

REQUEST FOR PROPOSALS

Wyandotte Nation is seeking bid proposals from a qualified Architectural/Engineering Firm (A-E) to expand and improve the tribe's Pow-Wow grounds. The project encompasses several features on approximately 53 acres of land including a paved parking lot, an additional row for vendors, an additional restroom, RV pads for campers, and a designated space for a lacrosse field. Other features include new sensor faucets for the existing restrooms, a public address system throughout the grounds, a new septic tank and leach field, new circuit panels, and 14' light-emitting diode lighting poles. Indian preference will be observed. Proposals from qualified Indian organizations and Indian-owned professional A-E firms will only be accepted at this time.

The location of the project is in northeastern Oklahoma in the rural town of Wyandotte in Ottawa County. The address of Wyandotte Nation's Pow-Wow Grounds is 69701 East Highway 60 in Wyandotte, OK 74370.

Interested parties should contact Second Chief Norman Hildebrand, Project Manager, at 918-678-6313; or via email at nhildebrand@wyandotte-nation.org.

The Tribe must receive all proposal submissions for consideration on or before November 22, 2022 at 4:30 p.m. Sealed bid proposals may be mailed or delivered to the Wyandotte Nation Administration Building located at 8 Turtle Drive in Wyandotte, Okla.

The United States Department of Housing & Urban Development (HUD) and the Wyandotte Nation have determined that the above request for professional services from a qualified A-E Firm is subject to Section 7 (b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. Section 450e (b)). Section 7 (b) provides that any contract, subcontract, grant or sub-grant pursuant to any act authorizing grants to Indian organizations or for the benefit of Indians shall require that to the greatest extent feasible.

- (1) Preference and opportunities for training and employment shall be given to Indians; and
- (2) Preference in award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452)

Any applicant seeking to qualify for the above preference in the award of this contract must submit to the Wyandotte Nation proof of Indian ownership.

Such proof may include but is not limited to:

- (1) Certification by a federally recognized Indian tribe or other evidence that the applicant is a tribal member and therefore eligible to receive preference. The Wyandotte Nation shall accept

the certification of a tribe, such as a Tribal Employment Rights Office (TERO) and that the individual is a member.

- (2) Evidence such as majority stock ownership, structure, management control, financing and salary or profit sharing arrangements of the enterprise.

A pre-bid meeting will be held on November 8, 2022 at 10:00 a.m. inside Wyandotte Nation's Healthcare and Wellness Center located at 1 Turtle Drive in Wyandotte, Okla. At this time, bidders will be able to see the exact location of the project, a conceptual drawing of our project, and ask any questions. From that point forward, all questions must be submitted by email (no phone calls or in-person questions will be taken). The Tribe's answers will be forwarded to ALL bidders who attended the pre-bid meeting (also by email).

The Wyandotte Nation reserves the right to reject any or all proposals.

Wyandotte Nation will evaluate the Firm's capabilities based upon the factors described below:

Factor 1: Professional Qualifications.

Professional qualifications necessary for the satisfactory performance of required services; provide key personnel, it is expected that the individuals identified as key personnel will be performing tasks under the resulting contract. Include resumes for key personnel for all engineering disciplines including, but not limited to: electrical, data communication, mechanical, civil, structural, environmental, interior designs, Leadership in Energy and Environmental Design (LEED), commissioning, and cost estimating. (0-5 points)

Factor 2: Specialized Experience

Specialized experience and technical competence in the type of work required, including, where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials. (0-5 points)

Factor 3: Capacity

Capacity to accomplish current and past work in the required time, maintaining project schedules and project budgets. Control cost effectiveness and estimating accuracy. (0-5 points)

Factor 4: Past Performance

Past performance on contracts with government agencies (state, federal, or tribal) and/or private industry in terms of cost control, quality of work, and compliance with performance schedules. Be sure to include no more than five (5) recent past performance projects including knowledge of design standards, technical manuals, and specifications. (0-5 points)

Factor 5: Experience in CPS

Experience in construction period services (CPS) to include professional inspections during the construction period, review of construction submittals, support in answering requests for information during the construction period, and support construction contract changes to include drafting statements of work. Cost estimates shall be included as an evaluation criterion when construction period services is included in the statement of work for A-E services. (0-5 points)

Factor 6: Small Business Opportunities

The extent to which potential contractors identify and commit to the use of minority businesses, women's business enterprises, labor surplus area firms, and other types of small business as subcontractors are used when possible. Small business is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than a corporation or regular-sized business. (0-5 points)

Factor 7: Location

Location in the general geographical area of the project and knowledge of the locality of the project. General area means a geographic region within which an organization or enterprise would customarily seek and perform work. (0-5 points)

Factor 8: Assurance of Bonding

Ability to submit one (1) of the following forms of assurance, in accordance with the approved method set forth within 30 days after the prescribed contract forms are presented for signature: a) a bid guarantee from each bidder equivalent to five percent (5%) of the bid price; b) a performance bond on the part of the contractor for 100 percent (100%) of the contract price; or c) a payment bond on the part of the contractor for 100 percent (100%) of the contract price. Be sure to include no more than five (5) recent projects. (0-5 points)

Factor 9: Eligibility

The extent to which the A-E firm and potential subcontractors to be awarded have not been debarred, suspended, or ineligible. (0-5 points)

Factor 10: Indian Organization or Indian-Owned Enterprise

Provide a minimum of one (1) form of documentation as evidence of an Indian Organization or Indian-Owned professional A-E firm. Indian Preference will only be given to firms who provide current certification as an Indian organization or Indian-owned Professional Engineer Firm. Failure to provide proof of certification with this proposal or within three days of opening the bid packet may result in denial of Indian Preference. (0-5 points)