

REQUEST FOR PROPOSALS

CFed Surveyor

SEMINOLE NATION OF OKLAHOMA PROCUREMENT OFFICE

36645 Hwy 270
Wewoka, OK 74884

The Seminole Nation of Oklahoma (Nation) is interested in acquiring a Surveyor that has the ability to provide surveys for the Nation that will be in compliance with *Standards for the Preparation of Title Evidence in Lands Acquisitions by the United States* as issued by the US Dept. of Justice. The Nation is seeking a qualified Certified Federal Surveyor (CFedS) to provide cadastral surveys that are acceptable for submission to the Bureau of Land Management (BLM) as a portion of the Fee to Trust package submitted by the Nation to the Bureau of Indian Affairs (BIA).

Please submit three (3) copies of the proposal. Submittals must be received by 11:00 A.M. on August 15, 2014 to the Seminole Nation Tribal Complex Procurement Office located at 36645 Hwy 270, Wewoka, Oklahoma, 74884.

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OBJECTIVE

The Seminole Nation of Oklahoma (Nation) is interested in acquiring a Surveyor that has the ability to provide surveys for the Nation that will be in compliance with *Standards for the Preparation of Title Evidence in Lands Acquisitions by the United States* as issued by the US Dept. of Justice. The Nation is seeking a qualified Certified Federal Surveyor (CFedS) to provide cadastral surveys that are acceptable for submission to the Bureau of Land Management (BLM) as a portion of the Fee to Trust package submitted by the Nation to the Bureau of Indian Affairs (BIA).

In issuing a Request for Proposals (RFP), the Nation seeks proposals from licensed and insured Surveying firms to provide items in the Scope of Work (SOW)

BACKGROUND

The Seminole Nation of Oklahoma prepares several documents in the Fee to Trust application process. These applications have a requirement to provide a cadastral survey as part of this process. While the Nation has submitted several Fee to Trust applications in the recent past, the Bureau of Indian Affairs (BIA) has rejected surveys that do not possess the phrase “True North” as part of the now required survey’s legal description.

SCOPE OF WORK (SOW)

The Nation proposes to have a new survey prepared for one (1) tract of land that is currently owned by the Nation in fee simple title with an option for up to three (3) other tracts being added. The firm selected will provide:

1. Completion of one (1) cadastral survey in accordance with the regulatory requirements for the Bureau of Land Management;
2. Completion of the attached BILS LDR Checklist for the tract;
3. Provide three (3) copies and one (1) original of the survey for each tract of land complete with the surveyor’s signature and seal;
4. Assist the Nation (if needed) by meeting with BLM or BIA officials for questions regarding the tracts surveyed;
5. Provide all surveys in a timely manner (at a maximum – 60 days).

SUBMISSION REQUIREMENTS

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The Proposal must include the following items:

1. Name, address, and description of the firm;
2. Description of any similar projects(s) completed by the firm within the past five (5) years;
3. Current references (at least two) will be required so the Nation can seek feedback from current and past customers;
4. Estimated time to complete this project;
5. Proposed compensation for a fixed fee contract.

Please submit three (3) copies of the proposal.

All responses to this Request for Proposals are to be submitted to:

Seminole Nation Procurement Office
ATTN: Tammy Norris, Procurement Officer
PO Box 1498
Wewoka, OK 74884

All inquiries about this Request for Proposals are to be directed to:

Tammy Norris – norris.t@sno-nsn.gov
Or Joe Farani – farani.j@sno-nsn.gov

COPIES OF THE PROPOSAL

Please submit three (3) copies of the proposal. Submittals must be received by 11:00 A.M. on August 15, 2014 to the Seminole Nation Tribal Complex Procurement Office located at 36645 Hwy 270, Wewoka, Oklahoma, 74884.

RIGHT TO REJECT

The Nation reserves the right to reject any or all proposals, if, in the Nation's judgment, the proposal(s) in question does not meet the needs of the Nation, or for any reason it deems suitable.

EVALUATION OF PROPOSALS

A. INDIAN AND NON-INDIAN EVALUATION CRITERIA

Each proposal received will be evaluated on the basis of a point system with the following criteria to be utilized. The Nation reserves the right to conduct a telephone interview as part of the firm selection. References must be people with current telephone numbers through which they may be contacted.

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<u>Criteria</u>	<u>Points</u>
	Up to
1. The itemized cost for completing the SOW	40
2. Experience and past record of working with Indian nations, tribes, or tribal organizations, the Bureau of Indian Affairs, Bureau of Land Management, Oklahoma Department of Transportation, counties, cities, or other governmental agencies	30
3. Firms capabilities, applicable resources, and availability to complete the PS&E outlined in the SOW	20
4. Indian Preference	10
TOTAL	100

The Nation is looking for the lowest cost, responsive and responsible proposal from a firm that has exhibited past responsive and responsible performance.

B. INDIAN PREFERENCE

Indian ownership of a firm is defined to mean that at least 51% of the ownership of the company or corporation is owned by American Indians.

If the lowest priced responsive and responsible submitted bid is submitted by a firm not owned by Indians that has exhibited this performance in the past, and an Indian-owned firm is within the following percentages of the cost of a responsive and responsible proposal submitted, the contract “cost for completing” shall be adjusted as follows for the Indian-owned firm for criteria points for comparison purpose.

<u>When the lowest responsive and Responsible proposal totals:</u>	<u>The difference to give Indian preference is:</u>
Less than \$100,000	10% up to a maximum of \$9,000
At least \$100,000, but less than \$200,000	9% up to a maximum of \$16,000
At least \$200,000	8% up to a maximum of \$21,000

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C. SEMINOLE NATION EMPLOYMENT RIGHTS ACT

Every covered employer or entity, other than construction contractors, with five (5) or more employees working within the Nation's jurisdiction with gross sales of \$1,000 or more shall pay a quarterly fee of 2% of its employee quarterly payroll, which shall be paid within 30 days after the end of each quarter. This is per Section 416(b) of the Seminole Nation Employment Rights Act.

No new employer may do business with the Seminole Nation of Oklahoma until it has consulted with the Seminole Nation Employment Rights Office for meeting its obligation under this tribal law, according to Section 426 of the Seminole Nation Employment Rights Act.

Only the successful bidder will be obligated to comply with the Seminole Nation Employment Rights Act and all rules, regulations and orders of the Seminole Nation Employment Rights Commission.

D. TRIBAL EMPLOYMENT RIGHTS OFFICE

The Nation is a TERO organization. Under the Tribal Employment Rights Office Compliance Plan form:

- “Any Employer not submitting an acceptable compliance plan may be denied the right to commence or continue doing Business on or near Seminole Nation of Oklahoma Tribal Lands; and
- This applies “on any contract let where the majority of the work will take place within the jurisdictional boundaries of the Seminole Nation of Oklahoma.”

Salient points include:

- Indian preference except for “core employees.”
- Local Indian preference except for “core employees.”
- The 2% fee also applies to change orders.

TOTAL COMPENSATION

Please note total compensation of the proposal on the transmittal document.