



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

**CONSTRUCTION MANAGER**  
**QUALIFICATION STATEMENT**

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Contractors shall update their qualification information annually by submitting a current DCS/CAP Form A305CM. Failure to provide current information annually may result in the loss of qualification status.

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**SUBMITTED TO:** State Construction Administrator  
Construction and Properties  
Department of Central Services  
State of Oklahoma  
P.O. Box 53448  
2401 N. Lincoln Suite 106  
Oklahoma City, OK. 73152-3448

**SUBMITTED BY:**

**FIRM NAME:**

**ADDRESS:**

- Corporation
- Partnership
- Individual
- Joint Venture
- L.L.C.
- L.L.P.
- Other

**TELEPHONE NO: VOICE**  
**FAX**

**EMAIL ADDRESS:**

**FEI NO:**

**PRINCIPAL OFFICE:**  Yes  No

**Certification Source (must provide a copy of the certificate of certification from source):**

- Certified Construction Manager**  
Construction Management Association of America
- Certified Professional Constructor**  
American Institute of Constructors
- Certified Cost Engineer**  
Association For The Advancement of Cost Engineering
- Certified Construction Contract Administrator**  
Construction Specifications Institute
- Certified Cost Consultant**  
Association for the Advancement of Cost Engineering
- Other Certification Source:** Pre-approval required from the State Construction Administrator
- Certified Professional Estimator**  
American Society for Professional Estimator

**1.0 LICENSING / REGISTRATION:**

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- 1.1. List jurisdiction and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.
  
- 1.2. List jurisdictions in which your organization's fictitious name or trade name is filed.
  
- 1.3. Out of state firms are required to obtain a Certificate of Authority to transact business in the State of Oklahoma. Certificate applications may be obtained from the Office of the Secretary of State, 2300 N. Lincoln Blvd., Suite. 101, Oklahoma City, OK. 73105-4897, www.sos.state.ok.us. Telephone: 405-521-3911. An out of state firm who is the apparent low bidder on State work, will be required to obtain the Certificate of Authority before a contract is awarded and executed.

**2.0 ORGANIZATION:**

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- 2.1. How many years has your organization been in business as a Construction Manager?      Years.
  
- 2.2. How many years has your organization been in business under its present business name?      Years.
  - 2.2.1. Under what other name (e.g. trade name, fictitious name) or former names has your organization operated?
  
- 2.3. If your organization is a corporation, answer the following:
  - 2.3.1. Date of incorporation:
  - 2.3.2. State of incorporation:
  - 2.3.3. Corporation is in good standing in state of incorporation: Yes  No
  - 2.3.4. President's name:
  - 2.3.5. Vice-president's name:
  - 2.3.6. Secretary's name:
  - 2.3.7. Treasurer's name:
  
- 2.4. If your organization is not a corporation, answer the following:
  - 2.4.1. Date of organization:
  - 2.4.2. Type of organization:
  - 2.4.3. State of organization:
  - 2.4.4. Organization is in good standing in state of organization: Yes  No
  - 2.4.5. Name(s) of officers or principals:
  
- 2.5. If your organization is individually owned, answer the following:
  - 2.5.1. Date of organization:
  - 2.5.2. Type of owner:
  
- 2.6. If the form of your organization is other than those listed above, describe it and name the principals:
  
- 2.7. List the categories of work that your organization normally performs with its own forces.
  
- 2.8. Claims and Suits.
  - 2.8.1. Has your organization ever failed to complete any work awarded to it? Yes  No

**2.8.2.** Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? Yes  No

**2.8.3.** Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? Yes  No

**2.9.** Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.) Yes  No

**2.10.** Experience Current Projects: List four major construction projects your organization has in progress, giving the name of the project, owner, architect, contract amount and scheduled completion date. Include telephone numbers of owners and architects.

**2.10.1.**Project Name:

Type Project:

Size: S.F.

Contract Amount:

Completion Date:

Owner:

Contact Name:

Contact Telephone:

Architect:

Contact Name:

Contact Telephone:

**2.10.2.**Project Name:

Type Project:

Size: S.F.

Contract Amount:

Completion Date:

Owner:

Contact Name:

Contact Telephone:

Architect:

Contact Name:

Contact Telephone:

**2.10.3.**Project Name:

Type Project:

Size: S.F.

Contract Amount:

Completion Date:

Owner:

Contact Name:

Contact Telephone:

Architect:

Contact Name:

Contact Telephone:

**2.10.4.**Project Name:

Type Project:

Size: S.F.

Contract Amount:

Completion Date:

Owner:

Contact Name:

Contact Telephone:

Architect:

Contact Name:

Contact Telephone:

**2.10.5.**Project Name:

Type Project:

Size: S.F.

Contract Amount:

Completion Date:

Owner:

Contact Name:

Contact Telephone:

Architect:

Contact Name:

Contact Telephone:

**2.11. Experience Past Five Years:** List the major projects your organization has completed in the past five years, giving the name of the project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces. Include telephone numbers of owners and architects.

**2.11.1.**Project Name: Owner:  
Type Project: Contact Name:  
Size: S.F. Contact Telephone:  
Contract Amount: Architect:  
Completion Date: Contact Name:  
Percent Work Performed With Own Forces: Contact Telephone:

**2.11.2.**Project Name: Owner:  
Type Project: Contact Name:  
Size: S.F. Contact Telephone:  
Contract Amount: Architect:  
Completion Date: Contact Name:  
Percent Work Performed With Own Forces: Contact Telephone:

**2.11.3.**Project Name: Owner:  
Type Project: Contact Name:  
Size: S.F. Contact Telephone:  
Contract Amount: Architect:  
Completion Date: Contact Name:  
Percent Work Performed With Own Forces: Contact Telephone:

**2.11.4.**Project Name: Owner:  
Type Project: Contact Name:  
Size: S.F. Contact Telephone:  
Contract Amount: Architect:  
Completion Date: Contact Name:  
Percent Work Performed With Own Forces: Contact Telephone:

**2.11.5.** State average annual amount of construction work performed during the past five years: \$

2.12. Experience Key Personnel: List the construction experience and present commitments of the key individuals of your organization.

**3.0 ORGANIZATION:REFERENCES:**

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3.1. Trade References:

3.2. Bank References:

3.3. Surety

3.3.1. Name of bonding company:

3.3.2. Name and address of agent:

**4.0 FINANCING:**

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4.1. Financial Statement – This is a mandatory requirement of the pre-qualification process. In accordance with O.S. 61, Section 118, financial information shall remain confidential. Please provide a self-addressed envelope for return to your office.

4.1.1. Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

a. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

b. Net Fixed Assets;

c. Other Assets;

d. Current Liabilities (e.g., accounts payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

e. Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares with values, earned surplus and retained earnings).

4.1.2. Name and address of firm preparing attached financial statement, and date thereof:

4.1.3. Is the attached financial statement of the identical organization named on page one? Yes  No

4.1.4. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

4.2. Will the organization whose financial statement is attached act as guarantor of the contract for construction?  
Yes  No

**5.0 SIGNATURE:**

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5.1. The undersigned, being duly authorized to sign on behalf of the organization named herein, certifies that the contents of the application and each supporting document are true to the best of my knowledge and sufficiently complete so as not to be misleading.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

5.2. Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_