



Seminole Nation of Oklahoma

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

REQUEST FOR PROPOSAL – Energy & Mineral Consulting
Services

Seminole Nation of Oklahoma

REQUEST FOR PROPOSAL

INTRODUCTION

The Seminole Nation of Oklahoma is seeking proposals from qualified firms to conduct a Waste to Energy analysis. This project is solely funded by a grant from the Department of Interior's Energy and Mineral Development Program (EMDP), Division of Energy and Mineral Development.

Selection of the firm will be based on cost, experience, prior performance of the firm, Indian preference or any other Federal preferences.

To be considered, one (1) original and three (3) copies of the 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 31st day of March, 2015. Faxed or e-mailed proposals will not be considered. 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.

OBJECTIVE

In issuing this Request for Proposal (RFP), the Nation is interested in seeking proposals from qualified firms to provide professional and technical services in the development of a Waste to Energy analysis. This analysis may be used in the future to develop a comprehensive energy plan for the Nation.

SCOPE OF WORK

The Seminole Nation of Oklahoma is seeking a firm to assist it in analyzing the potential for waste plastic to be converted to a synthetic oil. The Seminole Nation has estimated the study to take 20 weeks from signing a contract. The firm will project the potential economic viability of operating a waste recovery facility that uses waste streams on or near the Seminole Nation, including waste streams from two military bases. The firm will be expected to:

- Determine the specific entities that have and are willing to work with the Seminole Nation to supply waste plastic,
- Determine the volume of waste material available from those entities,
- Acquire sample sizes of the waste material and use a thermal conversion process to convert the waste to a synthetic base oil,
- Conduct lab test of the oil to determine the quantity and quality of the base oil it will produce,
- Determine the current market value of the synthetic base oil and any other recycled materials recovered through the process,
- Develop a basic intake agreement that could be used to secure the rights to identified waste streams, and

- Write a report on the feasibility of operating a waste recovery facility including financial projections.

To perform this study a designated person from the Seminole Nation will work closely with the firm to contact different sources of the waste material and begin a dialogue on acquiring their plastic waste materials. Once these materials are acquired an analysis will be done to better understand the potential quantity and characterization of oil generated from the waste by the surrounding region.

The following tasks are expected to be completed by the offeror in determining the feasibility of the Seminole Nation developing a waste plastic recovery facility:

Task 1

Identify and conduct a series of meetings with each potential supplier of waste material to secure an understanding of the make-up of the potential waste stream. For those that have a potentially feasible waste stream and are willing to supply the waste to the Seminole Nation, enter into a preliminary agreement for the testing phase. Secure historical data on the volume of waste produced and the expected levels in the future. For those who will work with the Seminole Nation, provide a basic agreement to supply the waste to the Seminole Nation (Intake Agreement).

Task 2

Conduct an analysis of the data collected on the potential waste streams. Specifically analyze the type of plastic and other recyclable material in the waste stream, the daily volume of the waste stream.

Task 3

Prepare a report on the characteristics of the waste streams and identify those waste streams that should go through the process of converting the waste into sample size oil end products.

Task 4

From each identified source of waste, ship material to the firm's thermal conversion processing unit to create samples of oil for testing purposes. The oil will be tested for its characteristics suitable for fuel consumption. Each sample will be labeled.

Task 5

Conduct lab test on the oil produced by each waste sample.

Task 6

Share results with potential purchases of the oil to estimate a likely market value of the oil.

Task 7

Complete report on the potential revenues that could be expected from the identified waste streams, summarizing all the data collected and analyzed. Make recommendations on next steps for developing this business.

DELIVERABLES

The key result of this study and proposal is information that will enable the Seminole Nation to make an informed decision on whether a Waste Recovery Facility makes sense in their Territory. The following deliverables should provide a basis to make a decision.

1. A waste characterization report on the available local waste streams.
2. Oil samples for test analysis.
3. Lab results on the oil tested.
4. Final report indicating potential revenues from available waste streams, next steps to developing Waste Recovery Facility, and sample intake agreement.

All data and reports will be restricted for use by the Bureau of Indian Affairs and Seminole Nation. The firm and its consultants and/or subcontractors will be required to sign a confidentiality agreement.

All questions relating to the RFP must be received in writing via mail, facsimile, E-mail or hand delivery no later than 5:00 p.m. on March 18, 2015.

SUBMISSION OF PROPOSALS

STATEMENT OF QUALIFICATION CONTENT

Proposals shall include:

1. Identification of the Offeror and Establishment of Offeror's Fiscal Responsibility.

Please include the following information:

- Legal Name and address of offeror's company
- Number of years offeror's company has been in business.
- Legal form of company (partnership, corporation, joint venture, etc.) If joint venture, identify the members of the joint venture and provide all information required within this section for each member. If a corporation, certify that the corporation is in good standing with the Secretary of State.
- If company is wholly-owned subsidiary of a "parent company," provide the legal name and form of the parent company.
- Address(es) of office(s) that will work on this project.
- Name, title, address, email address and telephone number of the person to contact concerning the SOQ.
 - State whether the offeror has filed bankruptcy in the last ten (10) years and provide any other relevant information concerning whether the offeror is financially capable of completing this project.
 - State the types of insurance policies the offeror has in place and the liability limit for each policy.

2. Experience, References and Technical Competence

The firm must meet the following qualifications to submit a proposal:

- Describe the offeror's experience in completing projects similar to those described under the scope of work. List three (3) successfully completed projects of a similar nature. For each referenced project, provide the name of the company and project manager, telephone numbers, and type of work performed. A project currently being performed may be submitted for consideration as one of the references.
- Must have a specific and proven expertise in crafting Thermal Conversion Biomass projects for Native American tribes.
- Must have successfully built and operated a biomass system for test purposes.
- Must use a system that converts any type of waste such as municipal solid waste, low valued plastics, raw sewage, farm manure, and plastic agricultural waste into a renewable bio-fuel.
- Must use a system with proven and tested technology that meets the South Coast Air Quality Management District (SCAQMD) Standard.
- The system must be scalable and be able to process at least one (1) ton per hour.
- Must be able to use the information from test results to plan, assess, and ultimately implement appropriate renewable energy projects.
- Must have successfully completed feasibility study and analysis on waste streams.
- Must have the ability to test oil samples
- Must have experience working with federal government grants and Native American tribes.

3. Project Approach

- Describe the offeror's approach to the project and how the offeror will plan for and accommodate each project task.
- **B.** Provide a proposed time frame for each element of the development. Discuss how and what lines of communication will be implemented to maintain project schedules.

4. Cost proposal Provide cost proposal for complete project

5. Project Organization

- Identify key personnel to be assigned to the project along with descriptions of their professional experience. Identify any subcontractors to be used in this project, the specific tasks for which they will be used/professional references and if an Indian subcontractor.

All responses to this Request for Proposals are to be submitted to:
Mr. Joseph Farani
Procurement Office
36645 Highway 270
P.O. Box 1498
Wewoka, OK 74884

All proposals must be received by the Procurement Office no later than 12:00 p.m. CST on March 31, 2015.

SELECTION PROCESS

The firm will be selected based on the proposed cost, experience, prior performance, and Indian preference or any other Federal preferences. The Nation is looking for the lowest cost, responsive and responsible proposal from a firm who has exhibited responsive and responsible performance in the past.

EVALUATION

Proposals submitted will be reviewed jointly by the Procurement Office.

The award of a contract shall be made to the responsible offeror 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 20 Points
2. Technical experience of the firm.
0 to 25 Points
3. Qualifications of staff, including consultants, to be assigned to the Nation.
0 to 25 Points
4. Cost of the Services.
0 to 20 Points
5. Indian Preference and/or all other Federally Recognized Preferences.
10 Points

REVIEW PROCESS

Staff from the Procurement Office will review each response to the RFP and may meet or contact some or all of the offerors. Staff may request that offerors clarify, supplement, or modify certain aspects of the information submitted. No proposal revisions or supplemental material will be accepted after the staff review.

OFFEROR COSTS

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

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.