



Oklahoma Statute, Title 61, § 62 describes the statutory requirements for the selection of consultants and construction managers for all State agency construction projects. The Office of Management and Enterprise Services, Capital Assets Management, Construction and Properties is mandated, by statute, to monitor and approve the selection process. The following is a guideline for agencies to follow (read each step before you proceed):

- Step 1: Using Agency (requisitioning agency) writes letter to Administrator of the Division of Capital Assets Management requesting permission to use the Construction Management delivery system.

- Step 2: Using Agency (requisitioning agency) writes letter requesting Letters of Interest from Construction Managers which includes the following elements: (Example "Letter A" attached)
 - Description and Scope of Project
 - Estimated construction cost
 - Anticipated starting date
 - Completion date
 - Certification of funds available
 - Closing date for letters of interest

- Step 3: Using Agency
 - Sends copy of Request for Letters of Interest to Construction and Properties Department for review and approval.
 - Example "Letter A" attached.
 - Requests copy of Construction Manager mailing list from Construction and Properties.
 - Example "Letter B" attached.

- Step 4: Using Agency mails each Construction Manager on the mailing list, a copy of the Request for Letters of Interest.

- Step 5: Using Agency receives Letters of Interest, DCAM/CAP Form A305CM from Construction Managers. Additional information may be submitted with the DCAM/CAP Forms. DCAM/CAP Forms may not be altered.

- Step 6: Using Agency sends list of firms that submitted Letters of Interest to the Construction & Properties Department and requests any additional information about the firms that is on file with the Department.

- Step 7: Using Agency designates a "Screening Committee" to evaluate the submitted DCAM/CAP Forms.
 - Using Agency may request a DCAM/Construction and Properties Department representative to be a voting member of Screening Committee and Interview Committee. Example Letter "C" attached.
 - Screening Committee uses DCAM/CAP Form M201 to select three (3) to five (5) firms to interview.

- Step 8: Using Agency sends letter to firms selected for interviews. Example Letter "D" attached. Letter should identify:
 - Date, time and location of interview
 - Time allowed for each interview
 - Copy of evaluation criteria

- Step 9: Using Agency designates "Interview Committee" to interview firms.
 - Interview Committee uses DCAM/CAP Form M202 to evaluate firms.

- Firms are ranked in order of preference by the Interview Committee.

- Step 10: Using Agency sends letter to DCAM/CAP with ranking of Construction Managers and documentation of the selection procedures.
- Step 11: DCAM/Construction and Properties meets with Using Agency and selected Construction Manager to determine and document Scope of Work required for project.
- Step 12: DCAM/Construction and Properties meets with selected Construction Manager to negotiate fees.
- Step 13: DCAM/Construction and Properties:
 - Writes contract and forwards to Using Agency for review and comment.
 - Sends Contract to selected Construction Manager for signature.
 - Signs Contract after receipt of insurance documents from Construction Manager.

EXAMPLE LETTER "A"

May 1, 2003

Ladies and Gentlemen:

The University of Oklahoma intends to select a Construction Manager to provide Construction Management services in connection with the renovation of space at the University of Oklahoma Schusterman Center in Tulsa to create new classrooms in Building 4W and an instructional laboratory for the College of Pharmacy. The estimated total project cost is approximately \$750,000 to \$1,000,000. It is anticipated that funding will come from a combination of University sources.

The anticipated time frame is:

August, 2003	Complete Drawings and Specifications
September 2003	Receive bids from subcontractors
October, 2003	Start Construction
October 2004	Complete construction

If your firm is interested in providing construction management services, please respond in writing prior to the close of business on May 20, 2003. Your response must include an unaltered DCAM/CAP Form A305CM and the following basic information: (1) a statement outlining the experience of your firm with projects of this scope and type, giving specific examples including the names of the projects, the dates completed and client references; (2) the names and qualifications of staff members that will be assigned to the project should your firm be selected; and (3) the ability of your firm to commence work upon selection. Please provide five copies of all materials submitted.

To be eligible for consideration, your organization must be in good standing and have an approved DCAM/CAP Form A305CM* on file with the Division of Capital Assets Management, Construction and Properties Department.

By offering to provide services, the Construction Manager certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

If you have questions about the scope of work, the schedule or other aspects of the project, please contact Mr. Frank Wright at (405) 555.1212.

Sincerely,

Walter Gropius AIA
Director

cc: Mr. Mickerl Jones, Director, OMES/CAM/Construction and Properties

*Please note: Each organization is responsible for verifying that its registration with CAP is current (www.dcs.ok.gov, click on the Construction & Properties link, then the CAP Registration Lists link). Organizations may register or renew up to 6 days before the date the Solicitation is due. Construction Managers must register annually by submitting an updated DCAM/CAP Form A305CM to Construction & Properties.

EXAMPLE LETTER "B"

June 23, 2003

Mr. Mickerl Jones
Director
OMES/CAM/Construction & Properties
2401 N. Lincoln, Suite 212
Oklahoma City, OK 73105

Dear Mr. Jones:

The University of Oklahoma wishes to initiate the process required to select a Construction Manager to provide professional services in connection with the construction of a new educational and administrative building on the Norman Campus to house the University's newly created Honors College. The preliminary estimate of the anticipated total cost for the project is approximately \$2 million. Funds for the project are to be provided from proceeds, private funds and/or the sale of revenue bonds by the University.

Please send us a copy of the list of Construction Manager firms that are registered with the Construction and Properties Department of the Office of Management and Enterprise Services, Division of Capital Assets Management and are eligible to be considered for this project.

Please call me if you need additional information about this project.

Sincerely,

Walter Gropius AIA
Director

EXAMPLE LETTER "C"

August 23, 2003

Mr. Dan Ross, Administrator
Capital Assets Management
2401 N. Lincoln Blvd.
Oklahoma City, OK 73105

Re: (Project Name):

Please accept this letter as a request for a representative of CAM/Construction and Properties to serve as a voting member of the screening committee and the interview committee for the project referenced above.

Sincerely,

H. H. Richardson,
Director

EXAMPLE LETTER "D"

November 3, 2003

Construction Managers Inc.
1601 Medical Center Drive
Suite #10
Edmond, OK 73034

Dear Mr. Masters:

Thank you for your interest in our construction project. The initial screening has been completed, and your firm has been selected for further review in an interview evaluation.

Interviews will be held on Wednesday, November 10, 2003, at the Capital Assets Management, Construction and Properties, Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 216, Oklahoma City, Oklahoma. We have allowed for 25 minutes of presentation in response to the questions listed on the evaluation form and an additional 10 minutes for questions. Your presentation is scheduled to begin at 10:00 a.m. Presentations have been randomly scheduled with no reference to results from the initial screening process. You may call me at (405) 555-1212, if you have questions or would like to make arrangements to view the building site prior to the interview.

We appreciate your consideration of this project and look forward to meeting with you during your interview.

Respectfully,

Walter Gropius AIA
Director