



Seminole Nation of Oklahoma

Procurement Office
P.O. Box 1498, Wewoka, OK 74884

REQUEST FOR PROPOSAL – M.A. HIP Project

Date Issued: March 12, 2013

Date Due: April 8, 2013

I. Introduction

A. General Information

The Seminole Nation of Oklahoma is requesting proposals from firms to construct a single family house. The Nation will provide a drawing that should be used as a guide for the firm.

To be considered, one (1) original proposal must be received by Joseph Farani, Procurement Specialist, Seminole Nation, PO Box 1498, Wewoka, OK, 74884, at or before 12:00 pm (CST), the 8th day of April 2013. Faxed or e-mailed proposals will be accepted. Absolutely no exceptions shall be made for proposals not received by the appointed time. The Seminole Nation reserves the right to reject any and all proposals submitted.

The Seminole Nation reserves the right, where it may serve the Nation's interest, to request additional information or clarifications from proposers, or to allow corrections of error or omissions. At the discretion of the Seminole Nation Procurement Office, firms submitting proposals may be requested to make oral presentations as part of the evaluation and negotiation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained herein unless clearly and specifically noted in the proposal submitted.

It is anticipated the selection of a firm will be completed by April 15, 2013.

B. Point of Contact

All questions and clarifications shall be submitted in writing via email or hard copy by April 4, 2013 at 12:00PM CST. Answers to questions and clarifications will be provided to all Offerors, giving due regard to the proper protection of proprietary information. Telephoned questions will not be accepted.

All communication and correspondence should be directed to:

Joseph S. Farani
Procurement Specialist
PO Box 1498
36645 Hwy 270
Wewoka, OK 74884
405.257.7285
procurement@sno-nsn.gov

II. Scope of Work

A. Summary

This Request for Proposal (RFP) is for the construction of a single family house in Maud, OK. The firm responding to this RFP shall agree to furnish and install the proposed products and services in accordance with the conditions, requirements and specifications of this RFP and the offeror's proposal.

The construction of this family home must be in accordance with current ADA standards. Offerors should provide a detailed list of items that will be built into the home. In addition, Offerors should also provide an appliance package for the kitchen and laundry room that will maintain the ADA compliance aspect for this home.

Construction is to be performed at the following location:

119 East Elm Maud, OK 74854

The offeror is responsible to deliver all items in good condition to the appropriate location. The offeror is responsible for replacing any items damaged during shipping or that otherwise arrive not in good condition. The offeror is also responsible for any and all costs associated with delivery of items.

The successful offeror will be required to perform all testing and have the appropriate inspections completed.

Each firm is highly encouraged to perform a site assessment prior to submitting a proposal.

SEMINOLE NATION TRIBAL EMPLOYMENT RIGHTS ACT

Every covered employer or entity with a construction contract in the sum of \$1,000 or more shall pay a fee of 2% of the total amount of the contract. Such fee shall be paid by the employer or entity prior to commencing work in the Nation's territorial jurisdiction. However, where good cause is shown, the Director may authorize a construction contractor to pay said fee in installments. This is per Title 11 Section 416(a) of the Seminole Nation Employment Rights Act.

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; and
- The 2% fee also applies to change orders.

III. Submission of Proposals

The following material is required to be received by April 8, 2013 at 12:00PM (CST).

- a. A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm offer.
- b. Qualifications of the firm and of the particular staff to be assigned to this contract.
- c. The firm should provide an affirmative statement that it is independent of the Seminole Nation of Oklahoma.
- d. The proposal should state the size of the firm, or number of staff assigned to assist the Nation. The proposal should also include proof of professional liability insurance covering any error or omissions committed. At contract award, professional liability insurance naming the Nation as secondary insured must be submitted.
- e. The proposal should include a list of similar engagements with other Tribes. Indicate the name and telephone number of the principal client contact.
- f. The proposal should set forth a work plan and project schedule, including an explanation of the methodology to be followed to perform the requested services.
- g. If Indian Preference or any other Federally Recognized Preference is being claimed, documentation should accompany the proposal.

IV. Evaluation

Proposals submitted will be reviewed jointly by the Procurement Office and the Community Development Office for selection.

The award of this contract shall be made to the responsible proposer whose proposal is most advantageous to the Seminole Nation of Oklahoma. The following point range will be used during the evaluation process:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
0 to 40 Points
2. Technical experience of the firm.
0 to 40 Points
3. Qualifications of staff, including consultants, to be assigned to the Nation.
0 to 40 Points
4. Cost of the Services.
0 to 30 Points
5. Indian Preference and/or all other Federally Recognized Preferences.
10 Points