

# 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: Construction Contracting Section Supervisor      Position Number: 80023**

**Location: Helena**

**Department: Transportation**

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

**Section and Unit: Contract Plans Section**

### **Job Overview:**

This position is the Construction Contracting Section Supervisor for the Engineering Construction Contracting Bureau. The position is responsible for overseeing the development of contract documents and analyzing, evaluating, and editing plans and specifications to ensure technical integrity; compliance with department, state, and federal requirements; and cost-effectiveness of major statewide construction projects. Duties also include overseeing the development of bid packages, addenda, and other project documentation to prepare projects for letting in accordance with MDT and FHWA engineering, funding, legal and technical requirements. The position coordinates letting of bid packages including the processing of bid proposals, providing consultation and technical assistance to contractors and department staff, and identifying and improving business practices including processes, procedures and highly technical CPB software and other automated systems associated with the contract letting process. The incumbent also administers program operations in compliance with policies, procedures and laws to ensure safe, timely and cost effective service to its constituents. The position reports to the Contract Plans Bureau Chief and directly or indirectly supervises four (4) FTE professional Engineering Contract Specialists. And 2 Engineering Contract Technicians This position also supports and assists in the management of 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.

### **Essential Functions (Major Duties or Responsibilities):**

**A. Project Management and Contract Development      25% of Time**

Revision Date: 12/2021

Oversees the development of contract documents and analyzes, evaluates, and edits plans and specifications to ensure technical integrity; compliance with department, state, and federal requirements; and cost-effectiveness of major statewide construction projects.

1. Manages the development of bid packages, special provisions, and engineering estimates to ensure the overall quality, technical integrity, and cost-effectiveness of contract development and letting processes. Defines project priorities and assigns individual projects to staff based upon their expertise, experience, and availability; provides expert technical assistance and oversight; ensures consistency with program plans and objectives; and provides quality assurance for all components of bid packages.
2. Develops, recommends and implements new or revised operational plans and procedures to improve the quality, efficiency, and cost-effectiveness of contract development and bid letting processes. Evaluates the effectiveness of existing procedures, information systems, staff competencies, engineering standards etc. to devise new approaches to operational issues.
3. Continually monitors contract development and bid letting procedures to ensure compliance with operational guidelines, department policies, and state and federal regulations. Reviews and provides initial approval of proposed contracts, specification changes, and completed packages to ensure technical integrity and completeness. Provides ongoing guidance and training for staff and implements procedural modifications to ensure quality, efficiency, and cost-effectiveness in providing engineering contract plans services for the state.
4. Resolves advanced technical or procedural problems referred by contract specialists, consultants, and other department staff. Evaluates engineering standards, technical specifications, conflicting opinions and conclusions, and other issues; conducts independent research and analysis as necessary; and provides consultation, mediation, and technical expertise to resolve problems.
5. Serves as liaison for consultants and designers (in-house and out-of-house) to facilitate the completion of bid packages according to project schedules/deadlines and to resolve problems with bid preparations. Discusses project issues with involved parties; researches specifications, detailed drawings, and project histories; and coordinates with MDT specialty units to develop solutions to engineering and bid package problems and deficiencies.
6. Provides technical assistance and oversight to city, county, and tribal governments in the preparation of project estimates, item lists, and related bid letting information to ensure their estimates are accurate (particularly fiscal estimates) and biddable according to state and federal standards.
7. Develops and oversees the maintenance of project tracking, estimating, and status reporting systems to facilitate project planning and bid letting activities. Maintains correspondence with fiscal specialists and track planned project expenditures.
8. Oversees the development and implementation of Bid Express online bidding, AUTOCADD, AASHTOWARE, Data Analytics and other software packages . Assesses the department's needs for data including evaluation of engineering information, historical data and major bid item costs through statistical analysis.
9. Provides technical assistance to the Construction Bureau in conducting the Design-Build Contracting process for projects. Utilizes Design-Build method of project delivery to combine into a single contract the design, construction, and in certain cases, Construction Engineering and Inspection (CEI) and acceptance requirements for a project, all in accordance with MDT design standards, specifications and contract administration practices. Expedites these projects to allow the Design-Build Contractor to participate in the design as a means to reduce costs, maintain quality and expedite construction.
10. Identifies opportunities for contractors and sub contractors to utilize the Disadvantaged Business Enterprise (DBE), a federally funded program administered by MDT. Evaluates companies' qualifications for certification; provides technical assistance to DBE companies in navigating department's processes/software, reading plans, etc. and monitors and updates the spreadsheet/list department ECTs utilize to track eligible businesses and ensure they still meet the required criteria. Assists with overseeing MDT DBE Program, including ensuring compliance with federal and state laws, identifying

and reporting fraud, establishing program goals, providing accountability with program related decisions and coordinating with DBE Program Specialists, attorneys, Civil Rights Department agents, etc.

**B. Contract Evaluation**

**25% of Time**

Oversees the development of bid packages, addenda, and other project documentation to prepare projects for letting in accordance with MDT and FHWA engineering, funding, legal and technical requirements.

1. Compiles and develops comprehensive bid packages from a variety of design units (Road, Bridge, Traffic, Environmental, Hydraulics, etc.). Assess plans and specifications for overall project constructability and suitability for bid letting according to department, state, and federal requirements. Identifies technical design and/or contract deficiencies (e.g., design flaws, errors in pay items, etc.) within documents, plans, specifications, and estimates; develops alternatives and solutions; and coordinates with agency engineering, design, and/or legal staff to evaluate options and develop solutions.
2. Determines the impact of proposed changes relative to project costs, letting schedules, state and federal requirements (e.g., standards, funding, contracting, etc.), and other issues.
3. Evaluates planned and active project sites, materials, samples, and documentation to assess process effectiveness, proposed changes, and project requirements related to contract evaluation and letting processes. Develops reports and recommendations as requested and incorporates findings into bid evaluations and special provisions.
4. Coordinates with department engineering, design, and legal staff as necessary to evaluate proposed changes and resolve deficiencies within contract documents, plans, specifications, and estimates. Negotiates and recommends changes to bid packages, standards, and specifications to ensure consistency between department and contractor work processes, measurements, and expectations as well as compliance with state and federal requirements.
5. Develops special provisions as necessary to explain and justify alternatives, anticipate impediments to federal approval, and resolve problems prior to FHWA review. Ensures that special provisions account for consequential impacts of changes (e.g., new pipe may affect dirt work, bidding quantities, prices, etc.) and meet state and federal requirements.
6. Coordinates with FHWA to explain and justify proposed changes related to materials, standards, timelines, and other issues. Evaluates FHWA responses to develop and recommend design changes that incorporate department and federal requirements.
7. Develops accurate final engineering estimates to establish reasonable rates that reflect the anticipated cost of the project, quality standards, and other specifications for construction and maintenance materials and the cost basis for award or rejection for the project. Determines cost allocations, federal aid work type codes for multiple projects, funding splits, and federal aid participation through analysis of agreements and funding sources to ensure equitable division of costs while maximizing federal funding.
8. Evaluates and approves advertising and legal advertising documents. Checks for thoroughness and completeness to ensure effective contract management procedures. Creates bid packages for advertising and bid letting and conducts quality assurance reviews of all data to verify plans, specifications, special provisions, estimates, compliance, and related issues; identifies and resolves problems; and creates electronic bid files.
9. Serves as an agency representative for the Transportation Estimators Association (TEA) and Project Users Group (PUG) to ensure to maintain advanced and current knowledge of ASHTO software that department relies on. Coordinates developments and incorporates new estimating methods and the best technological techniques for estimating procedures to help prepare more accurate engineer estimates for transportation projects. Attends national conferences and consults with other states to identify trends and best practices.

**C. Contract Letting**

**10% of Time**

Coordinates letting of bid packages including the processing of bid proposals, providing consultation and technical assistance to contractors and department staff, and identifying and improving business practices including processes, procedures and highly technical CPB software and other automated systems associated with the contract letting process.

1. Coordinates the compilation, advertisement, and information management of bid packages to ensure compliance with all contract requirements. Develops legal advertisements, recommends nature and scope of advertising (e.g., various locations, media, etc.), and ensures efficient responses to questions from agency staff and prospective bidders.
2. Coordinates the processing of bid proposals to ensure compliance by verifying all calculations included in bids and proposals (e.g., unit prices, total bid amounts, signatures, bonds, addenda, etc.), ensuring that proposals comply with bidding instructions, and identifying non-responsive bids. Loads bids electronically to the LAS.
3. Oversees, conducts and administers public bid lettings and formal bid readings to ensure responsiveness and compliance with open meeting and bid letting laws and regulations. Determines whether bids are responsive by ensuring bids are complete and accurate and compliant with specifications including signatures, stamps and notaries etc. and deciding how to proceed if legal or technical problems are discovered.
4. Responds to advanced technical and procedural inquiries from contractors, local government officials, members of the public, and others on issues related to bid letting procedures, standards, specifications, specific projects and special provisions, and a range of other issues referred by other section and department staff.
5. Monitors, analyzes, and evaluates proposals and automated system reports to identify evidence of collusion, price fixing, fraud, unbalanced bidding or other irregular or inappropriate activities. Determines whether or not the preponderance of evidence is sufficient to recommend rejection of bids, re-advertising, or other actions necessary to ensure the integrity of the bid letting and award process.
6. Develops and recommends new functions, operations, and applications for electronic bidding systems to improve the integrity, efficiency, and cost-effectiveness of bid evaluation and letting processes. Assesses existing system functions, operations, capabilities, and limitations; evaluates department's bid evaluation and letting processes, laws, and contractor needs; and proposes new applications for electronic bidding systems. Installs, operates, and maintains Transport Modules; Expedite, Bid Express, Estimator, Proposal and Estimate System, Letting and Award System, and Bid Analysis Management System, and Decision Support System (the foundation of Site Manager Module for project construction).
7. Provides consultation and technical expertise to department personnel regarding contract administration issues, engineering estimates, bid review and letting processes, and other issues affecting bid review, letting, and award.

### **Alternative Contracting Program Development and Implementation 10%**

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.

1. 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.

2. 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.
3. 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.
4. 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.
5. 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).
6. 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.

**Bureau Administration 10%**

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

1. 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.
2. Evaluate and approve final engineering estimates for inclusion in proposals to establish reasonable rates, quality standards, and other specifications for design and construction.
3. 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.

4. 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.
5. Ensure technical and bid price proposal packages are complete and accurate with regard to 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.
6. 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.

**Staff Management 15%**

Directly supervise 4 FTE Construction Contracting professional staff and 2 FTE Contract Technicians assigned to the Section.

1. 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.
2. 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.
3. Conduct all recruitment and selection activities for the section.
4. 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.
5. 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.

**Supervision:** The number of employees supervised is: 6  
Engineering Contract Specialists – 31003, 31002, 31007, 31008  
Engineering Contract Technicians – 20010, 31002

## **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 preferred.

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*

- Fingerprint check
- Valid driver’s license
- Background check
- 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.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Engineering Supervisor**

**Job Code Number: D2502M**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

**Human Resources:**

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**Signature**

**Title**

**Date**