

As a Contracts Manager for Design and Construction, you will perform a full range of pre-award, post-award, and termination and close-out functions for major construction and supply and service contracts.

### **JOB DESCRIPTION**

- Contracts Manager Design and Construction
- Works under the general supervision of Procurement and Contracts Department Manager.
- Serves in the Procurement and Contracts Department at the Headquarters Office or Washington Dulles International Airport.

Through a team of Contracting Officers and Purchasing Agents, performs pre- and post-award contracting functions for large and small dollar value construction and Architecture/Engineer (A/E) contracts, including high-impact projects under the Capital Construction Program (CCP) and the Capital Operating and Maintenance Investment Program (COMIP). May perform pre- and post-award contracting functions in support of Dulles Toll Road operations, technology, and maintenance. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Participates in procurement planning and other Departmental administrative activities, including program review and pre-solicitation conferences. Prepares procurement plans and reviews procurement documents.
- Selects appropriate contract type based upon complexity of the project, dollar value, availability of comparative price data and period of contract performance; prepares solicitation documents.
- Identifies sources of competition, in conjunction with the Contracting Officer's Technical Representative (COTR) through conducting market research to identify potential offerors.
- Acts as the sole point of contact to potential offerors during the pre-award period.
- Conducts commercial business review of proposals.
- Prepares price or cost analyses and conducts negotiations, as appropriate, to obtain price and other terms and conditions most advantageous to the Airports Authority.
- For construction and professional services contracts, coordinates the solicitation process from kick-off meeting with the Evaluation Committee (EC) through contract award.
- Prepares solicitation documents and obtains concurrence on the solicitation and the solicitation plan from the participating Airports Authority offices and, for Airport Improvement Program (AIP) projects, the Federal Aviation Administration (FAA).
- Chairs pre-proposal conferences and responds to inquiries from potential offerors and prepares written amendments to the solicitation, as required.
- Performs contract management and administration. Receives invoices, coordinates review and approval with the COTR and certifies payment.
- As assigned, provides oversight of the contracting activities of resident engineers who assist in contract administration for ongoing construction projects.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Seven years of progressively responsible experience in design and construction procurement and/or contract administration.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Demonstrated experience, knowledge, and skill in contract award, change order and claims negotiations.
  2. Skill in managing and administering multiple, major procurements and contracts concurrently.
  3. Extensive knowledge of design and construction contracting processes and requirements.
  4. Knowledge of supervisory principles and ability to manage the operations and programs of the unit/team.
  5. Knowledge of and ability to apply contracting policies and procedures to pre-award and post-award actions.
  6. Knowledge of and ability to implement various types of contracts and methods of contracting for construction projects and for goods and services.
  7. Knowledge of and ability to ensure compliance with requirements, procedures, and special programs (e.g., local disadvantaged business enterprise [LDBE] and Owner Controlled Insurance).
- Ability to make detailed analyses of data and information and make recommendations.
  - Ability to speak and write effectively, with emphasis on negotiation and persuasive techniques.
  - Skill in using a computer and office suite software.

## **PREFERRED QUALIFICATIONS**

- Public sector procurement contracting experience primarily in design and construction contracting.
- Certified Public Purchasing Officer (CPPO) or Certified Professional Contract Manager (CPCM) certification, or equivalent certification.

## **EDUCATION**

- A Bachelor's Degree in Engineering, Construction Management, Business Administration, Procurement, Contract Law, or related field, or an equivalent combination of education, experience, and training that totals four years.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the seven years of experience. For example, a master's degree may substitute for two years of experience.

## **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

- Certification as a Certified Public Purchasing Officer (CPPO) by the Universal Public Procurement Certification Council or national or federal certification in a recognized procurement certification/credential or the ability to obtain certification within two years of placement in the position.

**NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- May be subject to potential hazards common to the airport environment and construction industry. Wears personal protective gear, as necessary.