

Department of Administration  
Division of Facilities Development (DFD)  
Bureau of Capital Budget and Construction Administration  
Contracts and Construction Administration Section

October 2014

Position Description

**Enterprise Contract Officer**

**Working Title: A/E Selection and Contracting Officer**

Position Number: 002292

**Summary:** Under the general supervision of the Contracts and Construction Administration Section Chief, the A/E Selection Contract Officer is the primary point of contact for members of the Architecture, Engineering, and Construction Industry in matters relating to the A/E Selection and Contracting processes. This position administers the selection process for Architects and Engineers on enterprise-wide projects authorized by the Wisconsin State Building Commission per Wisconsin State Statutes 16.85 and Administrative Code ADM 20.

This highly responsible position manages the Professional Services Contract negotiation process and provides facilitation and administrative support in the qualification solicitation, evaluation and selection activities performed by the Division of Facilities Development. This position is responsible for negotiation of all A/E proposals and fees for processing into Professional Services Contracts in a timely manner, and obtaining Administrator and Governor's approval, when required.

This position requires a thorough knowledge of fee negotiation skills for a wide range of highly complex architectural and engineering facility projects and an in-depth technical knowledge of architectural and engineering practices and procedures. This position is responsible for administering technical contracts and works cooperatively with Bureau staff on contractual matters, understanding and application of Wisconsin Administrative Code ADM 20; A/E contracts terms and conditions; and Division policies and procedures in implementing the A/E Qualification-Based Selection process. Interpretation and an understanding of the programs, practices, rules, codes and regulations that agencies operate under as they relate to Professional Services Contracts, as well as working closely and effectively with agency facility liaisons and the administrative staff of state agencies is also required. In addition, this position ensures the A/E fee negotiation processes are conducted in a transparent, fair, cost-effective, legal, and timely manner.

The position involves high level, complex administrative duties such as review or approval of A/E fees, outreach to the A/E community to assist A/E firms in competing for State projects by way of formalized training, one-to-one strategic planning sessions, preparation and presentation of reference and learning materials, and interview debriefing. This position works with DFD staff in understanding A/E selection laws, requirements and the A/E contracts is also a responsibility.

**40% A. ADMINISTER THE ARCHITECTURAL AND ENGINEERING (A/E) QUALIFICATIONS-BASED SELECTION PROCESS IN ACCORDANCE WITH WISCONSIN ADMINISTRATIVE CODE ADM 20 FOR THE STATE BUILDING PROGRAM**

- A1. Develop and maintain an A/E Fee Proposal Template and A/E Fee Proposal Checklist and other pertinent documents.
- A2. Provide expertise and experience as staff support to the A/E Selection Committee providing information on A/E capabilities, interest and selection history, workload with the state and established performance.
- A3. Review project scope documents in preparation for A/E solicitation, provide

feedback to Agency and DFD regarding A/E fees and scope of services; identify agency participation in the process including Selection Committee voting members.

- A4. Prepare clear and concise documents for A/E solicitation and develop A/E minimum qualifications based on ADM 20 and the project scope documents with DFD project manager and agency staff.
- A5. Develop Selection Committee Agenda from State Building Commission action and review with BAE and Bureau of Capitol Budget & Construction Administration staff.
- A6. Post A/E solicitation documents on the DFD website. Respond to inquiries and requests for clarification during solicitation period after consultation with the Bureau Director in a fair manner, provide interpretation of requirements when necessary and post clarifications having impact on the original solicitation on the DFD website.
- A7. Schedule solicitation process milestones of monthly Selection Committee meetings, screenings, site visits and interview dates with Selection Committee members where required.
- A8. Perform pre-screening of A/E qualification materials including verification of submittal by deadline, fulfillment of ADM 20 requirements and completeness and accuracy of qualification materials; follow up with A/E's where additional or verified information is required; present additional information to Selection Committee as part of the screening process and make initial recommendations of disqualification, if necessary.
- A9. Facilitate and prepare materials for screening process, collate scoring of Selection Committee, notify shortlisted firms and post results of shortlisting on DFD website.
- A10. Facilitate pre-interview and post-interview discussions, prepare materials for interviews, and collate scoring of Selection Committee of interviews for final selections.
- A11. Facilitate monthly Selection Committee meetings and document voting actions for each agenda item.
- A12. Document actions and justifications of the Selection Committee for AE selection to Department Secretary.
- A13. Notify A/E's, DFD project manager and agencies of results of selections and post results on the DFD website when required.
- A14. Provide notice of retraction of selection when a mutual consensus of A/E fees cannot be reached.
- A15. Periodically advise the Selection Committee of final selection actions and data regarding distribution of work

- A16. Ensure A/E solicitation process is conducted in an ethical, transparent, fair, cost-effective and timely manner and compliant with Wisconsin Administrative Code ADM 20.

**25% B. DEVELOP AND NEGOTIATE ARCHITECTURE/ENGINEERING PROFESSIONAL SERVICES CONTRACTS**

- B1. Consult with DFD project manager and A/E firm to discuss and clarify the project scope, A/E scope of services, special requirements, reimbursable expenses, MBE participation, sub-consultants, site visits, schedule and DFD policies and procedures.
- B2. In conjunction with the DFD project manager, negotiate a fee with the selected A/E firm for services to be provided which are equitable to both the Owner and the A/E and in alignment with the Division's fee guidelines.
- B3. Review the A/E proposal to ensure there are no Terms and Conditions that conflict with the DOA standard contracts (DOA-4519P and DOA 4147) and the DFD Policies and Procedures.
- B4. Work with Section Chief and Architect/Engineer (A/E) Contract Officer to ensure that transmittal letters to A/E's outline general or specific instructions.
- B5. Review proposed Association Agreements between Prime A/E firms to ensure required legal language is contained within the agreement.
- B6. Develop, review and maintain A/E fee guidelines.

**20% C. ADMINISTER ARCHITECTURE/ENGINEERING PROFESSIONAL SERVICES CONTRACTS**

- C1. Draft the A/E Contract incorporating all agreements and conditions as a result of negotiations and approval in conjunction with the DFD project manager, obtain Governor Approval when required.
- C2. Prepare and review all documentation and assure readiness for Division Administrator signature.
- C3. Obtain the necessary Division authorizations and signatures for the contract and ensure contract is complete prior to delivery to Governors' office for approval.
- C4. Develop contract award letters, make appropriate copies, and enter into WisBuild.
- C5. Maintain a tracking log for the status of contracts being processed.
- C6. Assist and answer inquiries requested by A/E's or state agencies on status of contract and any problems or delays.
- C7. Research, formulate and implement statutory or administrative rule changes, as well as, A/E contract language changes with approval from Division leadership.

C8. Administer, review, update and monitor A/E Contract policies and procedures.

**10% D.PROVIDE VARIOUS ADMINISTRATIVE FUNCTIONS TO THE BUREAU AND SERVE IN A BACK-UP CAPACITY TO ADMINISTER OTHER BIDDING AND CONTRACTING ACTIVITIES IN THE BUREAU.**

- D1. Research, formulate and implement statutory or administrative rule changes, as well as, A/E contract language changes with approval from Division leadership.
- D2. Research, develop, and suggest technological enhancements for A/E related IT programming, including the DFD website, SharePoint and WisBuild.
- D3. Provide training to DFD staff in the A/E selection process, contract negotiation, administrative rules, and contractual terms and conditions.
- D4. Serve in a back-up capacity to administer construction bidding and contracting activities.

**5% E. ALL OTHER DUTIES AS ASSIGNED**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- 1. Ability to plan, organize, prioritize and implement workload
- 2. Excellent Customer service skills
- 3. Knowledge of general contracting and budgeting procedures and principals
- 4. Experience in writing, soliciting and evaluating Requests for Qualifications (RFQ's) for performance contracts
- 5. Knowledge of traditional RFP, simplified bidding processes, and procurement and contract procedures
- 6. Ability to establish and maintain effective working relationships with agency heads, administrative officials, professional organizations and general public
- 7. Highly effective oral, written and communication and presentation skills
- 8. Knowledge of fee negotiation skills for a wide range of highly complex architectural and engineering facility projects
- 9. Experience in the Architecture, Engineering, Construction (AEC) industry
- 10. In-depth technical knowledge of architectural and engineering practices and procedures
- 11. Knowledge and experience with computer systems including the use of email, the internet, Microsoft Word, Excel, and PowerPoint
- 12. Experience in preparing presentations and/or proposals for, and/or negotiating highly complex and technical contracts or procurements
- 13. Ability to exercise sound judgment when developing, applying, and interpreting Department and Division policies and procedures
- 14. Ability to logically assemble, concisely organize and clearly present laws, rules, procedures, reports and other complex information, both orally and in writing, to persons with varying degrees of understanding and technical expertise
- 15. Effective team building and problem solving skills
- 16. Ability to interpret laws, rules, policies and procedures