

# **REQUEST FOR QUALIFICATIONS**

## **RETREAT HOUSE ROAD PROJECT**

**September 25, 2013**

### **SEMINOLE NATION OF OKLAHOMA**

Seminole Nation Procurement Department

P.O. Box 1498

Wewoka, OK 74884

## **OBJECTIVE**

The Seminole Nation of Oklahoma (Nation) is interested in paving an existing county gravel road. The Nation is seeking a qualified Engineering firm to process an environmental document and provide plans, specifications and an estimate (PS&E) for construction purpose.

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 to provide items identified in the Scope of Work (SOW).

## **BACKGROUND**

The project is on EW1340 which is an existing county gravel road with three drainage structures under the road. The road extends two (2) miles west from State Highway 99 to the Retreat House driveway.

The Nation proposes to reconstruct EW1340 (IRR Route 2033, section 10 thru 50) to provide an AASHTO, FHWA or ODOT standard geometry with appropriate safety and drainage facilities. The new surface will be an all-weather road. The road is currently gravel with borrow ditches on each side and one bridge. It is proposed to construct the project in phases. Right of way will be purchased in the name of the Seminole County.

## **SCOPE OF WORK (SOW)**

The elements for each phase as appropriate for the scope of work include but are not limited to:

1. Pre-design meeting;
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,

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16. Plans, specifications and an 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. An additional independent secondary review by a professional engineer licensed in the State of Oklahoma (either a BIA or a non-BIA engineer) to review the PS&E package when it is at least 95 percent complete and provide written certification that the PS&E meets or exceeds the applicable design, health and safety standards,
19. Final copies of PS&E for bidding,
20. Three (3) sets of complete full size construction plans and six (6) reduced or half size plans
21. Bid advertizing (public and otherwise);
22. Hard and electronic copies of all final project related documents;
23. Three (3) sets of complete full size As-Built plans.

The SOW may need to be done in three (3) phases. Some items in the SOW would be used in all three phases while other items completed in a prior phase may not be needed.

## **REQUIREMENTS FOR THE STATEMENT OF QUALIFICATIONS**

The Proposal must 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 three (3) copies of the proposal.

All responses and inquiries about this RFQ are to be submitted via email or in writing to:

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Seminole Nation Procurement Department  
ATTN: Tammy Norris, Procurement Officer

P.O. Box 1498

Wewoka, OK 74884

Email: [norris.t@sno-nsn.gov](mailto:norris.t@sno-nsn.gov)

Phone: (405) 257-7233

## 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 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.

<u>Criteria</u>	<u>Points</u>
	Up to
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

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The Nation is looking for the most qualified, responsive and responsible proposal from a firm that has exhibited past responsive and responsible performance. The final contract will be negotiated with the firm selected on a fixed fee basis.

#### C. 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 approximate cost for the 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 approximate cost of a responsive and responsible proposal submitted, the contract “approximate 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

#### D. 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.

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#### E. 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 an approximate cost for completing this work assignment based on appropriate expenses. The final contract and price will be negotiated with the firm selected on a fixed fee basis.

#### COPIES OF THE PROPOSAL

Please submit three (3) copies of the proposal. Submittals must be received by 10:00 A.M. on November 4, 2013. Proposals shall be submitted to:

Seminole Nation Procurement Department  
ATTN: Tammy Norris, Procurement Officer  
P.O. Box 1498  
Wewoka, OK 74884

Physical location is 1000 feet east of the intersection of State Highways 270 and 56, south of Wewoka.

#### 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.