



December 4, 2013

TO: Board of Directors

FROM: Steven Brown *Steve*
General Manager

SUBJECT: Consider Authorizing Approval of a Facility Project Manager – Limited Term Position to Manage the Design and Construction of the New Operations and Maintenance Facility - **REVISED**

I. EXECUTIVE SUMMARY

Gold Coast Transit is entering the final design phase for our new Operations and Maintenance Facility. Management of this project up to this point has been handled by existing staff with some support from consultants. This has been sufficient to this point, but as we move forward it is apparent that we need additional support and expertise to ensure that the final design is completed in a timely manner and that the construction work meets all building requirements. The use of outside consultants has been the plan for the entire project, but due to a number of concerns including cost, availability, responsiveness, and dedication to Gold Coast Transit, it is my recommendation that we should create a new job for a Facility Project Manager – Limited Term.

This new temporary position would be our in-house project manager for the duration of the project until the new facility is constructed and operational. This job would end at that point in time. This new position would be funded with grant funds, would report directly to the General Manager, would be a member of the Executive Management Team and would supervise the Project/Transit Planner assigned to the project. The proposed salary range for this position is \$81,200 - \$113,800.

IT IS RECOMMENDED that the Board of Directors approve the creation of a Facility Project Manager – Limited Term position to manage the design and construction of the new Operations and Maintenance Facility.

II. BACKGROUND

As we move forward on the new GCT Operations and Maintenance Facility project it has become apparent to me that professional in-house management of this project is required. This is the most visible and high profile project that SCAT/GCT has undertaken in our 40 year history and for at least the next 25 years. The Federal Transit Administration (FTA) is already keenly interested in our project and will be providing additional oversight and monitoring of our procurement, project management and oversight of the design and construction of the new facility. The gentleman tasked with conducting our Triennial Review has just confirmed this additional scrutiny with the following notice provided on November 25th: *“With the upcoming procurements, it has raised your visibility with FTA because of the \$15 million in SGR (State of Good Repair) grant funding for their part of the project.”* It is imperative that we properly manage and oversee this project.

The attached job description details the knowledge and expertise we would seek for this important position, including engineering expertise and previous experience in overseeing the development and construction of bus transit facilities and other large public sector construction projects. Good project management skills will be required as will the knowledge of the environmental approval process, experience in working with the FTA. This job will function as the Owner’s Representative on this project and will be responsible for overseeing the entire project moving forward.

If this position is approved, we will move very quickly to advertise this position and will recruit suitable applicants so that the hiring process can be completed quickly and the position filled as soon as possible.

The Technical Advisory Committee reviewed this recommended position at its November 25th meeting and recommends approval of the creation of the Facility Project Manager – Limited Term position.

III. FINANCIAL IMPACT

The impact to the FY2013-14 budget and future budgets will be minimal as the management of this project will be fully funded by grant funds. This position will end after the new Operations and Maintenance Facility is opened, fully operational and completely accepted.

IV. RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors approve the creation of a Facility Project Manager – Limited Term position to manage the design and construction of the new Operations and Maintenance Facility.

GOLD COAST TRANSIT JOB DESCRIPTION

CLASSIFICATION TITLE: Facility Project Manager – Limited Term

NON-REPRESENTED: Management

OVERTIME STATUS: Exempt

REPORTING STATUS: General Manager

SUPERVISES: Transit/Project Planner

DATE AUTHORIZED: December, 2013 **REVISED:**

JOB SUMMARY

This single position class is responsible to manage, oversee, and coordinate major transit facilities design and construction projects. This is a limited term position which serves at the pleasure of the General Manager and may be terminated at the conclusion of a major project or with 30 days written notice. The position also serves as a member of GCT's management team.

Duties include

- Manages major transit facilities design, construction and remodeling projects including the final design process, developing work plans, schedules, cost estimates, and specifications
- Oversees design work to ensure completeness, accuracy, and compliance with all local, state and federal regulations
- Coordinates the environmental review process with the cognizant oversight agency, ensuring that all necessary information and submittals are completed
- Assists in the coordination with the FTA to ensure that grant awards are completed in a timely manner and quarterly reports are completed and submitted
- Oversees construction work and performs as the Owner's Representative
- Oversees contractors, construction management consultants, and/or acts as Owner's Representative supervising construction activities, i.e. Inspectors, Construction Engineer, and administrative support
- Provides design support for constructability of projects
- Monitors work for compliance with schedule, budget, technical, and safety
- Monitors compliance for state and/or Federal prevailing wage

- Reviews contract documents and assists with bid forms, pre-bid conferences, and proposal evaluations and recommendations, and negotiations with consultants and contractors
- Coordinates activities/operations with other agency staff and public agencies
- Resolves design and field construction issues
- Attends progress meetings and reports on contract status
- Manages design and field changes in accordance with agency requirements
- Reviews contractors' requests for change and, if appropriate, prepares contract change notices with appropriate justification
- Negotiates change orders
- Coordinates with Operations and Maintenance staff during testing, start-up, and project activation
- Advises on content of operations and maintenance manuals
- Monitors claims and suggests ways to minimize cost
- Coordinates work schedules around special events
- Monitors field implementation of pollution controls for dust, noise, and vibration
- Monitors parcel acquisition to ensure availability before construction
- Conducts site audits and testing
- Maintains, supports, and promotes a safe work environment while complying with all safety rules, policies, and procedures

OTHER JOB FUNCTIONS

May be assigned additional managerial and administrative responsibilities related to facility construction management.

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles, and practices of engineering and construction of bus transit facilities
- Equipment and construction techniques related to the installation and construction of bus facilities
- Knowledge of applicable State and Federal Public Contracting laws and regulations
- Knowledge of applicable State and Federal Prevailing Wages laws and regulations
- Knowledge of California Building Standards and regulations.
- Knowledge of local, State and Federal disabled access laws and regulations
- Knowledge of risk management including insurance and liability issues
- Applicable local, state, and federal requirements and standards
- Basic principles of transit and bus operations and maintenance

- Business computer use applications, related to contract scheduling and financial record keeping
- Contract administration related to major public works construction projects

Ability to:

- Monitor major, multiple contracts, keeping them on schedule, within budget
- Analyze situations, identify problems, recommend solutions
- Mediate and negotiate construction contract terms
- Plan financial and staffing needs
- Understand, interpret, and apply laws, regulations, policies, procedures, contracts, and budgets
- Maintain accurate records and statistical information
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity in making decisions
- Work effectively with other agency staff
- Read, write, speak, and understand English
- Ability to work with General Counsel and other consultants, as required

Minimum Qualifications

- Bachelor's degree - Engineering, Architecture, Construction Management or other related field
- 5 years of supervisory experience in the management of major construction contracts; experience with transit construction projects is preferred
- Valid California Class C driver's license
- Professional certificates/licenses: State of California registration as a professional engineer or architect is desirable

Special Conditions

- Exposure to weather and physical hazards while on site audits and testing
- 24-hour on-call to respond to construction emergencies

Disclaimer

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties