

Pauma Band of Mission Indians' Request for Proposals for Owner's Representative

The Pauma Band of Mission Indians ("Pauma" or "Tribe") is requesting proposals from qualified firms to represent the Tribe and provide certain management services for the design and construction of a Travel Center with fueling area and convenience store. The successful Owner's Representative ("OR") will be required to provide a full range of services including managing and overseeing building design, budgeting, scheduling and all other elements of the delivery process while protecting the best interests of the Owner and coordinating between the general contractor and the Pauma Business & Economic Development Committee.

Contact for Project

Rosemary Forbes, Chair
Pauma Business & Economic Development Committee ("BEDC")
P.O. Box 369
Pauma Valley, CA
92061

Basic Project Information

The Pauma Band of Mission Indians will be building a travel center with fueling area and convenience store off Highway 76 on the Tribe's Reservation located in Pauma Valley, California. Further details will be discussed during the interview process. The Project is in the early stages of the planning and design phase with an anticipated construction timeline of 12-18 months once design is completed.

General Duties

The OR will work collaboratively with the BEDC. The OR will act on behalf of the BEDC to interact with the architect, general contractor, and other construction professionals to oversee the entire project, execute the BEDC's project goals and objectives, and ensure the project stays on track, on schedule and within the approved budget. This work may include the planning, design, construction and closeout phases of the project. The OR will report directly to the BEDC with unbiased advice in all areas of design and construction. The OR shall perform a range of services at every stage of the project with the following goals: reduce costs, maximize value, ensure construction quality, and keep the project on budget and schedule.

Description of the work to be performed by the OR

- Establishing clear lines of communication and ensuring all members of the project team are working towards achieving the BEDC's goals and objectives.
- Interact with the BEDC by following a clearly defined communication plan.
- Providing technical support and knowledge.
- Promoting efficiency in both time and money across the project.
- Recognizing inherent risks and appropriately managing and mitigating those risks.
- Fielding proposals and bids from vendors for parts of the project not included in the the general construction contract.
- Ensure that the BEDC's plans achieve the desired results in a timely fashion and under a designated budget.
- Coordinate with the general contractor to proactively manage the project schedule to avoid delays and make sure the project is completed on time.
- Be onsite and communicate as necessary with the project team and keep the BEDC apprised of such interactions and onsite observations on a regular and timely basis.
- Perform construction risk assessments to proactively identify potential problems before they arise.

- Ensure that the project is closed out properly and that all contractual obligations have been met.
- Oversee the building occupancy process, including managing and coordinating with BEDC for installation of furniture, fixtures, and equipment.

Content of the written proposal shall include as a minimum the following information:

- Description and background of Firm
- Experience of Personnel and available resources
 - Specifically provide resume for the person who would be acting as the OR for this project
 - Describe current workload and available personnel
 - List experience with tribal or municipal projects
 - List experience with service station or convenience store projects
- Relevant Project Experience - List 2-3 distinct projects and references
 - Business/Organization Name
 - Address
 - Contact Name
 - Contact Direct Phone #
 - Contact Email
 - Scope of Project (Square Feet and Dollar Amount of Contract)
 - Date Contracted/Date Completed
- Description of the organization's philosophical approach to Owner's Representative services
- List your expectations and needs from the BEDC team
- Price proposal
 - Provide estimate of monthly fees for services and reimbursable expenses
 - Provide itemized list of services recommended for project scope

Additional Information

Questions regarding the RFP should be submitted electronically to Cheryl Williams at caw@williamscochrane.com.

Proposal Submission

Five (5) copies of written proposals must be received by Rosemary Forbes no later than 5:00 p.m. on Friday, April 7, 2023 and should be delivered to:

Rosemary Forbes
c/o Pauma Band of Mission Indians' Tribal Office
Attn: Owner's Representative RFP
P.O. Box 369
Pauma Valley, CA
92061

In addition, one electronic submittal should be submitted to Cheryl Williams at caw@williamscochrane.com no later than 5:00 p.m. on Friday, April 7, 2023. Proposals submitted after the prescribed date or time will not be considered.

Award of this contract will not be solely based on low cost. Selection of the successful candidate will be made based upon the firm's credentials and related experience; quality of proposal materials; projected work schedule, proposed staffing and available resources.

Reservations

Pauma reserves the right to reject any or all proposals or modify the scope of services requested as the interests of the Tribe may dictate.

All costs incurred in the preparation of the proposal will be borne entirely by the submitter. All materials submitted to Pauma become the property of the Tribe and become public record of the Tribe.