

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Alternative Contracting Section Supervisor

Position Number: 80023, 40016

Location: Helena

Department: Transportation

Division and Bureau: Highways and Engineering, Engineering Construction Contracting Bureau

Section and Unit: Alternative Contracting Section

Job Overview: This position is the Alternative Contracting Section Supervisor for the Engineering Construction Contracting Bureau. The position is responsible for developing and managing the statewide Alternative Contracting Programs including Design Build (DB), Construction Manager/General Contractor (CMGC), Job Order Contracting (JOC), and developing and researching the use of new alternative contracting methods; developing and managing alternative contracting procedures including incentive/disincentives, lane rental, A+B, best value selection, etc.; and developing and managing the Departments contractor prequalification program. This position serves as the Departments lead in developing and managing Alternative Contracting and overseeing its' successful implementation on MDT projects statewide. The position reports to the Engineering Construction Contracting Bureau Chief and is responsible for supervision of 3 FTE in the Alternative Contracting Section.

Essential Functions (Major Duties or Responsibilities):

Alternative Contracting Program Development and Implementation—30%

Develop and oversee the statewide Design-Build (DB), Construction Manager/General Contractor (CM/GC) and Job Order Contracting (JOC) programs to ensure all Alternative Contracting projects and contracts are developed, awarded and administered in accordance with MDT design standards, specifications and contract administration practices.

- Develop, monitor, and maintain the Design-Build (DB) program. Determine if contracting specific projects using the Design-Build methods will benefit MDT and MDT's customers (i.e., time savings, cost savings or quality improvement). Update and obtain MDT and FHWA approval of the MDT Design-Build Guidelines. This includes developing program guidelines and keeping them updated through research and analysis of the practices of other states, information from the FHWA, Design-Build Institute of America, state and federal legislation, and standards of the highway engineering and construction fields. When implementing innovative DB practices, the position must also consider a myriad of Montana-specific factors including the size of projects, construction season, in-house and external resources, and the capacity of the contracting community.
- Develop, monitor, and maintain the Construction Manager/General Contractor (CM/GC) program. Determine if contracting specific projects using CM/GC will benefit MDT and MDT's customers (i.e.,

time savings, cost savings or quality improvements). Draft legislation to allow MDT to use CM/GC Contracting. Develop and maintain detailed CM/GC Guidelines through research and analysis of the practices of other states, FHWA, AASHTO, Design Build Institute of America, state and federal legislation, and standards of the highway engineering and construction fields. This includes developing the guidelines by coordinating with all affected parties (i.e., Montana Contractors Association, Consultants, FHWA, local agencies, etc.).

- Develop, monitor, and maintain other Alternative Contracting Methods and programs, (i.e., Job Order Contracting, incentive/disincentive, lane rental, road user costs, etc.). Determine if contracting specific projects using these methods will benefit MDT and MDT's customers (i.e., time savings, cost savings or quality improvement). Update and obtain MDT and FHWA approval of the detailed MDT Alternative Contracting Guidelines. This includes developing program guidelines and keeping them updated through research and analysis of the practices of other states, information from the FHWA, Design-Build Institute of America, state and federal legislation, and standards of the highway engineering and construction fields. When implementing alternative practices, the position must also consider a myriad of Montana-specific factors including the size of projects, construction season, in-house and external resources, and the capacity of the contracting community.
- Develop, implement and maintain the Resident Engineer project management approach on the appropriate alternative contracting projects. As the Resident Engineer project manager, lead the procurement phase of the project, coordinate the development and completion of project design, administer the contract during construction, finalize the project and implement lessons learned into future projects and alternative contracting guidelines.
- Serve as the main point of contact for all MDT Alternative Contracting activities to ensure MDT staff, consultants, and contractors are aware of program requirements and technical considerations; provide training and guidance on new design and construction methods; and ensure MDT staff and contractors can provide the necessary design and construction services, including contract administration.
- Lead the MDT Alternative Contracting Team in establishing the selection criteria for Alternative Contracting projects, coordinating the evaluation of Alternative Contracting statements of qualification, proposals, and determine if contracting specific projects using the Alternative Contracting methods will benefit MDT and MDT's customers (i.e., time and cost savings or quality improvement). The project will then be identified and included in the work program. Project requirements include all civil engineering elements of a highway construction project.
- Develop criteria to determine the end result or outcome of Alternative Contracting projects including construction, engineering, and inspection as part of the contractor responsibilities. Evaluate inspection options (e.g., consultant inspection, MDT hiring consultants, or MDT staff inspection).
- Coordinate Alternative Contracting advertising and selection processes including requesting Statements of Qualifications from Alternative Contracting firms to determine contractor and consultant ability and interest in performing Alternative Contracting projects. This includes developing proposed project descriptions, distributing project information to Alternative Contracting firms, developing selection guidelines and coordinating the development of RFPs, requesting technical and price proposals, evaluating technical proposals and providing evaluation results and other relevant information to the Selection Committee for their use in recommending an award.
- Coordinate development of the Request for Proposals (RFP) and the Design and Construction Criteria Package (DCCP) to address design, procurement, installation, integration testing, training, and warranty requirements. Manage the Alternative Contracting Team composed of subject matter experts from appropriate MDT functional units and serve as liaison between the MDT Engineering Project Manager, Alternative Contracting Team and contractor/consultant(s).
- Review engineering submittals from consultants, contractors or MDT technical experts. Reconcile differing engineering recommendations. Approve design or construction changes as recommended by contractors, consultants or MDT technical experts. Evaluate the proposal for sound engineering judgement, constructability and conformity with all state and federal regulations.

Alternative Contracting Section Administration—30%

Oversee Section operations and activities related to alternative contracting, proposal development and evaluation, estimating and contract preparation and finalization for engineering and construction projects.

- Evaluate comprehensive alternative contracting proposals, including contract documents, request for qualifications, statements of qualification, request for proposals, technical proposals and bid proposals, to assess overall project constructability and suitability for award according to Department, State, and Federal requirements and engineering standards. Identify technical and/or legal deficiencies within contract documents, RFPs, proposals, plans, specifications, and estimates; develop alternatives and solutions; and coordinate with agency engineering, design, and/or legal staff to evaluate options and resolve impediments to award.
- Evaluate and approve final engineering estimates for inclusion in proposals to establish reasonable rates, quality standards, and other specifications for design and construction. This involves evaluating and analyzing historical pricing trends, project scope, District recommendations, project type, material quality and availability, degree of difficulty of construction, transportation costs, contractor operations, and anticipated prices.
- Direct and oversee compilation, advertisement, and information management of proposals to ensure effective contract management procedures. Ensure all necessary documents, permits, Project Specific Agreements, City Agreements and County Resolutions, right of way, funding and other legal requirements are secured prior to advertising of alternative contracting projects. Authorize legal advertising of bids, approve nature and scope of advertising (e.g., various locations, media, etc.), and ensure efficient responses to questions from agency staff and prospective bidders.
- Coordinate with Department engineering, design, and legal staff as necessary to evaluate proposed changes and resolve deficiencies within contract documents, RFPs, proposals, plans, specifications, and estimates. Establish standards and timelines for final contract review and responses, guide and direct review procedures, mediate disputes, and ensure that final bid packages reflect the Department requirements, State and federal standards, and the best interests and cost effectiveness of the statewide transportation system.
- Ensure technical and bid price proposal packages are complete and accurate regarding engineering, contract, and administrative requirements. Provide engineering review of RFP's, proposals, standard specifications and special provisions, and develop timeframes, performance and bid bond requirements, penalties, and other contract administrative requirements.
- Oversee the collection, logging, and security of contracts, bid bonds, DBE documents, and related correspondence. Oversee the review of responses to determine if they contain confidential or proprietary information (other vendors will not be allowed to see this information); and the review of proposal and bid bonds to ensure they are sufficient and indicate contractor ability to complete projects. Review contracts prior to finalization to ensure all appropriate specifications, bonding, insurance, licensure, and other contract requirements are included. Review specifications, proposals, addenda, and any clarifications or modifications to ensure all applicable terms and restrictions are included in the contract.

Alternative Contracting Project Reviews and Professional Assistance—20%

Evaluate assigned alternative contracting projects through field reviews during each major project phase. Develop and administer alternative contracting oversight, technical assistance, quality control, and lessons learned.

- Evaluate assigned alternative contracting projects through field reviews during each major phase of construction (or on callouts requested by design units and construction staff) and provide professional and technical assistance to department staff and contractors to ensure compliance with established policies, regulations, plans, and project specifications. This involves investigating and analyzing construction deficiencies to form conclusions or identify areas needing further research by

specialty work units, coordinating problem resolution between work units, and monitoring overall progress of projects.

- Oversee, monitor and evaluate material sampling, testing, certification, documentation and specifications to ensure quality materials are being incorporated into projects according to established policies, regulations, plans, and project specifications.
- Analyze and evaluate construction material acceptance test results to ensure accuracy and completeness and determine the level of compliance within established plans, specifications, and quality assurance measures.
- Develop alternatives and innovative approaches to complex engineering problems (e.g., unexpected site or environmental conditions, design flaws, safety concerns, aesthetic problems, etc.). This involves advanced engineering design, research, and coordination among various department work units to identify and resolve construction or design deficiencies.
- Provide engineering oversight review and guidance to Districts and design staff on road, environmental, design standards and materials requirements to identify how they relate to project needs and activities. This involves conducting research into project alternatives and requirements to develop responses to identify suitable product or service alternatives that may be more cost-effective. Develop changes in scope and draft clarifications and addenda. Provide mentoring services. Provide engineering design advice and technical assistance to District Offices, county commissioners, individuals, contractors, consultants, and others regarding project design and construction practices; alternative contracting procedures; contractor monitoring; and construction regulations, codes, and criteria.
- Develop and promote uniform contract administration measures related to materials, procedures, safety measures, and other project elements to ensure full compliance with all requirements for federal aid. Monitor the effectiveness of contract administration policy and procedures and make recommendation to improve efficiency or cost effectiveness.
- Act in advisory capacity in a litigious environment and situations and evaluate contractor claims to determine the merits of individual claims regarding contract requirements, delays, financial settlements, and other issues associated with specific alternative contracting projects. Provide advice and guidance to Districts on the evaluation and analysis of contract claims (i.e., policy, precedents, engineering and materials specifications, etc.). Review liquidated damage recommendations for alternative contracting projects. This involves researching, compiling, and presenting pertinent information in professional and accessible formats; conducting investigations of claims, plans, and specifications; documenting findings; developing legally defensible conclusions; and recommending appropriate actions.
- Correspond with state and federal agencies to obtain or furnish information regarding alternative contracting projects and MDT and federal standards and requirements for design and construction specifications. Provide assistance to cooperating agencies on engineering design, materials, contract administration and related activities. Maintain liaison between Field construction crews, FHWA and design personnel to foster effective communications. This includes conducting joint reviews with FHWA and coordinating problem resolution and follow-up. Serve as a contact and information point for district staff and other MDT divisions on construction standards and specifications for alternative contracting projects. This involves answering questions on a variety of issues including engineering design; ensuring the distribution of current, accurate project information; answering questions and responding to inquiries regarding project status and developing and presenting technical alternative contracting information at construction seminars and other training sessions.
- Compile analytical reports covering any or all construction aspects of field reviews of alternative contracting projects. Disseminate and discuss findings with the Bureau Chief, Engineering Manager, field staff, and other agency engineers to initiate corrections, deliberate alternatives, and implement solutions. This involves interpretation of plans and specifications and assessing various options to resolve design and construction problems to identify the most cost-effective way to attain project

results, compliance with specifications and provide recommendations to enhance the quality of design and construction. Research and compile legislative statements and fiscal notes.

- Review requests for change orders and provide preliminary change order approval for alternative contracting projects. This involves determining whether proposed changes are within the scope of the original agreement; negotiating terms of change orders; calculating time and cost impacts of proposed changes; evaluating designs and plans for adherence to contracted terms and overall adequacy, quality, and safety; and consulting with specialty work units in the department regarding design or other problems.

Staff Management—15%

- Establish and revise overall office work plans, priorities, and procedures, and monitor progress through meetings and consultations. Conduct staff meetings, disseminate data, and promote information exchange for support and advancement of ECC Bureau goals.
- Develop overall responsibilities, duties, and allocation of positions supervised. Identify staffing needs and allocate human resources. Recommend and justify requests for additional personnel, if needed.
- Conduct all recruitment and selection activities for the section. This involves developing selection criteria and interview questions, chairing selection committees, conducting reference and background checks, and making hiring recommendations to the ECC Bureau Chief.
- Establish objective, measurable and observable performance standards for subordinates. Monitor and manage the performance of all positions directly supervised and complete performance appraisals. Implement and monitor corrective action, including discipline and termination. Ensure all subordinates comply with State and MDT personnel rules, regulations, and policies.
- Coordinate or provide training for subordinates by assessing staff input and interests, professional development needs, budget limitations, developing or arranging training to meet these needs, and ensuring the efficient implementation of training programs. Assess the effectiveness of training activities and modify programs as appropriate.

Other duties as assigned—5%

Perform a variety of engineering, administrative and other activities as assigned by the Bureau Chief, Construction Engineer, and/or Division Administrator. This includes exchanging information with contractors, consultants, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects; planning, scheduling and directing meetings, committees and panels; and attending on-going education and training as directed.

Supervision: The number of employees supervised is: 4

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, out of town bid lettings, and out of state travel by airline to national conferences and meetings
- Operating a personal computer

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of the concepts and theories of civil, structural, hydraulic, and traffic engineering; mathematics; statistics; public administration; program management; applied research methods and techniques; contract administration; road/bridge construction processes; state, federal, AASHTO, and FHWA standards; knowledge of applicable laws, rules and regulations;

highway economic, safety, and efficiency issues; Engineering Division objectives; project and program planning; state, federal, AASHTO, and FHWA standards; project specifications. The position requires knowledge of the concepts and theories of the information technology; profession business process automation; data processing; data analysis; information systems development, implementation, and maintenance; user support and training; state and Department IT standards and computer hardware and software.

The position requires knowledge of specialized supply and equipment procurement processes, budget development and monitoring; MDT and State personnel procedures and policies; and organizational theory, employment law, collective bargaining agreements, labor relations, and personnel management practices and techniques.

The position requires skill in budgeting, management, and oversight of multiple and complex projects; communication; project implementation and developing and administering a variety of functions.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Civil Engineering or a related field.

This position requires a minimum of 4 years of progressively responsible construction engineering and/or preconstruction engineering including Alternative Contracting, Design and Construction experience. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: Registration as a Professional Engineer in Montana is required.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

