

**DESCRIPTION:** Under administrative direction, prepares, evaluates and processes complex contract agreements between the Military Department and private consulting firms for construction and rehabilitation projects requiring architect/engineering services; prepares bidding documents and contracts in accordance with State and Federal statutes, policies and procedures. Performs related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares bidding documents; prepares advertisements and public notices; prepares invitations for bid, requests for proposal and requests for quote; establishes and maintains standard project checklist and files; reviews and checks plans to ascertain information to be used in preparing the legal boilerplate and bidding documents for the project.

Provides data for inclusion in the bidding documents and contracts for all pertinent special provisions, including appropriate wage rates, general conditions, special conditions and agreements.

Determines requirement for the number of plans and specifications for issuance of bid proposals to contractors enabling them to submit bids for construction.

Coordinates and conducts pre-bid and pre-construction meetings, and one site visits with Contractor representatives, architects, civil engineers, requesters and any other interested parties to insure complete understanding of requirements.

Receives and safeguards all bids, conducts bid openings, and records bid results; evaluates bids and considers factors such as responsiveness, ability of bidders to perform as required, financial strength of competing firms, compliance with specifications and other terms and conditions; and rejects non responsive bids; prepares justification for sole bid procurement.

Prepares the contract and requests approval of award of contract to the Contracting Officer to the lowest acceptable bidder, issues Notice to Proceed letters and other post award requirements.

Checks for errors pertaining to inclusion of all applicable special modified requirements of the legal boilerplate, and accuracy of quantities, conformance with legal and departmental requirements, types and kinds of materials and specifications, and conformance with standard specifications.

Prepares contracts and documents, reviews plans pertaining to negotiation of construction projects with consulting architectural-engineering firms.

Review agreements with legal counsel as required.

Establishes and maintains central contract control system and calculates dollar amounts of work which the contractor can be awarded.

Administers progress and final payments and insures contractor compliance with federal and state provisions of the contract; performs final double check review on all Nebraska Military Department construction projects; participates in close out and termination conferences, and in settlement of contractor an agency claims.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These needed to perform the work assigned.)

Knowledge of: design, accounting, construction and contracts, legal and departmental contract requirements; federal and state statutes, National Guard Bureau regulations and directives, State regulations and policies governing procurement of contractual services; architecture, engineering and construction methods, procedures, technology and practices including commercial subcontracting, and procurement of materials or services; legal and departmental contracting requirements, both Federal and State; State and Federal accounting systems and methods and budget requirements.

Ability to: read and understand detailed plans and specifications; review qualifications prepared by contractors; communicate effectively, use sound judgment; plan and coordinate the contract program, making recommendations to the State and Federal Contracting Officers.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

Post high school coursework/training in: architecture, engineering or construction technology plus four years experience negotiating, writing and administering construction agreements and contracts including accounting methods, budget requirements and procedures for procurement of contract services.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).