

SUSAN LOCKINGTON, PHR-CA, SHRM-CP

CONTRACTS & CLERICAL/ADMINISTRATIVE SUPPORT



CPM TEAM MEMBER SINCE: 2006
INDUSTRY EXPERIENCE: 35+ YEARS

EDUCATION / CERTIFICATIONS

UC Davis Extension –
Construction Contracts
Administration Certification

UC Davis Extension – Executive
Leadership Program Certificate

CFMA (Construction Financial
Management Association) –
Construction Risk and Insurance
Specialist Certification
(in process)

Human Resource Certification
Institute (HRCI)- Professional
in Human Resources (PHR-CA)
with California emphasis

Society of Human Resource
Management - Certified
Professional (SHRM-CP)

PROFESSIONAL MEMBERSHIPS

Society for Human Resource
Management (SHRM)

Sacramento Area Human
Resources Association (SAHRA)

Sue Lockington has over 35 years of experience in human resource and office management for small to mid-sized corporations, including 14 years with CPM. In 2016, Sue was promoted to Associate at CPM. As Director, Sue oversees CPM's internal administrative operations in the areas of human resources, facility/office management and accounting/payroll. As Contracts Manager, Sue oversees the Contracts Department and is responsible for the management of internal and external Construction Contracts and Professional Services Agreements for CPM and its clients.

CPM EXPERIENCE

CONTRACTS MANAGER ROLE

Assists principal-in-charge with CPM's internal Agreements, templates and task orders with clients and sub-consultants. Updates Agreement language based on current regulatory requirements.

Assigned to a capital outlay program team, works with clients' legal counsel to develop template Contracts, Agreements and Out-To-Bid (OTB) documents. Assists on a daily basis regarding contract terms and provisions, reviews vendor bid and post-bid contract submittals against Agreement terms, develops Agreements for signature and follow through to execution, and submits PWC-100's to the DIR on behalf of the client. Assists clients with CUPCCAA implementation and maintenance. Competent in construction risk management through insurance administration.

Lafayette School District: November, 2017 – Current

Works directly with the Director of Facilities & Construction for development and maintenance of Agreements and Contracts for professional services consultants and small construction contractors for the District's Measure C bond program projects. Works with budget and accounting staff to maintain continuity of process through to purchase order. Submits, on behalf of the District, PWC-100's to the DIR and maintains contractor/project DIR database for the District.

Center Unified School District: 2015 - Current

Worked with District personnel and assisted in writing and submitting CTE grant application for Arts, Media and Technology industry sector for the CDE's 4th and 5th funding cycle (2017 and 2018). The applications were favorably scored but unfunded; currently awaiting results of cut-off for 6th funding cycle.

Created bid-award-start schedules and master project manual for use with various summer quick strike projects. Conducted training on out-to-bid process. Reviewed construction agreements and template contracts for customization to project, prepares RFQ/P's, A/E and other consulting services Agreements for the District.

Woodside Elementary School District: 2015 - Current

In 2015, assisted client business services team in implementing and maintaining CUPCCAA program from Board Resolution to vendor solicitation and database maintenance. Drafted A/E, Inspector and other agreements for District use. Trained District personnel on CUPCCAA process. Currently involved in day-to-day contract management.

Elverta Joint Elementary School District: 2017 – 2019

Prepared drafts of front end bidding documents, worked with legal counsel on contract language, ensured quality control, issues final project manual for distribution and Addenda with A/E. Review and track contractor post-bid contract submittals.

Vacaville Unified School District: 2015-2016

Following passage of Measure A, worked with program managers and legal counsel that formulated a Committee to update front end documents for upcoming projects. Maintained notes and updated/edited documents for review at each meeting. Ensured quality control and consistency of documentation.

Natomas Charter School: 2015-2016

Created and customized contract templates for the School. Assisted program manager with all aspects of out-to-bid process, created agendas and attended site walks with A/E, attended and recorded bid opening results, reviewed bid submittals, issued notices as appropriate.

Solano County Office of Education 2015

Attended meetings with program manager, legal counsel and County staff to update template documents and lease lease-back facilities and site lease agreements.