



**REQUEST FOR QUALIFICATIONS
FOR THE
SEMINOLE NATION OF OKLAHOMA**

**SUBJECT:
Individual Home
On Site Sanitation Facilities
Planning & Installation
Water and Sewer**

**Mailing Address:
P.O. BOX 1498
WEWOKA, OK 74884**

**Physical Address:
36645 Hwy 270
WEWOKA, OK 74884**

Due Date: July 18, 2016 11:00AM (CDT)

REQUEST FOR QUALIFICATIONS

**Individual Home On-Site Sanitation Facilities
Planning & Installation - Water & Septic**

SEMINOLE NATION OF OKLAHOMA PROCUREMENT OFFICE

The Seminole Nation of Oklahoma (Nation) is accepting Qualifications from interested parties, vendors or individuals for various technical applications that are associated with the provision of individual home on-site sanitation facilities for eligible Native American home-sites located within the Seminole Nation service area. Submission of documents for these various items shall be utilized for the award of several service agreements for each of the requested job tasks. With this solicitation selected vendors will be provided with service agreement(s) to provide deliverables associated with the following categories:

- individual home onsite wastewater treatment systems
- individual home connection to public water/sewer systems
- drilled water wells
- individual home domestic water well setup and service
- preliminary site evaluations associated with the provision of sanitation facilities
- water and soil testing associated with the provision of sanitation facilities
- plumbing service (general)

The installed sanitation facilities systems are to meet prescribed specifications and technical provisions referenced. There is no set number of installations to be performed. The scope of work and specifications are included in this packet. Seminole Nation reserves the right to extend another two years if awarded.

Interested parties are to provide documentation concerning their ability to furnish all labor, quality control, materials, supplies, homeowner operations & maintenance training, and supervision to complete the project. Interested parties must follow all directions outlined in this packet including the utilization of the mandatory potential cost range sheet to be considered fully responsive.

Please submit three (3) copies of the vendor's qualifications for review. Submittals must be received by 11:00 A.M. on July 18, 2016 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 competent and experienced installers to assist with the provision of on-site individual home water and wastewater sanitation facilities. The objectives include the provision of potable water to a home from a sanitary water source (domestic well or public water system) and the safe management of wastewater from a home.

In issuing a Request for Qualifications (RFQ), the Nation seeks Qualifications from experienced, competent, certified and/or licensed installers to provide deliverables defined in the Scope of Work (SOW).

BACKGROUND

Under Public Law (P. L.) 93-638 Indian Self-Determination Act and P.L. 86-121 The Indian Sanitation Facilities Act, the Seminole Nation has exercised its right as a sovereign Nation to assume operation and management of the Office of Environmental Health & Engineering (OEHE) program from the Federal Government via Title 1 638 Contract.

SCOPE OF WORK (SOW)

The Nation proposes to provide to its clients the proper installation of individual home onsite sanitation facilities. The selected vendor will:

- plan and install approved individual home on-site sanitation facilities,
- present all proposed installations to the Project Engineer/Director for review and approval before installation of sanitation facilities,
- present all required reporting in a timely and professional manner that is coherent, neatly structured, and easily reviewable. A hard copy report and electronic file copy are required,
- provide site pictures where applicable to document findings or provision of work.
- be responsible for coordinating the schedule and execution of work with the homeowner and Seminole Nation Environmental Health Program (SNEHP), and
- provide to the homeowner operation and maintenance training associated with the facilities installed.

A. ONSITE WASTEWATER SERVICE

1). New Installation - Individual Home Onsite Wastewater Treatment Systems

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The installer must be certified by DEQ (Oklahoma Department of Environmental Quality) as a certified installer and be listed on the current DEQ Certified Installers list. The Installer must be able to plan and install the following types of onsite individual home wastewater treatment septic systems:

- Septic tank and drain-field (chamber units)
- Septic tank and evapotranspiration/absorption (ET/A) field
- Septic tank and lagoon system with fencing
- Aerobic treatment unit (ATU) with spray irrigation
- Aerobic treatment unit (ATU) with pressurized drip system

2). Rehabilitation – Individual Home On-site Septic Systems

In some cases, for existing on-site septic systems, only parts of the system may need to be rehabilitated, such as:

- Replacement of the sewer service line from the house sewer stub-out to the septic tank,
- Replacement of a tight line from the septic tank to the septic system,
- Replacement of a septic tank,
- Replacement of a combination of items 1, 2, and/or 3,
- Complete/partial renovation of an existing failed septic system, or
- Clearing a lagoon berm and restoring the fence.

3). New Installation/Rehabilitation – Community or Rural Sewer System

- Installation of a new sewer service line with appurtenances and connection to a community sewer system with tie-in to a sewer main riser or tap directly into the sewer main or a manhole.
- Replacement of an existing sewer service line

4). Troubleshooting – Septic/Sewer System (to facilitate on-site evaluation)

In certain situations, the problem or its magnitude cannot be clearly ascertained without the provision of particular assets to facilitate the site evaluation process. This may include tools or tasks, such as:

- Installation of a 2-way sweeping cleanout to facilitate sewer line evaluation
- Sewer line camera to evaluate the sewer line
- Clearing an obstruction
- Pumper truck (to pump septic tank or aerobic unit tank(s))

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- Minor excavations
- Short runs of sewer service line
- A Soil profile
- Shoot/determine elevations (in general, to establish the slope between points)

5). Deliverables (In general for this category)

Onsite Wastewater Service (Section – A)

- Properly installed septic system (new or rehab)
- Proper connection or rehab to community or rural sewer system
- Troubleshooting – hard copy report of findings and recommendations for repair
- Reporting & site pictures where applicable
- Homeowner overview of the installed facilities
- Homeowner O&M Training as associated to the installed facilities
- Copy of installer’s warranty and any other applicable product warranties
- Contact information (installer)
- Computer generated drawing (proposed work), as applicable
- Computer generated drawing (installed facilities)
- Materials & supplies product specifications (cut sheets)

B. ONSITE WATER SERVICE

1). Drilled water well – Domestic use

The well driller must be licensed by Oklahoma Water Resources Board (OWRB) as a licensed well driller and be listed in the current OWRB Licensed Drillers database. Typically, most wells drilled will be less than 300 vertical feet (VF), but the driller should be prepared to drill to 340 VF. The drilling may be accomplished by air rotary drilling machine or combination of air-mud rotary machine. The well driller will drill and develop the well per specification, test for yield and drawdown, provide well recovery data, perform field test, disinfect the well, grab a water sample for testing, and provide a favorable bacteriological analysis test result. The well driller will complete all required reporting to the State and the Seminole Nation Environmental Health Program. The specifications should be referenced so that the vendor has a clear understanding of the expectations.

2). New Installation/Rehabilitation - Individual Home Water Well

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The installer will provide a complete pressurized system for the provision of water service to the home from a drilled water well. The well may be new or existing. A 2-wire pump setup is the typical installation. Most well setups will be above ground, but pit-less type well setups may be required at times. Water service lines, electric service lines, well slabs, and well houses are part of the well setup. The Indian Health Service well specification has a general well setup configuration that can be adjusted to fit the SNEHP desired configuration.

3). New Installation/Rehabilitation – Community/Rural Water System

The Installer must be able to provide for the installation of water service lines and connection to community, public, or rural water systems. The installer must be prepared to pay the tap and water meter fee, and install the water meter. The typical water service line delivery to the home is 1-inch or 2-inch diameter SCH-40 PVC pipe.

4). Troubleshooting (to facilitate on-site evaluation) – Water Well System

The contractor must be able to evaluate and troubleshoot an existing water well in order to assess its operational status and dynamics to determine its suitability for a complete well renovation. This may require tasks, such as: checking pressure switches, line check valves, air relief valves, pressure gauges, and other appurtenances; adjusting the pressure in a water-logged pressure tank; checking the electrical system; pulling a submersible pump; minor excavation; checking the depth of the well and the static water level; and performance of a pump test and recovery test.

5). Deliverables (In general for this category)

Onsite Water Service (Section – B)

- Properly drilled water well
- Well system setup with established service to the home
- New connection or rehab – to Community/Rural Water System
- Troubleshooting – hard copy report of findings and recommendations for repair
- Reporting & site pictures where applicable
- Homeowner overview of the installed facilities
- Homeowner O&M Training as associated to the installed facilities
- Copy of installer’s warranty and any other applicable product warranties
- Contact information (installer)

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- Computer generated drawing (proposed work), as applicable
- Computer generated drawing (installed facilities)
- Materials & supplies product specifications (cut sheets)

C. SITE EVALUATION (SE) WITH ASSOCIATED REPORTING CRITERIA

1). Site Evaluation

The site evaluation is a physical onsite assessment of the existing condition of the water and wastewater facilities found at a home site and the corresponding impact upon the health of the occupants of the home. If the facilities are non-functional or have failed in some manner, then alternatives for replacement or rehabilitation of the system should be recommended. For a new home site, this means planning for the installation of water and septic/sewer service at the site based upon the relative position of the home or its proposed location.

Also, as part of the site evaluation, for funding purposes, the home must be categorized as new, like-new, or existing. New homes are considered to be new construction, new mobile homes, or new modular unit type homes. Like-new homes are existing homes that are in very good condition such that they appear to be “like-new.” Specific criteria must be met in order to be categorized as like-new. Home that are not in the new or like new category are placed in the “existing” category.

2). Reporting

The Site Evaluation Provider will present to the SNEHP a preliminary report of the findings at the site as it pertains to the existing conditions of the sanitation facilities and any new proposed sanitation facilities installation. The report should be brief and concise. The minimum report should include:

- Description of the existing water and sewer facilities or lack thereof at the site and pictures as appropriate.
- Recommended septic system installation, if needed, and/or available options based upon soil profile
- Recommended water system, if needed, and/or available options
- Any pertinent DEQ Forms
- Computer generated drawing

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- Site Pictures
- Home Category (check list form provided)

3). Computer Generated Drawing

The drawing should present a general lay-out of the home site area showing existing facilities and the proposed work in reference to the house and any pertinent structures. The drawing should be detailed to the degree that a 3rd party observer can review the drawing and understand what is to occur. An aerial photograph used as a drawing platform is adequate to begin. An additional more detailed drawing may be required for more complex work.

4). Site Pictures

Copious numbers of pictures need not be provided, but there should be enough pictures provided to identify the site and document sanitation facilities condition. The pictures should be effectively labeled with a brief description of what the viewer is observing. Suitable pictures would include, pictures, such as: the exterior front, back, and sides of the home, the area for the proposed installation in reference to the home, the existing facilities, and the site conditions (such as surfacing sewage) to document the condition.

5). Deliverables (In general for this category)

Site Evaluation (SE) with Associated Reporting Criteria (Section – C)

- Electronic & hard copy of report findings
- Computer generated drawing
- Site Pictures
- Soil profile, if requested

D. SOIL PROFILE WITH ASSOCIATED REPORTING CRITERIA

1). Soil Profile/ Reporting

In the cases where a soil profile is required the Profiler (or designee) will coordinate the soil test schedule with the following parties: the client, the Seminole Nation Environmental Health Program (SNEHP), and the soil profiler. The client may or may not be able to attend the soil testing event, but the client must be contacted to advise of the testing. The soil

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profile will be performed by a DEQ certified soil profiler. The Soil Profiler will provide (as needed):

- DEQ Form 641-581Cert, “Certification Documentation Form” to the local DEQ Office and the SNEHP.
- DEQ Form 641-581SP, “Report for On-Site Sewage” to the local DEQ Office and the SNEHP.
- Aerial photograph (satellite view) showing the existing home-site and soil test area. If the aerial view shows no structure on site, then a graphic pictorial such as a rectangle can be used to show the proposed or missing structure location.

2). Deliverables (in general for this category)

Soil Profile with Associated Reporting Criteria (Section – D)

- DEQ Form 641-581Cert.
- DEQ Form 641-581SP.
- Aerial photograph (satellite view)
- Soil profile results

E. PLUMBING SERVICE

1). Plumbing Site Assessment/Report

The interior and exterior plumbing system of a home may need to be evaluated to ascertain its functionality and operating condition. Some minor plumbing repair may be required to facilitate the installation of complete or partial sanitation facilities. A plumber will provide a site evaluation focusing on the interior and exterior plumbing aspects and dynamics of the situation. The plumber will provide recommendations for repair.

Troubleshooting – Water/Septic/Sewer System (to facilitate on-site evaluation)

In certain situations, the problem or its magnitude cannot be clearly ascertained without the provision of particular assets to facilitate the site evaluation process. This may include tools or tasks, such as: installation of a 2-way sweeping cleanout to facilitate sewer line evaluation, sewer line camera to evaluate the sewer line, clearing an obstruction, pumper truck, minor excavations, short runs of sewer service line, a soil profile, and shoot/determine elevations (in general, to establish the slope between points).

2). Deliverables (in general for this category)

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Plumbing Service (Section – E)

- A written report of the findings at the site
- Recommendations for repair
- Site pictures documenting the problem
- Site pictures documenting the repair/finished work (if applicable)

F. WATER ANALYSIS

Water Laboratory - certified

Laboratory must be U.S.EPA or State certified to analyze drinking water samples for compliance monitoring. Individual home water wells are not regulated at the local, State, or Federal level; however, it is desirable for the SNEHP to utilize a certified water laboratory for routine water analysis. The laboratory vendor is to provide the water sample bottles for the water analysis and is to provide the sterile bacti sample bottle, as well. Proximity to the laboratory for same day delivery is desirable.

- Water analysis – routine tests to evaluate the general aesthetic nature of the water.

Specific contaminants, may include: Arsenic, Total Alkalinity, Chloride, Fluoride, pH, Specific Conductance, Sulfate, Total Dissolved Solids (TDS), Turbidity, Nitrate/ Nitrite as Nitrogen, Iron, Manganese, Total Hardness, Sodium, and Corrosivity.

- Bacteriological Analysis

Deliverables

- Timely results of water analysis or a mechanism to expedite service if need be.

G. GENERAL INFORMATION

Homeowner Training

Homeowner operation and maintenance training as it pertains to the newly installed or rehabilitated facilities is a relevant and important part of the sanitation facilities installation process.

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A client will receive from the installer an overview of the system or system parts that were installed. When possible, the client should be invited to view those parts of the system that will be covered by soil before the parts are covered. Pertinent product information and warranty information will be provided to the homeowner. The installer will provide the homeowner with valid reliable contact information, so that the installer can be easily contacted in the future for follow-up work or warranty work.

The homeowner O&M training module should be presented in a manner, such as, a structured checklist of items that need to be covered for the type of system installed. This will allow for the training to be consistent and common for each client. The client should clearly understand their responsibilities as the homeowner and clearly understand the responsibilities of the installer in regard to warranty work and call back protocol. For example, the homeowner should understand what is happening (or be able to quickly reference information) when any system warning light is illuminated or the audible alarm has sounded. The training should be documented by client signature.

Once O&M training is complete, the client should understand and realize the type of system that was installed, what needs to be done to prolong the system life, and what preventive maintenance needs to occur, and what role the installer plays.

Site Pictures During Construction

The installer will provide pictures of key elements of the system before the elements are covered with soil and no longer visible. This will visually verify and document the element that was installed. This picture can then be used as a future reference. Pictures of the installed completed work showing final grading and clean up should be provided after site clean-up. This will document the appearance of the completed installation. The pictures should be effectively titled with a description of what the viewer is seeing.

Key Personnel

Septic system installers, plumbers, and well drillers must be licensed by the State of Oklahoma. Where ordinances and plumbing codes govern, a licensed plumber may be required for the provision of the delivery of sanitation facilities service.

Seminole Nation Contact (in regard to technical aspects of the project):

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- Billy Porter, CDR, USPHS 405-257-7278 porter.b@sno-nsn.gov

DEQ Certified installers are allowed to perform self-inspection, and are subject to construction inspection by DEQ personnel for sites under State jurisdiction. Seminole Nation personnel will also be onsite to perform construction inspection and confirm quantities.

Technical Capability

The Installer must possess the technical knowledge, skills, tools and capability to plan and install sanitation facilities. Where applicable, the installer will provide computer generated drawings of the proposed sanitation facilities, as well as, the final as-built drawing showing elevations (as needed), lengths and depths (as needed), and demarcation for buried structures such as a septic tank lid cover.

The homeowner should be able to locate specific buried structures in the system using the drawing as a guide. The Installer may be requested to provide elevation readings for key points designated in the system to substantiate appropriate elevation changes across the installed system and the depth to buried key elements.

Location of Work Sites

The Seminole Nation service area encompasses most of Seminole County and a small portion of Hughes County. Work sites will be located at different locations throughout the designated area. The home locations may be rural or within the city limits of a community. Housing conditions will range from new to like-new condition, to very poor. Entry into the home may be required to perform assessment of the site facilities. Taking pictures of the interior bathrooms, kitchen, and plumbing may be required. Taking pictures of the exterior of the home may be required as well.

Delivery of Service

The delivery of service is expected to occur in a timely manner and on schedule. Application requests for sanitation facilities services will be received through the SNEHP office and will be evaluated for eligibility. Once evaluated, SNEHP will generate task orders and contact the installer. The installer will contact the homeowner and arrange for a time and date to perform the site assessment. The homeowner should be given ample notice

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so that they can arrange to be available for the assessment. The installer will always notify the SNEHSP when a site assessment (site evaluation) is to occur. When the Installer receives an order to proceed the Installer should provide an estimated time schedule to accomplish the task.

Supplies & Materials Technical Specifications

The Installer will provide material specifications (cut sheets) for the materials that are to be installed. The information is to be provided before work begins and need only be supplied once if the materials are common usage for the Installer. New cut sheets are required if the materials change or new materials are introduced. Inferior materials will not be accepted for installation.

Warranties

The Installer will provide a one-year warranty on materials and labor covering defects in the materials or deficiencies resulting from contractor installation. Obtain warranties from responsible subcontractors, suppliers, and manufacturers. The warranty date is the date of completion or substantial completion. Specifically identify the warranty expiration date for each submittal (product).

Technical Specifications Referenced for Scope of Work

Listed below are the main technical specifications referenced and applied to this scope of work. Substitute procedures and materials are expected to be equal to or of greater quality than what is specified if a change is to occur. If the Installer is aware of a better material or updated installation procedure, then that topic is open to discussion and possible change to the material or procedure; however, all changes must be pre-approved before implementation of any changes.

1. Sanitation Facilities Construction, Individual Aerobic Systems, Dec. 12, 2014, United States Department of Health & Human Services, Indian Health Service, Oklahoma City Area Indian Health Service, Office of Environmental Health & Engineering, Division of Sanitation Facilities Construction
2. Domestic Well Specifications, Oklahoma City Area Indian Health Service, Sept. 23, 2010, USDHHS, IHS, OCA-IHS, OEH&E, DSFC

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3. Septic Tank and Drain-field and Individual Lagoons for Oklahoma City Area Indian Health Service, Oklahoma, Dec. 31, 2008, USDHHS, IHS, OCA-IHS, OEH&E, DSFC.
4. TITLE 252. Department of Environmental Quality, Chapter 641. Individual and Small Public On-Site Sewage Treatment Systems, effective date July 1, 2012.
<http://www.deq.state.ok.us/rules/641>

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SUBMISSION REQUIREMENTS

The Qualification Information must include the following items:

1. Name, address, and description of the business;
2. Description of any similar type projects(s) or similar work 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. Certified Installers Number;
5. Proposed compensation for work items (See attached worksheet).

Please submit three (3) copies of the qualification.

All responses to this Request for Qualifications 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 Qualifications are to be directed to:

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

COPIES OF THE QUALIFICATION

Please submit three (3) copies of the qualification. Submittals must be received by 11:00 A.M. on July 18, 2016 to the Seminole Nation Tribal Complex Procurement Office located at 36645 Hwy 270, Wewoka, Oklahoma, 74884.

EVALUATION OF QUALIFICATIONS

A. INDIAN AND NON-INDIAN EVALUATION CRITERIA

Each qualification 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.

<u>Criteria</u>	<u>Points</u>
1. Proposed costs for completing the SOW	Up to 35
2. Experience and past record of working with Indian nations, tribes, or tribal organizations, the Bureau of Indian Affairs, Bureau of Land	35

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Management, Oklahoma Department of Transportation, counties,
cities, or other governmental agencies

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 qualifications 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, control, management, and technical resources of the firm is owned by an enrolled member of a federally recognized tribe.

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PROPOSED COMPENSATION

Please note proposed compensation on the transmittal document.

CONTRACT REQUIREMENTS

The firm(s) selected under this RFQ must be fully qualified to perform the services described above. The selected firm(s) must also comply with the following requirements:

1. CONTRACT: The firm shall execute an Agreement with the Nation.
2. INSURANCE: The firm shall maintain in full force and effect during the entire Contract term the Insurance requirements and shall be able to provide a Certificate of Insurance within ten (10) days after notification of award.
3. INCORPORATED: All requirements of the Request for Qualifications and the representations made in the qualification that are not in conflict with provisions of the Contract shall be incorporated by reference and made an integral part of the Contract as though fully set forth.
4. RETENTION OF RECORDS: All Qualifications and related materials become the property of the Seminole Nation of Oklahoma and may be returned only at its option.
5. GOVERNING LAW: All applicants are advised that the laws of the Seminole Nation of Oklahoma will apply and govern all contracts and engagements.

OFFEROR COSTS

This RFQ does not commit the Nation to pay for any costs in connection with the preparation, submission, clarification, and review of the firm's qualification.

RIGHT TO REJECT

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