

**Bishop Paiute Development Corporation (BPDC)  
Bishop, California  
Request for Proposal**

The Bishop Paiute Development Corporation ("BPDC") or ("Owner") is issuing this Request for Proposals ("RFP") from companies or individuals to act as both its Program Manager and Owner's Representative (collectively referred to as the "Owner's Representative" herein) to oversee the design-development, and construction of a new gas station and retail center, which includes a 4,400-square-foot convenience store building, 9,800-square-foot retail building, 16-pump gas station canopy, 125 parking spaces, landscaping, and foundation for propane tanks, dumpster enclosures, 3 above-ground fuel storage tanks, and signage at the corner north of West Line Street (State Route [SR] 168) and eastward from the south-end of See Vee Lane. The proposed project consists of 4 acres on parcels identified as lots 8, 9 & 10 located within the Bishop Paiute Reservation, in Bishop, California.

**Work Shall Include:**

1. It is contemplated the scope of work will include pre-development services prior to financing and post-financing activities through the construction phase and close out.
2. One month prior to the commencement of the construction phase until the end of the construction phase the Owner's Representative must be living within a 90 minutes' drive of the site and must be on site full-time. There is no allowance for relocating or housing.
3. Prior to the commencement of the construction phase the Owner's Representative must have the ability to participate in calls, web meetings, and occasionally be on site for meetings.
4. The Owner's Representative will be responsible to provide leadership and be the BPDC's "eyes and ears" during both the pre-development and construction periods of the Project.
5. Seek and secure a Project Builder.
6. During all phases of the scope of work the Owner's Representative shall manage all activities of the Project's Design & Builder, consultants and specialists and must consistently report progress to and obtain feedback from the BPDC and Tribal Council.
7. Ensure all necessary permits and approvals have been obtained and any regulatory requirements are met through coordination with the Design & Builder and with all applicable regulatory entities and the Owner's legal advisor.
8. Simultaneously with above during the review and approval of the Program, review and refine the Total Project Budget ("Budget") that the Owner has already developed covering all hard and soft costs in conjunction with the BPDC and the Tribe's Design/ Builder, Operational Consultant, and civil engineer, taking into account the contract progress as well as the non-construction related procurements.
9. Review on behalf of the Owner all progress and final payments to the Design & Builder as well as the Engineer along with any other vendors or providers of services and report budget progress and report on any pertinent budget issues to the BPDC and Tribal Council.

**Owner's Representative Qualifications:**

1. Possess a minimum of five (5) years of experience acting as a Program Manager and /or Owner's Representative.
2. Ability to complete the scope of work described herein including the ability to prepare budgets and projections.
3. Ability to read and interpret income statements and budgets.
4. Ability to review and interpret construction drawings, spec books, materials lists, equipment information, warranties, design development drawings, engineering reports, etc.
5. Must have relevant past work experience (number of projects and size of projects).
6. Ability to work well with diverse interests, i.e. Tribal Council, tribal enterprises, tribal personnel, community members, vendors and the consultants.
7. Knowledge and understanding of tribal governments and tribal enterprises.
8. Willingness to be retained by the Owner and ability to provide the services herein.

9. Must have or obtain indemnity insurance.
10. Must be a U.S. citizen.

If selected the Owner's Representative is required to adhere to Tribal Employment Rights Ordinance (TERO) and will be required to submit a TERO compliance plan and 4% TERO fee.

Submittal Instructions:

The proposal shall be submitted to:

Attention: Beau Romero, Assistant Economic Development Director  
Bishop Paiute Development Corporation  
270 See Vee Lane, Box 1,  
Bishop, CA 93514.

All proposals must be received no later than February 26, 2018 at 5:00 P.M., Proposals can also be submitted by email to [Beau.Romero@bishoppaiute.org](mailto:Beau.Romero@bishoppaiute.org). For more information please contact Beau Romero at 760-784-9309. BPDC reserves the right to reject any and all offers or to waive informalities contained in proposal.