the total life cycle cost is:

$$TLCC = I + E + M + R - S \quad (3.1)$$

where:

TLCC is the total life cycle cost.

I is the investment costs, assumed to be in a lump sum at the beginning of the base year.

E is the total amount of energy costs during the study period, converted to an equivalent present work.

For constant energy costs, equation (A.2) in Appendix B of this Chapter is used to calculate the equivalent value of **E**.

$$E = \frac{(1+i)^n - 1}{i(1+i)^n} \quad (3.2)$$

where:

e is the annual energy costs, assumed to be in a lump sum at the end of the year.

i is the interest rate per year.

n is the number of years in the study period.

If energy costs are escalating, then equation (A.3) in Appendix I of this Chapter should be used to calculate the equivalent value of **E**.

$$E = e_1$$

where:

e₁ is the energy cost during the first year, assumed to be in a lump sum at the end of the first year.

j is the energy escalating rate per year.

If **j** = 0 the equation (3.3) is the same as equation (3.2).

If **j** = **i** then **P** = **e₁n**.

M is the maintenance and nonfuel operating costs, assumed to be in a lump sum at the beginning of the first year.

For constant labor costs, equation (A.2) in Appendix B of this Chapter is used to calculate the equivalent value of **M**.

$$M = m \frac{(1+i)^n - 1}{i(1+i)^n} \quad (3.4)$$

where:

m is the annual maintenance and non-fuel operating costs, assumed to be in a lump sum at the end of the year.

If labor costs are escalating, then equation (A.3) in Appendix B of this Chapter should be used to calculate the equivalent value of **M**.

$$\mathbf{M} = \mathbf{m}_1$$

where:

m₁ is the maintenance and nonfuel operating costs during the first year, assumed to be in a lump sum at the end of the first year.

j is the labor escalating costs per year.

If **j** = 0 then equation (3.5) becomes similar to equation (3.4).

If **j** = 1 then **M** = **m₁n**.

R is the replacement costs converted to an equivalent present worth. Equation (A.1) in Appendix B of this Chapter is used to calculate **R**.

$$\mathbf{R} = \frac{\mathbf{R}'}{(1 + i)^n} \quad (3.6)$$

where:

R' is the actual replacement costs at the end of the study period.

S is the salvage value converted to an equivalent present worth. Equation (A.1) in Appendix B of this Chapter is used to calculate **S**.

$$\mathbf{S} = \frac{\mathbf{S}'}{(1 + i)^n} \quad (3.7)$$

where:

S' is the actual salvage value at the end of the study period.

(5) **Sensitivity analysis.** Sensitivity analysis technique is performed by repeating an evaluation using different input values. By testing the percentage change in the output corresponding to specified percentage changes in input values, the most critical parameters can be identified. The technique is also used to produce an upper and lower boundaries for the output based on maximum and minimum estimated values for the input parameters. In some cases, expressing the answer in terms of upper and lower boundaries gives a clearer picture than a single point estimate. Although performing sensitivity analysis is not required under the TLCC rule, it is a useful technique especially where there is uncertainty about the data and estimates.

(6) **Non-quantified factors.** In many projects, some parameters with significant consequences are not adequately captured in the numerical evaluation. These parameters should be presented in descriptive terms during the decision making process. For example, replacing a window with an insulated wall will save energy, however, the effect of a windowless room on the occupants should be taken into consideration.

580:20-11-4. Results

(a) The Construction and Properties Division of the Department of Central Services shall sponsor training workshops for Oklahoma State agencies purchasing personnel in the use and/or verification of the Life Cycle Cost Analysis. Until such a time as sufficient expertise is developed in state agencies, the results of the analysis, along with the input data should be submitted by the contractors, vendors or consultants to the Construction and Properties Division of the Department of Central Services for verification.

(b) The suggested ranges for applying the Life Cycle Cost Analysis to conduct the analysis without the escalation factors for projects having total costs of more than \$7,500, but less than \$40,000 (i.e., equations 3.2. and 3.4 in 580:20-11-3(4)). For projects costing more than \$40,000, where more accurate estimates are needed, escalation factors are included in the analysis (i.e., equations 3.3 and 3.5 in 580:20-11-3(4)).

[Source: Amended at 21 Ok Reg 2864, eff 7-11-04]

SUBCHAPTER 13. LEASING AND SPACE STANDARDS [REVOKED]

[Source: Revoked at 16 Ok Reg 3093, eff 7-12-99]

SUBCHAPTER 15. ENERGY SERVICES CONTRACTS

Section

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580:20-15-1. Purpose

Pursuant to Section 210 of Title 61 of the Oklahoma Statutes, the following rules contained in OAC 580:20-15 are promulgated by the Department of Central Services and shall apply to energy services contracts for State Agencies. These rules are to aid state agencies in obtaining more efficient energy saving equipment and methods without significant capital expenditure by utilizing the services of an energy service company.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95]

580:20-15-2. Definitions

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

"Consultant" means *an individual or legal entity possessing the qualifications to provide licensed architectural, registered engineering, or registered land surveying services or possessing specialized credentials and qualifications as may be needed to plan or design for any construction or public work improvement project.* [61 O.S., §202]

"Division" means the Construction and Properties Division of the Department of Central Services, State of Oklahoma.

"Energy audit" means to review facilities and systems, to identify existing operating and utility costs, to specify areas of potential savings, and to quantify those savings.

"Energy service company" means the company responsible for the installation of energy conservation measures and the guarantee of energy savings.

"Energy service contract" means a contract signed by a state agency and an energy service company which conforms to the provisions of this chapter.

"ESC" means energy service company.

"Equipment portion" means the portion of the energy service contract which deals with the purchase of equipment and its installation.

"Guaranteed savings" means the amount of money per year guaranteed by the ESC that shall be saved by the state agency on present utility costs.

"Service portion" means the portion of the energy service contract which deals with guaranteed savings, period of guaranteed savings, training, and bonds.

"State agency" means all agencies, boards, commissions, offices, institutions, and other governmental bodies as defined in 61 O.S., Section 61.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99; Amended at 19 Ok Reg 3004, eff 11-1-02 (emergency); Amended at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-15-3. Description of the program

Guaranteed savings program is a program whereby the agency selects and contracts with an energy service company to reduce its energy costs. The goal of this contract is energy cost savings through acquisition of energy efficient equipment, services and methods. The ESC guarantees the amount of savings from the program over a specified period of time. Since the contract is paid from the energy savings realized, the agency does not need to have the large amount of capital which would be otherwise necessary to purchase such services and equipment.

580:20-15-4. Request for energy services

(a) Any agency which believes that it could benefit from participation from an energy service contract should contact the Division. The Division shall meet with representatives of the Agency to determine if an energy service contract would be beneficial.

(b) Criteria used to determine possible benefit of an energy service contract may include but not be limited to the following:

(1) Urgency of equipment replacement (i.e., the time frame until the equipment fails and is no longer repairable).

(2) Repair vs. replacement utility (i.e., the amount necessary to carry-on necessary repairs as opposed to the cost of replacing of the equipment).

(3) Prioritization of available capital (i.e., of the available capital in an agency, the demands of that capital relative to the need of the equipment).

- (4) Projected use and life expectancy of the equipment or its replacement.
- (5) Results of an energy audit of the facility in question which indicates potential energy savings.
- (c) When practical, new equipment should be purchased outright as opposed to an energy service contract.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95]

580:20-15-5. Bid documents

- (a) Bid documents shall be made available to all prospective ESC's. The Division may require a deposit for the documentation. [OAC 580:20-1-4(b)]
- (b) Bid documents may include, but shall not be limited to the following:
 - (1) Information regarding applicable administrative rules, including the rules of this chapter. Refer to OAC 580:20-1-4 and 5.
 - (2) Scope of the work to be performed.
 - (3) Energy audit, if performed by a state agency or consultant.
 - (4) Requirements for an energy audit if performed by the ESC. [OAC 580:20-15-6(a)]
 - (5) Energy usage by the agency at the facility in question.
 - (A) All utility bills and records for a relevant period;
 - (B) Current demand charges;
 - (C) Other energy usage information.
 - (6) Minimum environmental requirements of the agency (e.g., ambient air temperature, lighting levels, etc.)
 - (7) Building and site plans needed to both assess equipment installation and energy efficiency.
 - (8) Proposed evaluation criteria developed by the agency in cooperation with the Division.
 - (9) Sample of all contract documents.
 - (10) Any other information deemed necessary by the Division so that ESC's may prepare an accurate submittal on the project.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-15-6. Energy audit

- (a) An energy audit shall be conducted for each project for which an energy service contract is sought. An energy audit is used to gain more in-depth knowledge of the agency's facility and its energy usage. The requirements for an energy audit are outlined in the bid documents.
- (b) The energy audit may be conducted by one or more of the following as determined by the agency with approval of the Division:
 - (1) A state agency with the technical expertise to conduct the audit. This could include the Construction and Properties Division of the Department of Central Services.
 - (2) A contracted consultant selected consistent with Title 61 of the Oklahoma Statutes and the provisions of Subchapter 3 of this Chapter with the technical expertise to perform the energy audit.
 - (3) One or more ESC's consistent with the provisions of this section.
- (c) If the energy audit is conducted by a state agency or a contracted consultant, the results of such audit shall be made available to all ESC's in the project bid documents. If the energy audit is conducted by one or more ESC's, the results of such audit must be included in any project submittal of the ESC.

- (d) ESC's may schedule with the agency inspections of facilities and equipment in order to conduct an energy audit or to gain a greater understanding of the facility and its energy use.
- (e) Any fees from a state agency or a contracted consultant incurred as a result of the energy audit must be paid outright by the agency.
- (f) A contracted consultant may be selected to provide a complete set of bid documents, evaluate all bids submitted, provide construction administration, related performance contracting methods and perform energy savings reconciliation for the Division or agency. Any fees charged by the consultant must be paid outright by the agency.
- (g) Division may perform any of the services described in 580:20-15-6(f), and may levy and collect a reasonable fee for the agency for said services.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-15-7. Bid submittals

Reference OAC 580:20-1-5 for bid submittal information.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95]

580:20-15-8. Bid review and evaluation

- (a) When all of the bid submittals have been opened, they are forwarded for review and evaluation by the agency, the Division or consultant if applicable.
- (b) A selection committee shall be formed composed of members of the agency and the Division to review and evaluate the bids submitted. After the review and evaluation of the bids by the review committee, the best submission shall be selected for the award of the energy service contract.
- (c) Criteria used to select the ESC to perform the energy service contract may include but shall not be limited to the following:
 - (1) Cost
 - (2) Amount of guaranteed savings offered by the ESC
 - (3) Proposed list of equipment to be installed
 - (4) Length, flexibility, options and extent of the maintenance contract
 - (5) Experience and qualifications of the ESC in performance of similar types of projects as described in the bid documentation.
 - (6) Quality and depth of the energy audit if performed by the ESC
 - (7) Installation schedule of the equipment
 - (8) Quality and extent of the training program offered by the ESC
 - (9) Relative fiscal capacity and stability of the ESC
 - (10) Duration of the entire contract including both equipment and service portions.
 - (11) Methodology of savings calculations

[Source: Added at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-15-9. Energy service contract

The energy service contract shall consist of, but not be limited to the following:

- (1) The duration of the equipment portion of the contract shall be equal to or less than the term of the lease purchase agreement.
- (2) Service portion of the contract:

(A) The ESC shall guarantee savings for at least each year of the lease-purchase agreement, but may guarantee savings beyond the completion of the lease purchase agreement.

(B) The ESC shall provide sufficient training to maintenance, custodial, and other such personnel as have need to know regarding the proper use and maintenance for the efficient operation of equipment contained in the equipment portion of the contract.

(C) ESC shall be responsible for maintaining the equipment for the duration of the lease-purchase agreement but may provide maintenance for a greater duration as may be defined in the energy service contract if the State does not elect to otherwise contract for maintenance services. [61 O.S. Section 210(A)(5)]

(3) Required bonds:

(A) ESC shall provide a declining balance surety performance bond in an amount not less than 25% of the balance of agency's total financial obligation.

(B) ESC shall provide a performance bond in an amount determined by the agency to guarantee the restoration of the facility in the event of default. [61 O.S. Section 210(A)(3)]

(4) ESC shall purchase public liability insurance, property damage insurance, and workers' compensation insurance or as specified in the bid documents.

(5) All modifications to any contract or agreement which the State is requested to execute must be submitted to the Division's legal counsel for approval at least ten days prior to submitting to the Division for execution.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-15-10. Payment of contract

(a) Lease-purchase agreements shall be competitively bid through the Purchasing Division of the Department of Central Services unless determined by the Executive and Legislative Bond Oversight Commissions to be more cost effective if financed through negotiated sales.

(1) If the sale is to be executed on a negotiated basis, such financing shall be subject to the provisions of the Oklahoma Bond Oversight and Reform Act, 62 O.S. 1991, §695.1 et seq.

(2) If the sale is to be competitively bid, such financing shall be processed through the Purchasing Division of the Department of Central Services. [74 O.S. Supplement 1993, Section 85.4(G.2)]

(b) The term of the lease purchasing financing shall be in conformance with and governed by 74 O.S. Section 85.4(I)(4).

[Source: Added at 12 Ok Reg 3205, eff 7-27-95; Amended at 16 Ok Reg 3093, eff 7-12-99]

580:20-15-11. Guaranteed savings

(a) All identified savings must be fully reimbursable.

(b) ESC shall reimburse the agency for any shortfall below the yearly guaranteed amount contained in the contract.

(c) Excess savings realized above the amount guaranteed by the ESC within a single year shall not be used to cover deficiencies in savings from other years.

(d) Should there be three consecutive months of short-fall on the amount guaranteed, the ESC shall investigate and report the cause to the agency.

(e) Guaranteed savings identified by the ESC shall include only energy savings that can be quantified and documented. Savings identified shall not include savings realized from changes in

operational efficiency, cost avoidance, or adjustments in environmental levels below the minimum established by the agency.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95]

580:20-15-12. Change orders

Reference OAC 580:20-1-14 for change orders.

[Source: Added at 12 Ok Reg 3205, eff 7-27-95]

580:20-15-13. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 17. CONSTRUCTION MANAGEMENT PROCEDURES AND REQUIREMENTS

Section

580:20-17-1.	Purpose
580:20-17-2.	Definitions
580:20-17-3.	Qualifications
580:20-17-4.	Registration
580:20-17-5.	Project designation consideration
580:20-17-6.	Project designation
580:20-17-7.	Project requisition
580:20-17-8.	Selection procedures for construction management services
580:20-17-9.	Fee negotiation and contracts
580:20-17-10.	Waivers

580:20-17-1. Purpose

This subchapter provides information pertaining to procedures and requirements for individuals or business entities that provide construction management services on state construction projects that utilize the construction management delivery system for construction. These procedures implement the provisions of 61 O.S., Sections 201 through 211 titled "Public Building Construction and Planning Act."

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-17-2. Definitions

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

"Administrator" means the State Construction Administrator of the Construction and Properties Division of the Department of Central Services.

"Construction Management" (CM) means the project delivery method based on an agreement whereby the state acquires from a construction entity a series of services that can include, but are not necessarily limited to: design review, scheduling, cost control, value engineering, constructability evaluation, preparation and coordination of bid packages, and construction administration. Construction management includes:

(A) **"Construction Management/Agency"** (CMa) whereby the construction entity applies appropriate management techniques to project planning, design and construction for the purpose of controlling time, cost and quality for the state without taking on financial risks for the execution of the actual construction. CMa services could include a range of management and/or consulting services spanning all phases of the design and construction process from conception to completion of the construction project.

(B) **"Construction Management/At-Risk"** (CMc) whereby the construction entity, after providing construction management/agency services listed in (a) of this section during the pre-construction period, takes on the financial obligation to carry out construction under a specified cost agreement.

"Construction Manager" means a person, properly certified in accordance with 20-17-3, who acts as an agent of the state for a construction project; who coordinates and manages the construction process; who is a member of the construction team with the state, design professional and other consultants that may be required for the project; and who utilizes skill and knowledge of general contracting to assist in the development of schedules, preparation of project construction estimates, study of labor conditions and provides advice concerning construction, safety and other issues related to the project that may surface. Issues may include, but are not limited to, monitoring progress, payments, changes and other factors affecting cost or as may otherwise be specified in the solicitation issued by the state agency.

"Consultant" means *an individual or legal entity possessing the qualifications to provide licensed architectural, registered engineering, or registered land surveying services or possessing specialized credentials and qualifications as may be needed to plan or design for any construction or public work improvement project.* [61 O.S., §202]

"Director" means the Director of the Department of Central Services.

"Division" means the Construction and Properties Division of the Department of Central Services.

"Guaranteed Maximum Price" (GMP) shall be the sum of the estimated cost of the work as defined in the contract and includes all of the contractor's fees and agreed upon contingencies.

"Notice to Proceed" shall be the formal written notice, by letter, informing the Construction Manager that the Guaranteed Maximum Price (GMP) is approved and the construction management services advance to the next phase.

"State agency" means all agencies, boards, commissions, offices, institutions, and other governmental bodies as defined in 61 O.S., Section 202.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-17-3. Qualifications

(a) **General.** An individual or business entity that desires to provide or provides construction management services to the state must meet minimum qualifications established in this Section.

(b) **Construction management certification.** An individual or business entity that desires to provide construction management services to the state shall possess certification that demonstrates the individual's or business entity's capability to provide the services.

(c) **Certification sources.** An educational program that provides certification of an individual as capable to provide construction management services shall include industry recognized standards for knowledge of construction, construction management and project management. An individual certified by one of the following sources may qualify to provide construction management services to the state.

- (1) **Certified Construction Manager.** An individual certified by the Construction Management Association of America as a certified construction manager.
- (2) **Certified Cost Engineer/Certified Cost Consultant.** An individual certified by the Association for the Advancement of Cost Engineering, International as a Certified Cost Engineer or Certified Cost Consultant.
- (3) **Certified Professional Estimator.** An individual certified by the American Society for Professional Estimators as a Certified Professional Estimator.
- (4) **Certified Professional Constructor.** An individual certified by the American Institute of Constructors as a Certified Professional Constructor.
- (5) **Certified Construction Contract Administrator.** An individual certified by the Construction Specifications Institute as a Certified Construction Contract Administrator.
- (6) **Designated Design-Build Professional.** An individual certified by the Design-Build Institute of America as a Designated Design-Build Professional.
- (d) **Other professional certification recognition.** If an individual presents professional certification from other than a professional entity this subsection specifies, the Administrator shall determine whether the individual may provide construction management services to the state.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; Amended at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-17-4. Registration

- (a) **General.** An individual that possesses the qualifications established in 20-17-3 shall register with the Division to provide construction management services.
- (b) **Registration Application.** An individual or business entity must submit registration application forms prescribed by the Administrator to the Division to request consideration for registration as a construction management firm. Registration application forms are available upon request to the Division.
- (c) **Administrator review and notification.** The Administrator shall review the registration application and:
 - (1) **Accept the registration.** If the review determines that the applicant is qualified and the application is complete and accurate, the Administrator shall send written notification of the acceptance to the individual or business entity; or,
 - (2) **Grant conditional registration.** The Administrator may consider other certification sources and grant to the applicant a one-year probationary approval of the registration application. Renewal for subsequent years shall not be approved unless the applicant submits proof of certification issued by one of the certification sources listed in 580:20-17-3(C).
 - (3) **Reject the registration.** If the review determines that the applicant is not qualified or the application is incomplete or inaccurate, the Administrator shall send written notification of the rejection to the individual or business entity. The Administrator shall specify reasons for rejection in the notice; or,
 - (4) **Incomplete registration.** If the review determines the application is incomplete, the Administrator may advise the individual or business entity to submit additional information to the Administrator.
- (d) **Registration.** Upon approval of the registration application, an individual or business entity will be added to the official list of registered construction managers maintained by the Division. Registration shall be effective for one (1) calendar year from the date of registration approval and renewed annually on or before the registration anniversary date of each succeeding year.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; Amended by 24 Ok Reg 2295, eff 6-25-07]

580:20-17-5. Project designation consideration

(a) **General.** The Administrator and the Director shall consider factors in this section to determine whether a state construction project merits consideration for use of the construction management delivery system.

(b) **Consideration factors.** Each factor of this subsection must be considered prior to requesting or designating a project for construction management. [61 O.S., §202.1]

(1) The project benefits the public. When considering designation, it shall be clearly evident that Construction Management will provide a public benefit, which may include:

(A) early completion of work, allowing for beneficial public occupancy;

(B) accommodating construction progress with phased funding;

(C) enabling the project to be placed under contract prior to losing expiring funding source; or,

(D) other demonstrated public benefit.

(2) There is a need for cost control. When project requirements or technical components of a project are not fully defined, or options are available for building systems, the use of Construction Management would provide valuable input to the design process.

(3) The need exists for specialized or complex construction methods due to the unique nature of the project. Projects involving sophisticated or complicated technical systems, renovation work or work that must be completed on a critical time frame, or otherwise when a critical mission of a public agency may be in jeopardy, shall be considered specialized and complex.

(4) Other consideration factors may include:

(A) **Time constraints.** The time period the state agency desires for project completion.

(B) **State agency capabilities.** The capabilities of the Division staff and whether the staff has the ability and experience to effectively manage a project that utilizes construction management.

(C) **State agency funding.** The state agency shall demonstrate whether the agency has adequate funding to pay for services of the construction management firm, design consultant and construction services.

(D) **Project components.** The project complexity is sufficient to benefit from advisory consulting services during design or if the construction execution could be enhanced by the services of a construction manager. Such services during design might include, but are not limited to: independent preparation of cost estimates, independent design review, evaluation of alternate construction bid strategies and constructability evaluations. Services during construction that a construction manager might perform include, but are not limited to: certain elements of construction administration desired by the state agency that are outside the normal scope of the design consultant and overall coordination of multiphase, complex projects where one or more contractors may be involved in executing the work.

(c) **State agency request.** A state agency shall submit a written request for consideration of formal designation of a state construction project for the construction management delivery method to the Director after careful review of the factors in (b) of this section. The request shall specify reasons the state agency believes the project merits consideration for construction management and the funding amount the state agency has available for the project.

(d) **Director consideration.** Upon receipt of a state agency request for construction management services for a project, the Director shall consider whether the project merits designation for construction management and whether the state agency has adequate funds for the project.

- (e) **Administrator consideration.** The Director may request the Administrator to consider whether a project merits designation for construction management.
- (f) **Administrator notification.** Upon completion of the consideration of the state agency request, pursuant to Subsection 6, the Administrator shall forward the Director's official response to the requesting state agency which states reasons for the determination and whether the project has been determined to reasonably merit official designation for construction management.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-17-6. Project designation

- (a) **General.** After consideration of factors in 20-17-5, the Director may designate the project delivery method as construction management.
- (b) **Construction management type.** The Administrator shall determine the construction management type as:
- (1) Construction Management/Agency (CMA) (See 20-17-2); or
 - (2) Construction Management/At-Risk (CMc) (See 20-17-2).
- (c) **Director notification.** If the Administrator determines that the project reasonably meets the criteria for designation for construction management and that the state agency has adequate funds for the project, the Administrator shall complete, sign and submit the prescribed project designation form to the Director.
- (d) **Director actions.** The Director shall determine whether the information on the project designation form is complete and agree or disagree with the Administrator's designation.
- (1) Director agrees. If the Director agrees with the Administrator's designation, the Director shall sign the project designation form and return the form to the Administrator.
 - (2) Director disagrees. If the Director disagrees with the Administrator's designation, the Director shall return the unsigned form to the Administrator.
- (e) **Project designation.** The Administrator shall apply the applicable project delivery method to the project in accordance with the action of the Director.
- (1) **Director signs designation form.** If the Director signs the designation form, the Administrator shall acquire construction services pursuant to provisions of this subchapter.
 - (2) **Director does not sign designation form.** If the Director does not sign the designation form, the Administrator shall acquire design consultant and construction services pursuant to provisions of subchapters 1 and 3 of this chapter.
- (f) **State Agency notification.** The Administrator shall provide the state agency written notice of the final designated project delivery method.
- (g) **Designation form filing.** The final project designation form shall be filed and maintained in the division project file.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-17-7. Project requisition

- (a) **State agency requisition preparation.** Upon receipt from the Administrator of the notice of project designation as construction management, the state agency shall complete a requisition form which must state on the form that the project delivery method is construction management and indicate the construction management type.
- (b) **State agency requisition submission.** The state agency shall submit the requisition form to the Administrator.

(c) **Administrator review.** The Administrator shall review the requisition form to ensure the form contains the required information.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-17-8. Selection procedures for construction management services

Selection of construction management firms shall be in accordance with Subchapter 21 of this Chapter.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-17-9. Fee negotiation and contracts

(a) In accordance with the qualifications-based ranking of firms to perform construction management services in 580:21, the Division shall request a fee proposal from the highest ranking firm.

(b) Upon receipt of the written fee proposal, the Division shall hold fee negotiations in a manner consistent with the selection criteria.

(1) The Division shall negotiate a contract with the highest qualified firm at compensation determined in writing to be fair and reasonable.

(2) In establishing the construction management fee, the Division shall take into account the estimated value of the services to be rendered and the scope, complexity and professional nature of the services

(3) In the event the Division is unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price determined to be fair and reasonable, negotiations with that firm shall be formally terminated. The Division shall then undertake negotiations with the second most qualified firm, beginning with a formal request for a fee proposal from that business. Failing accord with the second most qualified business, the Division shall formally terminate negotiations with that firm. This process shall continue, with proposals received from and negotiations held with the next most highly qualified firm, until such time as a contract is signed with a qualified firm or the procurement process is terminated and a new request for qualifications is initiated.

(4) In general, pre-construction services are required on all types of construction management contracts. The fee for these services should be negotiated as a lump sum amount and should be based on the scope and duration of services.

(5) For Construction Management/At-Risk (CMc), there are essentially two phases of the contract.

(A) Phase One commences following completion of fee negotiations for pre-construction services. Pre-construction services include all activities by the construction manager up to the point at which the design is far enough along for the construction manager to establish a Guaranteed Maximum Price (GMP). The point in time when the GMP can be established will vary from one type of project to another. Included in the GMP quoted by the construction manager are the construction manager's fees for administering the construction contract (project fee) and the fee to cover the General Conditions for construction. The project schedule may also dictate the amount of contingency included in the GMP.

(B) Approval of the GMP advances the project from Phase One of construction management services to Phase Two. This is accomplished through issuance by the Division of a Notice to Proceed. Once the GMP is established, it will remain in effect through the development of the construction documents by the design consultant and the

construction manager will work in conjunction with the design consultant to perform value engineering and construction coordination reviews and to develop individual bid packages for issuance to subcontractor trades.

- (i) Upon receiving the Notice to Proceed, the Construction Manager/At-Risk will be required to furnish 100% performance, payment and defect bonds, in an amount equal to the GMP or lump sum. Worker's Compensation, All Risk, Property and General Liability insurance shall be required.
 - (ii) Non approval of the GMP allows the Division to terminate the services of the construction manager or to renegotiate, as required.
 - (iii) When the design is complete and bid documents have been prepared for issuance of work packages to subcontractor trades, the construction manager becomes essentially a general contractor for the project, responsible for issuing and awarding individual work packages to subcontractor trades in accordance with subchapter 1, titled "Bidding Procedures", of this Chapter.
- (6) When individual work packages are bid as a lump sum, the CM's contract for that portion of the work converts from a GMP to a lump sum. Once all work packages have been bid, the construction manager's contract becomes all lump sum.
- (7) In the event that the GMP is exceeded after all bids are received from subcontractor trades, the construction manager and the Division must determine whether individual work packages need to be revised and then rebid in order to reduce cost. As an alternative, the Division may allow an adjustment to the GMP in order to allow the construction manager to award all work packages.
- (8) In administering the construction contract, the construction manager will adhere to Oklahoma public bidding laws in advertising and award of various work packages for a project. The estimated value of a work package will be published with the advertisement to bid.
- (9) Because the construction manager is "at risk" for the total contract amount, they are permitted to self-perform portions of the work, provided that they competitively bid the work as a lump sum (each work package) under the same terms and conditions as the other bidders. If the construction manager decides to bid a work package, they must declare this intent during the pre-bid meeting held by the Division.
- (10) In the award of subcontracts, the construction manager will award to the lowest responsible bidder. To be considered a "responsible bidder" the offeror must meet the minimum pre-qualification requirements, if any, that may be defined in the contract bid documents. An offeror shall meet the minimum pre-qualification requirements and complete the qualifications form that will be included as part of the bid package.
- (11) Procurement of project components costing less than the statutory amount established in 61 O.S., Section 103 may be accomplished by receipt of written bids pursuant to 61 O.S., Section 103. The Division may approve and direct the Construction Manager to prepare written bid solicitation for such items and furnish to at least three known suppliers. The solicitation shall clearly state the requirements for products delivery and installation, if applicable, and shall require the written quotes to be returned to the Division or the Division's agent by a specified date and time.
- (c) **Award of contract.** The construction management contract is written and processed for award by the Division. After the contracts have been signed by all parties, and processed, copies shall be provided to the state agency and the consultant.
- (d) **Changes to base contract.** Changes to the base contract are permitted as long as the scope of the change is generally included within the scope of work developed for which the selection process was conducted. All changes shall be in writing and signed by all parties to the contract.

(e) **Construction Management contracts.** Contracts are written by the Division in standard formats as required by 61 O.S. The Division may be contacted for development of special requirements to be included in the contracts.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-17-10. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 19. DESIGN-BUILD PROCEDURES AND REQUIREMENTS

Section

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580:20-19-1. Purpose

This subchapter provides information pertaining to procedures and requirements for individuals or business entities that provide design-build services on state construction projects that utilize the design-build delivery system for construction. These procedures implement the provisions of 61 O.S., Sections 201 through 211 titled "Public Building Construction and Planning Act."

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-2. Definitions

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

"Administrator" means the State Construction Administrator of the Construction and Properties Division of the Department of Central Services.

"Consultant" means *an individual or legal entity possessing the qualifications to provide licensed architectural, registered engineering, or registered land surveying services or possessing specialized credentials and qualifications as may be needed to plan or design for any construction or public work improvement project.* [61 O.S., §202]

"Delivery System" is the approach used to develop and construct a project where Design-Build or Design-Bid-Build are typical approaches.

"Design-Bid-Build"(DBB) is the delivery method used on public projects whereby a licensed design professional retained based on qualifications, shall develop the project design in its entirety. The Division shall then solicit bids and award the contract to the general contractor who demonstrates that they can complete construction, as specified in the design, and that they are the lowest responsible bidder.

"Design-Build" (DB) is the project delivery method in which the Division procures both design and construction services in the same contract from a single, legal entity referred to as the design-builder. The method uses Request for Qualifications (RFQ)/Request for Proposal (RFP) procedures rather than the DBB Invitation for Bids (IFB) procedures. The design-build entity is liable for all design and construction costs and must provide a firm fixed price in its proposal.

"Design-Build Contract" shall be a contract between the Division and a design-builder to furnish the labor, materials and other services for both the design and construction for the same public project.

"Design-Builder" shall be the entity that proposes to design and construct any public project governed by the procedures of Title 61 and this Chapter.

"Director" means the Director of the Department of Central Services

"Division" means the Construction and Properties Division of the Department of Central Services.

"Evaluation Criteria" shall be the requirements for the first phase of the selection process and shall include, as appropriate, specialized experience, technical competence, capacity to perform, past performance and other appropriate factors. Prices shall be considered only in the second phase of the selection process.

"Proposal" shall be an offer to enter into a design-build contract, as further defined in this subchapter.

"Request for Proposals" (RFP) shall be the document the state agency sends to each of the design-build firms on the "short list". The RFP shall contain the "Request for Proposals" (RFP) elements as described in OAC 580:20-19-11.

"Request for Qualifications" (RFQ) shall be the document or publication whereby a state agency solicits for qualified design-build firms.

"State agency" means all agencies, boards, commissions, offices, institutions, and other governmental bodies as defined in 61 O.S., Section 202.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; 24 Ok Reg 2295, eff 6-25-07]

580:20-19-3. Design-build qualifications

(a) **Qualifications.** An individual or business entity that desires to provide design-build services to the state shall possess the construction experience that demonstrates the individual's or business entity's capability to provide the service.

(b) **Contractor Prequalification.** The contractor of the design-build team shall be authorized to do business in the state and shall be prequalified with the Division.

(c) **Architect of Record.** The Architect-of Record of the design build team, for a specific project, shall be licensed and authorized to do business in the state.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-4. Registration

(a) **General.** An individual that desires to provide design-build services to the state shall prequalify with the Division pursuant to Section 1-8.1.

(b) **Registration Application.** An individual or business entity must submit registration application forms prescribed by the Administrator to the Division to request consideration for registration as a design-build firm. Registration application forms are available upon request to the Division.

(c) **Administrator review and notification.** The Administrator shall review the registration application and:

(1) **Accept the registration.** If the review determines that the applicant is qualified and the application is complete and accurate, the Administrator shall send written notification of the acceptance to the individual or business entity.

(2) **Reject the registration.** If the review determines that the applicant is not qualified or the application is incomplete or inaccurate, the Administrator shall send written notification of the rejection to the individual or business entity. The Administrator may specify reasons for rejection in the notice.

(3) **Incomplete registration.** If the review determines the application is incomplete, the Administrator may advise the individual or business entity to submit additional information to the Administrator.

(d) **Registration.** Upon approval of the registration application, an individual or business entity will be added to the official list of registered design-build firms maintained by the Division. Registration shall be effective for one (1) calendar year and renewed annually on or before January 31st of each succeeding year.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-5. Project designation consideration

(a) **General.** The Administrator and the Director shall consider factors in this section to determine whether a state construction project merits consideration for use of the design-build delivery system.

(b) **Consideration factors.** Each factor of this subsection must be considered prior to requesting or designating a project for use of the design-build delivery system.

(1) **Time constraints.** The time period the state agency desires for project completion.

(2) **Division capabilities.** The capabilities of the Division staff and whether the staff has the ability and experience to effectively manage a project that utilizes design-build.

(3) **State agency funding.** The state agency can demonstrate it has adequate funding to pay for services of the design-build firm, a design consultant and construction services.

(4) **Project components.** The features of the project merit nomination of the project for execution using the design-build delivery approach.

(A) Project features that are compatible with using the design-build delivery method include:

(i) Projects for which the definitive space program and functional building requirements can be clearly defined by the state agency prior to the selection of the design-build team, with low likelihood of these requirements changing during the design phase. Examples include, but not limited to: general purpose storage warehouses, multifamily housing or dormitory type projects.

(ii) Repetitive type projects. For example, site adaptation of a standard or prototypical design that has been previously constructed at another location.

(iii) Projects with certain unique factors that require special knowledge or experience to produce the least cost design.

(iv) Pre-engineered structures.

(v) Performance based projects.

- (vi) Projects where the time to completion is a critical factor.
- (B) Projects features that are incompatible with using the design-build delivery method include:
 - (i) Projects where the cost to prepare the Request For Proposal (RFP) and the cost to respond to the RFP by the design-build firms are not justified relative to the anticipated benefits.
 - (ii) Projects where the scope of work is hard to define. Examples include: complex renovation projects and highly technical projects where the evaluation of alternative design approaches is critical.
 - (iii) Projects which are design driven, such as museums, research laboratories, medical facilities, technology centers, courthouses and executive office buildings.
 - (iv) Projects where the state agency or the division desires to be closely involved during the design process to exercise discretionary control over the completed project.
- (c) **State agency request.** A state agency shall issue a written request for consideration of formal designation of a state construction project for the design-build delivery method to the Director after careful review of the factors in (b) of this Section. The request shall specify reasons the state agency believes the project merits consideration for design-build delivery system and the funding amount the state agency has available for the project.
- (d) **Director consideration.** Upon receipt of a state agency request for design-build services for a project, the Director shall consider whether the project merits designation for a delivery-build system and whether the state agency has adequate funds for the project.
- (e) **Administrator consideration.** The Director may request the Administrator to consider whether a project merits designation for a design-build delivery system.
- (f) **Administrator notification.** Upon completion of the consideration of the state agency request, the Administrator shall advise the requesting person whether the project has been determined to reasonably merit official designation for a design-build delivery system. The Administrator shall provide a written response stating reasons for the determination.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-6. Project designation

- (a) **General.** After consideration of factors in 20-19-5, the Director may designate the project delivery method as design-build.
- (b) **Director notification.** If the Administrator determines that the project reasonably meets the criteria for designation for design-build delivery and that the state agency has adequate funds for the project, the Administrator shall complete, sign and submit the prescribed designation form to the Director.
- (c) **Director actions.** The Director shall determine whether the information on the designation form is complete and agree or disagree with the Administrator's designation.
 - (1) **Director agrees.** If the Director agrees with the Administrator's designation, the Director shall sign the project designation form and return the form to the Administrator.
 - (2) **Director disagrees.** If the Director disagrees with the Administrator's designation, the Director shall return the unsigned designation form to the Administrator.
- (d) **Project designation.** The Administrator shall apply the applicable project delivery method to the project in accordance with the action of the Director.
 - (1) **Director signs designation form.** If the Director signs the designation form, the Administrator shall acquire construction services pursuant to provisions of this subchapter.

(2) **Director does not sign designation form.** If the Director does not sign the designation form, the Administrator shall acquire design consultant and construction services pursuant to provisions of subchapters 1 and 3 of this chapter.

(e) **State Agency notification.** The Administrator shall provide the state agency written notice of the final designated project delivery method.

(f) **Designation form filing.** The final designation form shall be filed and maintained in the division project file.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-7. Project requisition

(a) **State agency requisition preparation.** Upon receipt from the Administrator of the notice of project designation as design-build, the state agency shall complete a requisition form which must state that the project delivery method is design-build on the form.

(b) **State agency requisition submission.** The state agency shall submit the requisition form to the Administrator.

(c) **Administrator review.** The Administrator shall review the requisition form to ensure the form contains the required information.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-8. Selection Procedure for design consultant for design-build

(a) The state agency shall select a design consultant pursuant to provisions of Subchapter 3 of this Chapter.

(b) The state agency shall develop, with the assistance of the design consultant, a comprehensive scope of work statement and design criteria package that defines the project. This package will be issued to competing design-build teams, enabling the design-builders to submit proposals that meet the state agency's needs. The scope of work/design criteria package should contain, but not be limited to, the following information:

- (1) A conceptual design including, as a minimum, a space plan and programmatic summary of state agency's requirements.
- (2) Topographic survey and existing utility systems survey information for the project site.
- (3) Geotechnical report of soils conditions for the project site.
- (4) Clear definition of type of building desired, quality of materials, finishes, etc.
- (5) Disclosure of the construction price limit of the project so firms don't run the risk of preparing proposals that are not price competitive.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-9. Selection Procedures for design-build

Selection of design-build firms shall be in accordance with Subchapter 21 of this Chapter.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-10. Proposals and contracts

(a) Following the qualifications-based ranking of firms to perform design-build in accordance with 580:20-21, the state agency shall solicit competitive Request for Proposals (RFP) from the four (4) most highly qualified firms.

(b) The Request for Proposals (RFP) shall contain, at a minimum, the following elements:

- (1) The procedures to be followed for submitting proposals and the procedures for making the selection decision, including a reference to the requirements of this Chapter and the regulations of the state agency.
- (2) A copy of the proposed design-build contract.
- (3) The evaluation factors and their relative weights.
- (4) The statement of work/design criteria package.
- (5) Provision for the design-builder to offer comments, enhancements or other appropriate value engineering recommendations pertaining to the concept drawings and technical specifications provided by the state agency in the RFP.
- (6) A stipend is required to be paid to each design-build firm in the event that the state agency elects to have the proposing design-builders develop design drawings as part of the submission . The RFP must describe the drawings, specifications, or other submittals to be provided with the proposal, with guidance as to the form and level of completeness of the drawings, specifications or submittals that will be acceptable.
 - (A) The stipend should be sufficient to cover the cost to develop drawings, specifications or other technical narratives in response to the RFP.
 - (B) The RFP should state that in return for the stipend, the State will retain ownership of the plans submitted by the competing design-build teams.
 - (C) Stipends may not be required if the RFP documentation is complete enough that the proposing design-builders do not have to perform additional design work in order to respond to the requirements of the RFP.
- (7) A schedule for commencement and completion of the design-build contract.
- (8) Budget limits for the design-build contract.
- (9) Requirements for design-builders to have bonds and insurance.
- (10) Any other information that the state agency in its discretion chooses to supply, including without limitation, surveys, drawings or models of existing structures, environmental studies, photographs, or references to public records.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-11. Evaluation factors

- (a) The state agency, in consultation with the design consultant, shall determine the scope and level of detail required for the evaluation factors and shall submit the factors to the Division for approval. The evaluation factors should be detailed enough to permit qualified design-builders to submit proposals in accordance with the solicitation, without having to perform additional design services to meet the requirements of the RFP.
- (b) The design consultant who consults in the development of the evaluation factors shall be disqualified from submitting a proposal to enter into the design-build contract, and the design-builder shall not be permitted to delegate services under the design-build contract to the design professional who developed the evaluation factors.
- (c) The design consultant who develops the evaluation factors shall be either a full time employee of the state agency or shall be engaged in compliance with Title 61 of Oklahoma Statutes, and to the extent allowed by law may delegate the development of specific aspects of the design criteria to other consultants.
- (d) Evaluation factors shall include:
 - (1) Past performance (cost, quality, schedule)
 - (2) Similar experience on comparable projects
 - (3) Technical qualifications of design-build team
 - (4) Proposed schedule

- (5) Proposed costs
- (6) Proposed technical approach including design submittals.
- (7) Any other factors relevant to project.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-12. Proposals

- (a) Proposals shall be sealed and shall not be opened until expiration of the time established for making proposals as set forth in the RFP.
- (b) Upon expiration of the time established for making proposals as set forth in the RFP, all proposals received shall be submitted to and evaluated by the Selection Committee.
- (c) Clarifications may be required to ensure conformance of proposals with the evaluation factors. Clarifications may require revised price and/or technical proposals. No proposal shall be considered until the Selection Committee issues certification that the proposal is consistent with evaluation factors.
- (d) No proposal for a design-build contract may be accepted unless the Selection Committee determines that there was adequate competition for such contract.
- (e) Proposals shall establish a cost of the design-build contract, which will not be exceeded if the proposal is accepted without change.
- (f) Proposals may allow the design-builder to identify subcontractors to whom the design-builder proposes to delegate obligations under the design-build contract. Entities so identified will not be replaced without the approval of the state agency, or the award may be revoked.
- (g) Each design-build team must include licensed architects and engineers independent from the state agency's design professional. The design-build team's licensed architects and engineers must be named in the proposal submitted to the state agency.
- (h) The state agency shall have the right to reject any and all proposals, except for the purpose of evading the provisions and policies of this Chapter. The state agency may thereafter solicit new proposals using the same or different evaluation factors, budget constraints, or qualifications.
- (i) The state agency shall maintain the secrecy and confidentiality of all proposals and all information contained in the proposals, and shall not disclose the proposals or the information contained therein to the design-builder's competitors or the public. Once a proposal is accepted, the disclosure of the proposal and the information in the proposal, and the ownership of the drawings, specifications, and information therein, shall be determined in accordance with existing law and the terms of the design-build contract.
- (j) When a design-builder receives notification from a state agency that its proposal has not been accepted, the design-builder may, within seven (7) days, submit a written request for a written explanation of the selection process to the state agency.
- (k) Proposals may be withdrawn for any reason at any time prior to acceptance.
- (l) Written notice of the acceptance of a proposal shall be delivered to the design-builder that submitted the accepted proposal. The state agency shall deliver written notice to the unsuccessful design-builders that their proposals were not accepted at the same time the notice of acceptance is delivered.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-13. Design-build contracts

- (a) A design-build contract is written and processed for award by the Division. Upon receipt of the Notice to Proceed, the design-builder will be required to furnish 100% performance, payment and defect bonds, in an amount equal to the GMP or lump sum, and proof of worker's

compensation, all risk, property and general liability insurance. After the contracts have been signed by all parties, and processed, copies shall be provided to the state agency and the consultant.

(b) Changes to the base contract are permitted as long as the scope of the change is generally included within the scope of work evaluated during the selection process. All changes shall be in writing and signed by all parties to the contract.

(c) Contracts are written by the Division in standard formats as required by 61 O.S. The Division may be contacted for development of special requirements to be included in the contracts.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-19-14. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 21. SELECTION OF CONSTRUCTION MANAGEMENT AND DESIGN-BUILD FIRMS

Section

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580:20-21-3.	Registration of construction management and design-build firms
580:20-21-4.	Selection procedure
580:20-21-5.	Screen criteria
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580:20-21-7.	Interview criteria
580:20-21-8.	Report to Division
580:20-21-9.	Waivers

580:20-21-1. Purpose

The purpose of this subchapter is to provide procedures and information to construction management or design-build firms desiring to do business with the State of Oklahoma; and, to assist state agencies and political subdivisions of the state with the selection of construction management or design-build firms for the purpose of construction or renovation of state facilities. These procedures implement the provisions of 61 O.S., Sections 201 through 211 titled "Public Building Construction and Planning Act."

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-21-2. Definitions

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

"Consultant" means *an individual or legal entity possessing the qualifications to provide licensed architectural, registered engineering, or registered land surveying services or possessing specialized credentials and qualifications as may be needed to plan or design for any construction or public work improvement project.* [61 O.S., §202]

"Division" means the Construction and Properties Division of the Department of Central Services.

"Fixed Fee" means a fee to be paid to a firm which is expressed as a firm, fixed amount for the services specified in the scope of work.

"Interview committee" means a group of individuals designated by the chief administrative officer or governing body of a state agency to interview construction management or design-build firms for the purpose of selecting such a firm for a planned project. The interview committee shall include a representative from the Construction and Properties Division. This group should include licensed architects or engineers, if available.

"Percentage fee" means a fee to be paid a firm which is based upon a negotiated percentage of the resultant construction contract.

"Program" means the detailed description of the work and the scope of the design services. This program is written by the state agency or a Design Consultant.

"Request for Qualifications (RFQ)" shall be the document or publication whereby a state agency solicits for qualified construction management or design-build firms. [Reference 20-21-4 (d)]

"Screening committee" means a group of individuals designated by the chief administrative officer or governing body of a state agency which reviews the qualifications of interested firms for the purpose of selecting a short list of firms to be interviewed. The screening committee shall include a representative of the Construction and Properties Division. The group should include licensed architects or engineers, if available.

"Selection criteria" means a list of the considerations and requirements used to evaluate each prospective construction management or design-build firm.

"Short list" means a list of construction management or design-build firms chosen during the screening process for a detailed interview. This list shall contain no less than three nor more than five firms for a single project. If the screening process is selecting for more than one construction management or design-build contract, there should be two firms on the short list for every planned project.

"State agency" means all agencies, boards, commissions, offices, institutions, and other governmental bodies as defined in 61 O.S., Section 202.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-21-3. Registration of construction management and design-build firms

(a) All construction management or design-build firms desiring to perform services for the State of Oklahoma must register with the Division by delivering a completed registration application form to the Division.

(b) A registration is valid for one (1) calendar year and must be renewed annually on or before the anniversary date of the previous year's registration.

(c) Construction management or design-build firms shall not be solicited for projects with the state until the date the company's registration application is received and approved by the Division.

(d) A construction management or design-build firm may register with the Division any time prior to the deadline for project consideration.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-21-4. Selection procedure

(a) **Define project.** A state agency shall develop a description of the project which shall include:

- (1) A narrative description of the work being planned.
- (2) The estimated cost and time schedule of the project.

(3) The source of the funding i.e., appropriated state money, federal funding or other source of funding.

(b) **Request list of construction management or design build firms.** A state agency shall submit a written request to the Division for a list of construction management or design-build firms currently registered with the Division. The request must include the description of the project developed pursuant to (a) of this Section. The Division shall deliver to the state agency a printed list and/or one set of mailing labels in response to the request.

(c) **Announce project.** The state agency shall send a Request for Qualifications (RFQ) to each consultant management or design-build firm on the list which must include the description developed in (a) of this Section and the deadline when letters must be received for consideration. In special circumstances, the Director or Administrator may choose to precede the RFQ with a request for Letters of Interest (LOI) from the registered construction management or design-build firms, whichever is applicable.

(d) **RFQ Contents.** An RFQ must contain, at a minimum, the following elements:

(1) Identity of the state agency that will select the construction management or design-build firm.

(2) Procedures for submitting statements of qualification and procedures for making awards, including a reference to the requirements of this Chapter and the regulations of the Division.

(3) Evaluation factors to be considered by the selection committee.

(4) A statement of work including a summary description of the project.

(5) A schedule for planned commencement and completion of the contract.

(6) Budget limits for construction of the project for which services are being sought.

(7) Requirements for Construction Management/at-risk or Design-Build firms to have bonds and insurance.

(e) **Request and review files.** The state agency shall send a list of construction management or design-build firms that submitted Letters of Interest (LOI) for the announced project(s) to the Division. Upon receipt of the list, the Division will assemble and deliver a copy of any information on file for each firm on the list to the state agency.

(f) **Selection of the "short list".** The screening committee shall select no less than three and no more than five of the best qualified construction management or design-build firms based upon the data supplied by the Division and other information which may be submitted by the construction management or design-build firms.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-21-5. Screen criteria

(a) The screening process is the examination of each construction management or design-build firm that has submitted a Letter of Interest (LOI) for the project proposed by the state agency. Files on each firm are provided by the Division for this purpose. A specific list of screening criteria shall include, but need not be limited to the following:

(1) Specialized experience related to the proposed project.

(2) Capacity of the firm to complete the project in the time available.

(3) Past performance in similar projects.

(b) Each firm considered shall be rated by the Screening Committee for each criteria established by (a) of this Section and additional criteria established by the state agency or division, if any. Written ratings for each firm shall be documented on a screening evaluation form which lists all criteria developed for the selection process. After all firms are evaluated, the ratings are compared and the top three to five firms are identified for interview.

(c) A copy of all screening evaluation forms shall be included in the report to the Division as required by Subsection 8.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-21-6. Scheduling and performing interviews

(a) All members of the interview committee shall participate in all interviews of each firm.

(b) An evaluation criteria list shall be developed to ensure that all interviews are conducted identically. The interview committee shall use the criteria listed in 580:20-21-7.

(c) Each firm shall be notified by letter of the selection for interview. The letter shall contain:

(1) Date, time and place of interview. Interviews should be scheduled individually for each firm.

(2) Period of time permitted for the interview. Indicate how much time the firm shall be permitted for the presentation and how much time shall be reserved for questions by the committee.

(3) A copy of the interview criteria.

(4) The letter should contain any other information which would help the committee to obtain information needed for them to properly evaluate the firm.

(5) Oklahoma Statutes prohibit the requesting of any information on fees. Any firm who discloses its fee, or any indication thereof, shall be removed from the request list or short list and receive no further consideration for the project. Construction management or design-build firms must be selected on the basis of qualifications and not on a bid basis.

(d) Interviews must be conducted privately with each firm.

(e) At the conclusion of all interviews, the committee shall rate each firm in a manner so as to recommend to the state agency the relative ranking of each firm. All criteria and procedures used by the committee shall be documented for the record. The recommendations are forwarded to the state agency for the final selection.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-21-7. Interview criteria

(a) The interview is the most important step in the selection process. Each firm must be evaluated against a clearly established list of criteria which is provided to the firm at least seven days prior to the interview.

(b) The state agency shall use the interview evaluation form, prescribed by the Director, which includes, but is not limited to the following criteria:

(1) Specialized experience and technical competence of the firm regarding the type of services required.

(2) Capacity and capability of the firm, including any consultants, to perform the work, including any specialized services, within the stated time limitations of the project.

(3) Past record of performance on contracts with government agencies or private industry with respect to control of costs, quality of work and ability to meet schedules.

(4) Proximity to or familiarity with the area in which the project is located.

(5) The volume of work previously awarded by the state to the firm.

(6) Any other factors that are relevant to the project as determined by the Division.

(c) Questions concerning fees shall not be asked.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-21-8. Report to Division

(a) **Contents.** The state agency shall prepare a chronological report detailing the specific steps used by the state agency during its selection process. This report shall include:

- (1) the criteria used in the screening process;
- (2) the interviews and the ratings of all firms considered;
- (3) a copy of the approved minutes of any board action affecting the selection process, if applicable; and
- (4) If an out-of-state firm is selected, the report must include the justification for the selection.

(b) **Delivery to Division.** The report must be submitted to the Division for an independent review of the complete selection process.

[Source: Added at 19 Ok Reg 3004, eff 11-1-02 (emergency); Added at 20 Ok Reg 2517, eff 7-11-03]

580:20-21-9. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 23. FEES FOR SERVICES**Section**

580:20-23-1.	Purpose
580:20-23-2.	Fees for services
580:20-23-3.	Deposits of fees
580:20-23-4.	Waivers

580:20-23-1. Purpose

The Construction and Properties Division may collect reasonable fees for the purpose of providing or contracting for architectural, engineering, and land surveying services to state agencies; from persons requesting plans and notification of solicitations issued by the Division; and, for contract management for a construction project. [Title 61, Section 208.1] The purpose of this subchapter is to establish a schedule of fees for services provided by the Division.

[Source: Added at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-23-2. Fees for services

(a) General Provisions. Upon requesting specific services, a state agency shall submit a requisition or request form prescribed by the Administrator which states the service requested and verifies the corresponding fee from the schedule provided by the Division. When required by the fee schedule, the Agency shall attach a purchase order for the specified fee amount, listing the Division as the vendor. The Division will invoice the Agency for the specified fee upon completion of the service. The fee is for a service provided by the Division and is fulfilled by the specified action by the Division. The fee is not contingent on the performance of an outside vendor retained as a result of the service rendered by the Division.

(b) Fee schedule for non-mandatory services. The following fees shall be collected for non-mandatory services provided by the Division:

- (1) DCS Roof Asset Management Program - Five (5%) of roofing contract price.
- (2) DCS On-Call Consultants Program - Ten (10%) of Consultant's Fee

- (3) DCS Testing Program - Ten (10%) of Testing Consultant's Fee
- (4) DCS Land Surveying Program -Ten (10%) of Land Surveyor's Consultant Fee
- (5) Other Specialized Consulting or Contracting services - Up to 10% of Consultant's fee and/or contract price
- (6) Architectural or Engineering consultation services – Hourly rates of Division personnel and administrative expenses of the Division
- (c) Fees for bid document services. The Division shall collect a fee for the actual cost of notification of solicitations and printing of bid documents plus 15% for Division administrative expenses from persons requesting plans and notification of solicitations issued by the Division.
- (d) Contracting and contract management fees. The Division will charge reasonable fees for providing, contracting and managing consulting or construction contracts. [61 O.S., § 208.1]
 - (1) Fees will be based on project size, complexity and management effort required by the Division.
 - (2) The Division will determine the appropriate level of contract management services for each project.
 - (3) A fair and reasonable fee schedule will be established by the Division for routine standard services and for expanded contract management services. The fee schedule will be published on the Department website and, in no case, will such fees exceed:
 - (A) a lump-sum fee of \$250.00 for small construction contracts not exceeding the statutory amount defined by 61 O.S., § 103 (B);
 - (B) 5% of the construction contract amount for large construction contracts defined by 61 O.S., § 103 (A);
 - (C) \$500.00 for contracting for architectural, engineering and land surveying services.

[Source: Added at 21 Ok Reg 2864, eff 7-11-04; Amended at 24 Ok Reg 2295, eff 6-25-07]

580:20-23-3. Deposits of fees

All fees collected in accordance with the provisions of this section shall be deposited in the Construction & Properties Division's revolving fund created by Title 61, Section 208.2.

[Source: Added at 21 Ok Reg 2864, eff 7-11-04]

580:20-23-4. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

SUBCHAPTER 25. PRE-CONSTRUCTION PLANNING

Section

- 580:20-25-1. Purpose
- 580:20-25-2. Definitions
- 580:20-25-3. Project inception
- 580:20-25-4. Determination of a need for pre-design services
- 580: 20-25-5. Pre-Design Services
- 580:20-25-6. Applicability
- 580:20-25-7. Waivers

580:20-25-1. Purpose

This subchapter defines the process for state agencies to follow when planning a construction project, and apply to both new construction and major renovation. [O.S.61 §209(12)]

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

580:20-25-2. Definitions

"Administrator" means the State Construction Administrator of the Construction and Properties Division of the Department of Central Services.

"Consultant" means either the architectural/engineering firm or other professional consultant under contract to the Division or a representative of the Construction and Properties Division used for the planning, design or construction monitoring of the construction project.

"Division" means the Construction and Properties Division of the Department of Central Services.

"Department" means the Department of Central Services.

"Intent" means the point in time that a State Agency decides to pursue a project, either by incorporation into the agency's long range plan, by budget action or by action to obtain future funding.

"Pre-Design Services" means a formal planning process to establish function, scope and cost of a future project.

"Project or Improvement" means the collective act of design and construction of a new State building, facility or improvement, or the renovation of an existing State building, facility or improvement; or the acquisition of a building or facility for the purpose of renovation and occupancy by the State, where the construction and/or renovation cost is reasonably anticipated to exceed \$158,000.00.

"State agency" means *an agency, board, commission, counsel, court, office, officer, bureau, institution, unit, division, body, or house of the executive or judicial branches of government of this state, whether elected or appointed, excluding only political subdivisions.* [61 O.S., §202]

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

580:20-25-3. Project inception

When a state agency establishes intent to pursue a Project, the agency shall notify the Division in writing. The agency shall provide information specified by the Division, including but not limited to: project name, description, location, intended purpose, new construction or renovation, anticipated cost, desired completion date and description of funding sources. The notification may be used by the Division to maintain data on projected State construction pursuant to 61 O.S., §204(A)(1).

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

580:20-25-4. Determination of a need for pre-design services

Upon review of the notice of intent submitted by the agency, the Administrator will consult with the agency and determine the specific project planning requirements. The Administrator shall determine a need for pre-design services based on the following factors:

- (1) Building type;
- (2) Project complexity;
- (3) Project schedule;
- (4) Funding sources or funding constraints; and,
- (5) Other factors unique to the project.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

580:20-25-5. Pre-Design Services

When the Administrator determines pre-design services are required, the Administrator shall advise the agency of the anticipated cost of the service, and the procurement methods available to the agency. To initiate pre-design services, the agency shall submit a requisition to the Division and the Division shall procure the pre-design services on behalf of the agency.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

580:20-25-6. Applicability

The requirements of sections 20-25-4 and 20-25-5 are not mandatory for state agencies employing licensed architects pursuant to 61 O.S., §207.2.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

580:20-25-7. Waivers

The Director may waive or modify any provision or requirement of this Subchapter when such waiver is in the best interest of the State.

[Source: Added at 24 Ok Reg 2295, eff 6-25-07]

APPENDIX A. GUIDELINES FOR DETERMINING CONSULTANT FEES

The following information is provided as a guide, only, and must be tempered with informed judgment during the negotiation process.

**BASIC FEES EXPRESSED AS A PERCENTAGE OF THE PROGRAMMED
COST OF CONSTRUCTION**

CONSTRUCTION COST

0	to	50,000	Negotiated				
50,000	to	100,000	\$6,000	plus	9.0%	over	\$50,000
100,000	to	200,000	\$10,000	plus	8.0%	over	\$100,000
200,000	to	300,000	\$18,500	plus	7.5%	over	\$200,000
300,000	to	400,000	\$26,000	plus	7.0%	over	\$300,000
400,000	to	500,000	\$33,000	plus	6.5%	over	\$400,000
500,000	to	600,000	\$39,500	plus	6.0%	over	\$500,000
600,000	to	700,000	\$45,500	plus	5.9%	over	\$600,000
700,000	to	800,000	\$51,400	plus	5.8%	over	\$700,000
800,000	to	900,000	\$57,200	plus	5.7%	over	\$800,000
900,000	to	1,000,000	\$62,900	plus	5.6%	over	\$900,000
1,000,000	and over		\$68,500	plus	5.5%	over	\$1,000,000

The following multipliers may be used to adjust for the nature and complexity of the work in the specific contract. They should be adjusted based upon the users knowledge of the specific project.

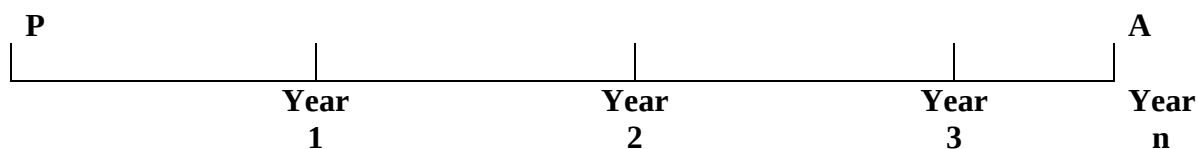
New work of average complexity	1.00
New work, below average complexity	0.95
New work, above average complexity	1.05
Renovation, average complexity, record drawings of existing facility available	1.20
Renovation, average complexity, record drawings of existing facility not available	1.25
Renovation, below average complexity, record drawings of existing facility available	1.20
Renovation, below average complexity, record drawings of existing facility not available	1.35
Renovation, above average complexity, record drawings of existing facility available	1.45
Renovation, above average complexity, record drawings of existing facility not available	1.55

These fees assume that the consultant is to provide all of the services required by the basic consultant contract written by the Division.

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APPENDIX B. FORMULAS FOR DETERMINING SINGLE PRESENT WORTH, PRESENT WORTH FACTOR, AND PRESENT WORTH ESCALATING FACTOR

I. Single Present Worth (SPW)



To convert a single future amount **A** to an equivalent present worth **P** use the single present worth (**SPW**).

$$P = A \times (\text{SPW})$$

$$(\text{SPW}) = \frac{1}{(1 + i)^n}$$

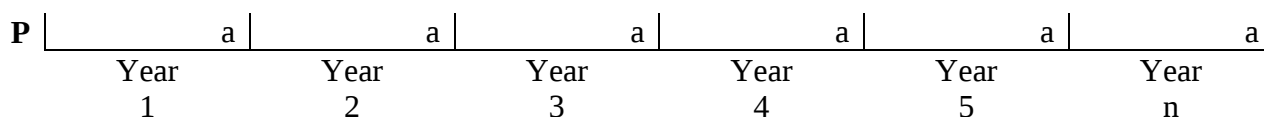
where

i is the interest rate per year.

n is the number of years.

$$P = \frac{A}{(1 + i)^n} \quad (\text{A.1})$$

II. Present Worth Factor (PWF)



To convert an annual recurring amount (**a**) to an equivalent present worth **P** use the Present Worth Factor (**PWF**).

$$P = A \times (\text{PWF})$$

$$(\text{PWF}) = \frac{(1 + i)^n - 1}{i(1 + i)^n}$$

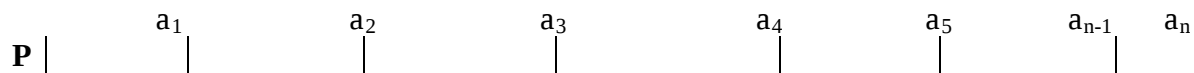
where

i is the interest rate per year.

n is the number of years.

$$P = a \left(\frac{(1+i)^n - 1}{i(1+i)^n} \right) \quad (\text{A.2})$$

III. Present Worth Escalating Factor (PWEF)



To convert a non-uniform, escalating annual amounts ($a_1, a_2, \dots, a_n$) to an equivalent present worth **P** use the Present Worth Escalating Factor (**PWEF**).

$$(\text{PWEF}) = \left(\frac{1+j}{1-i} \right) \left(1 - \left(\frac{1+j}{1-i} \right)^n \right)$$

$$P = a_1 \times (\text{PWEF})$$

where

i is the interest rate per year.

j is the escalating factor per year.

n is the number of years.

$$P = a_1 \left(\frac{1+j}{1-i} \right) \left(1 - \left(\frac{1+j}{1-i} \right)^n \right) \quad (\text{A.3})$$

If **j** = 0, then (**PWEF**) becomes equal to (**PWF**) and equation (A.3) becomes similar to (A.2).

If **j** = 1 then (**PWEF**) = **n** and **P** = **a₁ x n**

APPENDIX C. SUGGESTED EQUIPMENT LIFE

EQUIPMENT	LIFE	EQUIPMENT	LIFE
Air conditioners		Fans	
Window Unit	20	Centrifugal	25
Residential single or split level	14	Axial	20
Commercial through-the-wall	15	Propeller	15
Water-cooled package	15	Coils	
Heat pumps		DX, water, or steam	20
Residential air-to-air	15	Electric	15
Commercial air-to-air		Heat Exchangers	
Commercial water-to-air	15	Shell-and-tube	24
Roof-top air conditioner		Reciprocating compressor	20
Single-zone	15	Package Chillers	
Multizone	15	Reciprocating	20
Boilers, hot water		Centrifugal	25
Steel, hot water tube	24	Absorption	23
Steel fire-tube	24	Cooling Towers	
Cast iron	30	Galvanized metal	20
Electric	30	Wood	20
Burners	21	Ceramic	34
Boiler, steam		Air-cooled condensers	20
Steel water-tube	30	Evaporative condensers	20
Steel fire-tube	25	Insulation	
Cast iron	30	Molded	20
Electric	30	Blanket	24
Burners	21	Pumps	
Furnaces		Base-mounted	20
Gas or oil-fired	18	Pipe-mounted	10
Unit heaters		Sump and well	10
Gas or electric	13	Condensate	15
Hot water or steam	20	Reciprocating engines	20
Radiant heaters		Steam turbines	30
Electric	10	Electric motors	18
Hot water or steam	25	Motor starters	17
Air terminals		Electric transformers	30
Diffusers, grilles and registers	27	Controls	
Induction and fan-coil units	20	Pneumatic	20
VAV and double-duct box	20	Electric	16
Air washers	17	Electronic	15
Duct work	30	Valve actuators	
Dampers	20	Hydraulic	15
		Pneumatic	20
		Self-contained	10