

10/11/2016

Request for Qualifications

Civil and Transportation Engineering
Services



Tammy Norris
SEMINOLE NATION OF OKLAHOMA

REQUEST FOR QUALIFICATIONS

The Seminole Nation of Oklahoma is requesting Qualifications for a licensed and insured professional civil and transportation engineering services company or individual to assist the Nation by providing a Secondary Review for several road projects. Please provide your Qualifications to the Seminole Nation Procurement Department P.O. Box 1498 Wewoka, OK 74884, no later than 12:00 pm on November 10, 2016. For vendors needing a physical address for delivery options, it is:

Seminole Nation of Oklahoma Procurement Department
36645 Hwy 270
Wewoka, OK 74884

OBJECTIVE

The Seminole Nation of Oklahoma (Nation) is interested in reviewing the qualifications of interested firms and/or individuals for the purpose of awarding a contract for a Secondary Review of the Nation's upcoming road projects. The Nation has contracts with the Federal Highway Administration (FHWA). The Nation is seeking a qualified Engineering firm to review environmental documents (Phase I Environmental Assessment EA), and Plans, Specifications & Estimates (PS&E) for construction purposes and the firm and/or individual selected will be reviewing PS&E on behalf of the Nation and acting as the Nation's Reviewer.

In issuing a Request for Qualifications (RFQ), the Nation is soliciting qualifications from organizations with registered, licensed and insured professional civil and transportation engineers to provide professional and technical services for items identified in the Scope of Work (SOW).

BACKGROUND

The Nation has various projects for new construction and some for reconstruction. For the reconstruction activities plans should have FHWA or ODOT geometry with appropriate safety and drainage facilities. Due to the Nation's contractual requirements with FHWA, vendor(s) should familiarize themselves with the contract information found in Volume: 1 Date: 2013-04-01 Original Date: 2013-04-01 Title: Subpart A - Contract Procedures Context of Title 23 - Highways. CHAPTER I - FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION. SUBCHAPTER G - ENGINEERING AND TRAFFIC OPERATIONS. PART 635 - CONSTRUCTION AND MAINTENANCE.

SCOPE OF WORK (SOW)

The elements for each phase as appropriate for Project Review may include but are not limited to:

1. Pre-design meeting; (Possible Attendance)
2. Topographic and Boundary Survey,
3. Right-of-way Acquisition, and clearances,
4. Utility relocation,
5. Required environmental, archeological and cultural clearances,

6. Hydrology and Hydraulic Analysis,
7. Storm Water Drainage Design,
8. Geotechnical Investigation,
9. Storm Water Pollution Prevention Plan,
10. Structure design,
11. Structure details,
12. Traffic Control Plan,
13. Certified Engineer's Cost Estimates,
14. Right-of-way Survey and Staking,
15. Identification and approval from the governing authority of design exceptions if used in any plans,
16. Plans, specifications and estimates (PS&E) conforming to AASHTO, A Policy on Geometric Design of Highways and Streets, Oklahoma Department of Transportation (ODOT), or Federal (FP03) standards and specifications as appropriate for county roads;
17. Conduct necessary plan review by the appropriate public authorities when the PS&E is between 75 percent and 95 percent complete,
18. Final copies of PS&E for bidding,
19. Three (3) sets of complete full size construction plans and six (6) reduced or half size plans
20. Bid advertising (public and otherwise);
21. Attendance and assistance with any Pre-Bid and Pre-Construction Meetings.
21. Hard and electronic copies of all final project related documents;
22. Three (3) sets of complete full size As-Built plans.

Please note: that due to funding availability, the projects may be performed in three (3) phases. Some items may be utilized in all three phases while other items completed in a prior phase may not be needed.

REQUIREMENTS FOR THE STATEMENT OF QUALIFICATIONS

In order for the Nation to adequately review the requested Qualifications, please include the following items:

1. Name, address, and description of the firm;
2. Information relative to the firm's capabilities, applicable resources, and availability to complete the tasks outlined in the SOW, in a manner consistent with this RFQ
3. The firm's background statement and biographical statement outlining each individual assigned to the project, their relevant education, qualifications, and experience, and indicate which personnel are considered "core" or "key" personnel" from your organization for this project. List the Qualifications and Assignments of core/key personnel. Indicate the exact relationship of the experienced professionals and technicians in your firm or team to the work you propose to undertake for the Nation
4. Description of any similar projects(s) (at least two) completed by the firm within the past five (5) years including a project description will be required so the Nation can seek feedback. Include a client name and current phone number, and the exact nature of the level of responsibility the individuals in your firm had in regards to the project(s) cited reference;

Please submit the original and six (6) copies. All responses and inquiries about this RFQ are to be submitted via email or in writing to:

ATTN: Tammy Norris, Procurement Officer
P.O. Box 1498

Wewoka, OK 74884
Email: norris.t@sno-nsn.gov

EVALUATION OF PROPOSALS

A. SELECTION AND EVALUATION CRITERIA

1. Selection criteria will include: technical understanding of the project, specialized experience of the firm and its personnel and ability to carry out the contracted services in a timely manner. Firms must be able to provide evidence of current Professional Liability Insurance.
2. A firm will be selected based on how well the RFQ is addressed, the relevant qualifications of the personnel to be assigned to the project and Indian preference. A selection will be made within three weeks of proposal opening.

B. INDIAN AND NON-INDIAN EVALUATION CRITERIA

Each set of Qualifications 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 or for an in-person interview as part of the firm selection. References must include individuals with current telephone numbers through which they may be contacted.

Points

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