

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FUNCTIONAL DUTIES Serves as Contracts Manager, Phase 2 of the Dulles Corridor Metrorail project (Design and Construction) and related Goods and Services. Performs pre-award and post-award contracting functions, including reviewing, planning, soliciting, evaluating, awarding and administering large dollar value construction and architectural/engineering (A/E) contracts, including high-impact projects under the Capital Construction Program (CCP) and the Capital Operating and Maintenance Investment Program (COMIP). Also, as assigned, performs pre-award and post-award contracting functions including reviewing, planning, soliciting, evaluating, awarding and administering large dollar value supply, service and consultant contracts in support of Dulles Toll Road operations, technology and maintenance. Performs related duties.

--Participates in program review and pre-negotiation conferences with top level technical and management personnel on proposed procurement programs. Prepares procurement plan after conferring with technical, legal and equal opportunity personnel. Reviews procurement requests, statements of work, specifications, blueprints, draft advertisements, sole source and limited procurement justifications, as applicable, submitted by requesting offices for conformance with Airports Authority procurement policy and recommends revisions as needed. Develops evaluation factors in conjunction with the technical representatives of the contract.

--Selects contract type, e.g., firm-fixed-price, task order, fixed unit price, incentive, cost-reimbursement, etc., based on a variety of considerations such as complexity of the project, dollar value, availability of comparative price data and period of contract performance. Determines method of procurement, e.g., request for proposal (RFP), utilized most frequently, request for quotations (RFQ), or invitation for bid (IFB). Identifies sources of competition, in conjunction with the Contracting Officer's Technical Representative (COTR). Identifies sources by conducting market research to identify potential offerors that can satisfy the technical pricing and delivery requirements and meet socio-economic requirements. Ensures that requests for sole source procurement contain proper documentation. Plans procurement schedule for advertisement, pre-proposal conference, evaluation and award, and generates required documentation.

--Prepares solicitation documents. Incorporates specific terms and conditions covering a variety of provisions such as contract type, Local Disadvantaged Business Enterprises (LDBE), Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women's Business Enterprises (WBE) requirements, liquidated damages, subcontracting, split awards, modifications, prices, options, alternates/additives, disputes, billing, insurance, safety, security, etc. Obtains concurrence on the solicitation and solicitation plan from participating Airports Authority offices, e.g., technical, legal, equal opportunity, and risk management. For Airport Improvement Program (AIP) projects, forwards solicitation to the Federal Aviation Administration (FAA) for review and approval.

--Chairs pre-proposal conferences for prospective offerors. Coordinates representation by affected Airports Authority offices and other consultants as appropriate for technical issues.

Responds to inquiries from potential offerors and prepares written amendments to the solicitation as required. Determines any required extensions to the procurement period based upon the amount of information contained in amendments and other factors. Issues solicitation amendments covering changes in technical specifications and clarification of questions raised by offerors. Acts as the sole point of contact to potential offerors during the pre-award period.

--Once offers are received, conducts commercial business review of proposals. Makes a preliminary review of all offers for conformity and responsiveness, e.g., proper submission of documents, representations, certifications and equal opportunity documentation, signatures, bonds and number of copies, and conducts cost and price analyses, as required. Large dollar value contracts often require a detailed analysis of subcontracting proposals and pricing structures and schedules. Ensures each evaluation committee properly reviews proposals and ranks criteria. For construction contracts, conducts preliminary detailed responsibility review of the selected or lowest priced offeror. Completes a detailed review for the low/selected offeror for contractor responsibility, including past performance, licensing and financial data. Frequently processes complex contracts, which require a detailed analysis of pricing structures and schedules. Calculates the LDBE/DBE/MBE/WBE percentages and presents recommendations to the Equal Opportunity Programs Department for complete evaluation. Obtains technical evaluation from COTR. Determines if best and final offers are required and issues amendments, as required.

--Conducts negotiations, as appropriate, to obtain price and other terms and conditions most advantageous to the Airports Authority. Prepares negotiation memoranda to fully document contract files.

--For construction and professional services contracts, coordinates the kick-off meeting with the Evaluation Committee (EC) to review qualification statements submitted by firms for determination of the "short list." Notifies those firms which did not make "short list". Issues a detailed scope of work to short-listed firms and arranges for oral interviews. Coordinates EC final scoring of firms after oral interviews. Proceeds with contract award after final negotiations, notifies non-selected firms, and arranges debriefings, if requested.

--Chairs pre-award conference with contractor and Airports Authority technical staff. Reviews contractor responsibility with respect to the scope of work, contract requirements and procedures, scheduling, etc. Prior to award, obtains payment and performance bonds, certificates of insurance and necessary approval from the legal and Equal Opportunity Programs Department and obtains approval from other agencies such as the FTA and FAA. Awards contracts within delegated Contracting Officer authority. Prepares letters of notification to unsuccessful/ nonconforming offerors and conducts debriefing of unsuccessful offerors as required. Researches protests, as necessary, and prepares initial protest responses. Researches documentation and prepares responses to Freedom of Information requests.

--Chairs pre-construction/pre-performance conferences with contractor, COTR and, as required, representatives from Airports Authority offices and agencies associated with the contract. Reviews contract requirements, scheduling, site conditions, billing procedures, correspondence

procedures, disputes, etc. Signs Notice to Proceed, and COTR letters, and other types as applicable. Notifies unsuccessful firms of award decisions.

--Performs contract management and administration. Receives invoices, coordinates review and certification with the COTR and approves payment. Works closely with COTR, Accounts Payable and the contractor to resolve invoice discrepancies, and implements any required contractual actions. Monitors contractor performance through site visits and attendance at progress and partnering meetings, as necessary. Responds to questions from contractors and attempts to resolve problems. Evaluates and negotiates, in conjunction with the COTR, contract changes which require adjustments to the contract price and scope and prepares modifications to the contract. Modifications for large dollar value contracts are often numerous and require extensive coordination and negotiation with contractor representatives. Evaluates claims and disputes, coordinates with Airports Authority technical and legal staff, as necessary, and prepares Contracting Officer's final decisions on dispute and claim issues. Terminates or suspends contracts as necessary. As required, responds to requests for information from the General Accountability Office (GAO) or the Airports Authority's Office of Audit. Processes contract close-out upon verification of completion.

--Participates in procurement planning and other Departmental administrative activities. Conducts periodic COTR training. Assists the Department Manager or the Deputy Department Manager in developing procurement policy, procedures, contract language and formats. Coordinates the Advance Procurement Planning Program, as assigned, including gathering data and preparation of associated correspondence. For construction contracting, participates with Airports Authority engineering staff and consultants in procurement planning for CCP projects, identifying future requirements and time-phasing of contracts. Reviews and recommends updates and improvements to procurement policies and procedures. As required, performs various administrative assignments such as preparation of procurement requests, contract/purchase order (PO) status reports, and requests for personnel action.

--As assigned, provides training and oversight to Department staff temporarily assigned to Phase 2 of the Dulles Corridor Metrorail project as well as oversight of the contracting activities of consultant resident engineers who assist in contract administration for ongoing construction projects. Works with engineers or with requesting offices to plan negotiation positions, initiates guidance concerning contracting requirements and procedures, executes change notices and other contractual documents, and provides advice, as required, on handling problems on site with contractors.

--Communicates and interacts effectively with internal and external business contacts including, but not limited, to other members of the unit/team, other Airports Authority employees (such as officials, executives, managers, supervisors, professionals, and support staff), stakeholders in the Dulles Corridor Metrorail Project, vendors and suppliers, and, as necessary, the general public.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), and perform or conduct research (Internet use), (b) enterprise

system/software for requisitioning, budgeting, time and attendance reporting, and other functions, and (c) special procurement systems/software used in the Department.

-- Uses a sedan or similar vehicle to travel to meetings, work sites, etc., landside and, if required, airside.

--*Performs other duties as assigned.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of program operations, provides:

Organizational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review and control systems to assist in achieving goals and results. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of EEO principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals and program results on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify programs goals or operations, as appropriate.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all four of the MQs listed below at the time of vacancy announcement closure.

1. A bachelor's degree in any field providing a strong foundation for success in the DUTIES in this job description, or an equivalent combination of education, experience and training that total four years.
2. Seven years of progressively responsible experience in procurement and contracting that includes substantive work in most of the DUTIES in this job description, to include: (a) experience with and use of U.S. Department of Transportation, Federal Transit Administration (FTA) third party contracting requirements as they relate to pre-award and post-award functions for large scale public service construction projects, (b) experience in

administering multiple contracts and managing/handling multiple procurements concurrently; in ensuring coordination and integration among related efforts; and in fostering full and open competition in procurement and contracting, and (c) experience in the use of, various types of contracts (such as firm-fixed-price and fixed unit price, indefinite delivery, work order, incentive, and cost-reimbursement) and of methods of contracting (such as RFP, RFQ, and IFB), altogether to plan appropriate strategies to contract for construction, A&E projects or goods/ services.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these seven years of experience. For example, a master's degree in any field providing a strong foundation for performance of the DUTIES in this job description may be substituted for two years of these seven years of experience.

3. Education, experience or training indicating the ability to perform successfully as a first level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of supervisory personnel functions (but prior experience as a first-level supervisor is not required).
4. Ability to obtain certification as a Certified Public Purchasing Buyer (CPPB) within two years of placement in this job, if not already certified as a CPPB or higher. The certifying body (Universal Public Procurement Certification Council) establishes the requirements. See OTHER SIGNIFICANT JOB ASPECTS in this job description.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. A Bachelor's Degree with concentration in engineering, contract law, procurement, business administration, or another field directly related to the DUTIES in this job description.
2. Substantial public sector procurement and contracting experience.
3. Experience using an automated procurement processing system, such as an ERP, covering procurement-supply chain.
4. Certified Public Purchasing Officer (CPPO) or Certified Professional Contract Manager (CPCM) certification.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may typically be acquired on the job; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of, and skill in use of Federal Transit Administration (FTA) third party contracting requirements as they relate to pre-award and post-award functions for large scale public sector construction projects to appropriately administer contracts, create change orders, and plan strategies to contract for construction and A&E projects or goods and services for the Dulles Corridor Metrorail Project.
2. Knowledge of (a) Airports Authority management functions, policies and procedures; (b) of EEO principles and requirements; and (c) of supervisory principles, altogether to manage the team's contracting activities and to supervise subordinates.
3. Knowledge of various types of contracts (e.g., firm-fixed-price, fixed unit price, task order, indefinite delivery and cost-reimbursable) and methods of contracting (e.g., RFPs, RFQs, and IFBs) to plan appropriate strategies to contract for construction projects and for goods and services.
4. Knowledge of design and construction management processes and requirements (including design-bid-build and design-build, project controls and project accounting), design-construction contracting and contract administration, altogether at sufficient levels to explain basic procedures, determine applicable contract provisions, review and comment on issues important to success of project contract management, coordinate with others, and perform related functions.
5. Knowledge of Airports Authority contracting policies and procedures; of key Airports Authority programs (such as LDBE); of AIP guidelines; and of other Airports Authority, Federal, airport industry or local guides applicable to pre-award, post-award and close-out actions, altogether at sufficient levels to issue solicitations, evaluate offers for conformance, award and administer contracts, provide training and guidance to subordinates and perform related functions.
6. Knowledge of planned and ongoing design and construction projects authorized under the CCP, COMIP, Operations and Maintenance (O&M) programs, the Dulles Corridor Metrorail procurement planning, determine scheduling and priorities, assign work, and perform related functions.
7. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to recognize subtle aspects of problems, identify relevant information and make balanced recommendations and decisions. Examples include resolving claims on construction contracts, services contracts or concession contracts when the variables include competing contract law principles and conflicting or competing Airports Authority policies or program office desires.
8. Skill in negotiation with bidders and contractors to obtain best price, delivery and other terms.
9. Skill in managing multiple, major procurements, and administering multiple, major contracts, concurrently, and in ensuring coordination and integration among related efforts.

10. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes skill in developing and maintaining relationships with key stakeholders in Phase 2, such as but not limited to those involved in contracting, accounting and project management, to ensure effective planning and execution of work and customer service satisfaction.
11. Skill in oral communication to understand verbal information (facts, assertions and ideas), and to express such information verbally so that others will understand, and, in certain circumstances, be convinced or persuaded (at times regarding protests, claims and other sensitive issues). This includes skill in encouraging effective oral communication by others such as subordinates and COTRs. Examples of work that involve convincing and persuading include protests, claims and other sensitive issues.
12. Skill in written communication to understand written information (facts and sometimes conflicting assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and, in certain circumstances, be convinced or persuaded (at times regarding protests, claims and other sensitive issues). This includes skill in the review of the written work of others, including subordinates, peers, COTRs and contractors, such as proposed new standard clauses for contracts, proposals and routine/non-routine memoranda about contracting issues.
13. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), develop reports, and perform or conduct research (Internet use); (b) enterprise systems/software for requisitioning, budgeting, time and attendance reporting, payroll, and other functions; and (c) special procurement systems/software used in the Department.
14. Commitment to ethics and integrity in public service to ensure ethical and transparent team activities, set an example for integrity on the team, foster full and open competition in procurement and contracting, and perform related functions.

RESPONSIBILITY Is responsible for overseeing assigned Contracting Officers and/or Procurement Technicians, and for helping the Deputy Manager, Procurement and Contracts (Dulles Metrorail Project) ensure adherence to Airports Authority-wide procurement policies and procedures particularly as they apply to major, high-impact construction and A/E contracts. Is delegated contracting authority for an unlimited dollar amount, subject to established review procedures. The contracting process for major construction projects is complex, requiring extensive subcontracting, modifications of the contract and negotiation of claims. Work directly and significantly impacts long-, mid- and short-term plans and operations of the Dulles Corridor Metrorail Project and its procurement/contracts team and strongly impacts the completion of the Airports Authority's Dulles Corridor Metrorail Project.

Reports to Deputy Manager, Procurement and Contracts Department (Dulles Metrorail Project) who makes initial assignments in the form of functional, project, or team responsibility, indicating overall objectives and priorities, and assigns special projects, as needed. The incumbent works independently in planning and carrying out contracting activities, reviewing the work of subordinates, consultant personnel and others, and keeps the supervisor informed about significant issues. The Supervisor receives input and suggested options and alternatives from and works with the incumbent to solve especially difficult technical problems or issues which impact established policy and the Airports Authority. Typically, the Supervisor briefly reviews completed contract documents, such as solicitations, amendments, awards, modifications and correspondence, prior to issuance to ensure a viable, responsive procurement approach. The Supervisor typically reviews work in terms of accomplishment of objectives, adherence to special guidance (if any), trade-offs, customer service, timeliness and other factors, including quantity, quality, service, teamwork, customer service and other factors, including specific performance management requirements.

Guidelines include Airports Authority Contracting policies and procedures, FAR, FTA Third Party Contracting Guidelines, Airports Authority's Equal Opportunity Programs principles and requirements (EEO and equal contracting), the Airports Authority's Safety Manual, the Thomas Register, Dunn & Bradstreet, vendor periodicals and publications, and project plans and specifications. The incumbent uses sound judgment and initiative in selecting and applying appropriate guidelines to plan the contracting steps, coordinate independently with Airports Authority technical staff and contractor representatives, negotiate modifications to contracts and oversee the work of subordinates and consultant personnel consistent with the guidelines.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze cost proposals and perform other tasks; operates other office equipment. Frequently exchanges information by telephone. Regularly reviews contracts and regulations containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in a well lighted, ventilated and temperature controlled office and conference rooms. May experience some job pressure from tight deadlines, changing priorities or interpersonal conflicts with contractors and claimants. May be exposed to some adverse weather conditions and dust/grease/dirt when visiting field work sites. Wears hard hat and other personal protective equipment/clothing, as needed, at a work site.

OTHER SIGNIFICANT JOB ASPECTS Certification as a Certified Public Purchasing Buyer (CPPB) is required within two years of placement in this job consistent with the certifying body's eligibility standard(s), testing schedule(s) and other requirements (if any); certification must be maintained.