

Facilities Contract Analyst: K-12 Construction

Contract Analysts, are you looking for a dynamic and collaborative firm where you can establish a career home? Capital Program Management needs your expertise! Established in 1999, we are a consulting firm specializing in the planning and management of capital outlay building programs for public and institutional clients. We are currently seeking a Contract Analyst to work with our Long Beach USD client's Measure E bond program.

In this role, you will perform a variety of analytical duties related to the District's facilities planning and construction program. We offer competitive salary and benefits, as well as a company-wide commitment to the continued professional development of each and every one of our team members. If this sounds like the kind of career move you've been wanting to make, and if you meet our qualifications, we want to talk with you. Contact us today!

Responsibilities include:

- Prepare and administer Request for Qualifications (RFQs) and Requests for Proposals (RFPs).
- Track all Requests for Clarifications (RFCs) submitted during RFQ/RFP process; prepare, edit and issue all Addenda.
- Coordinate pre-submittal conferences, interviews, proposer presentations, technical review sessions, proposal scoring sessions, debriefs and post award meetings for RFQs and RFPs.
- Prepare final contract documents, RFQ, RFP, General Conditions and contract templates.
- Adjust and edit the procurement process and documents through legal research, lessons learned and coordination with Construction and Project Managers.
- Analyze, write and review District contracts for planning, design and construction services in accordance with established procedures and guidelines.
- Receive and verify contract requests for accuracy of terms, amounts, scope of work, funding, necessary signatures and type of service requests; determine appropriate contract based upon services to be provided.
- Confirm with requestor contract requirements of commodities and services; write, modify and review complex agreements and contracts in accordance with established procedures and guidelines.
- Prepare agreements for Board of Education approval; prepare amendments to contract agreements such as time extensions, additional funding and scope of work modifications; submit amendments for Board approval.
- Ensure appropriate licensing and insurance requirements are met for construction bids; verify information provided in bid packets.
- Prepare documents for bid proposals and public bid advertisements; assure fair and open competition by maximizing outreach advertising activities and postings.
- Coordinate and lead the public opening of bids for public works projects; review bid documents for accuracy and completeness; read bids aloud; verify computations and compliance with applicable laws, codes, rules and regulations.

How to Apply:

Please submit your cover letter and resume by e-mail, mail or fax. The Human Resources department will contact qualified candidates.

E-Mail to:

jobs@capitalpm.com

Write to:

Human Resources
Capital Program Management
1851 Heritage Lane, Suite 210
Sacramento, CA 95815

Fax to:

Attention: Human Resources
916-553-4200