

RFP#210 -- Construction/Project Manager Capital Projects

Riverview Gardens School District

The Riverview Gardens School District (RGSD) is seeking the services of a construction/project manager. This individual will be hired as an independent contractor to the District. This individual will be responsible for capital projects as designated by the RGSD CFO and under the direct supervision of the Director of Facilities for RGSD. The duties of this position will include overall planning and direction of district wide construction and remodel projects, administrating large and small budgets, be focused on fulfilling project commitments and ensuring consistency with RGSD's Prop R 2018 projects. This position will have the overall responsibility for project management and development of the district managed projects. This also includes communications with architects, engineers, and subcontractors, stakeholders etc. This position will be responsible for preparing and implementing projects scope and bid specifications. She/he will conduct project analyses, reviews, process change order requests, and participate in preparing presentation materials. The project is expected to begin 10/18 and be completed by August 1, 2020. There may periods when the CM/Project Manager will be working less than full time although initially the position will be full time. This individual will also contribute input regarding any architect managed projects and other facility matters.

Minimum Qualifications:

Four (4) years' experience in Project Management **and/or** served as a general contractor **and/or** hold a BA in Architecture, Engineering, Planning, Construction Management or closely related field. Prior experience as project manager is primary.

Additional consideration will be given to candidates whose overall experience includes:

- Project management and or supervisory management experience related to general construction, capital projects, or other fields associated with the duties described in this job description,
- Reviewing, analyzing and rating contractor proposals and bids.
- Experience managing public school capital projects

Knowledge, Skills and Abilities:

Knowledge of personal computer, Microsoft Word, Excel and Power Point software.

Knowledge of planning and administration.

Knowledge of design, cost, schedule and constructability of proposed capital projects.

Knowledge of district, local, state, and national building and life safety codes and regulations.

Knowledge of safety and security precautions appropriate to work performed..

Demonstrated ability to manage multiple assigned projects, and organize and prioritize time and resources to meet internal and external deadlines.

Ability to understand and comply with relevant procedures and regulations.

Ability to show initiative and ability to obtain appropriate results with minimum direction.

Ability to work safely in an active construction environment while reviewing work quality and supervising construction adherence to specifications and drawings.

Ability to review pay applications and project schedules.

Ability to communicate effectively, orally and in writing.

Ability to work with computer programs to organize, store, manipulate and retrieve text and data.

Physical Demands:

- The work is typically performed at the construction job site or while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office, warehouse, or outdoors, occasionally in cold or inclement weather.
- Occasional evening and weekend work required.
- This position may be on-call for all facilities questions and / or problems that may arise in plant operations management.

Job Duties & Responsibilities:

- All work to be performed under the general supervision and direction of the RGSD Director of Facilities. The successful candidate must work only on assigned projects by maintaining and analyzing building codes, covenants, space and site requirements, and other technical documents and reports to determine their effect on successful project completion.
- Conducts programming, feasibility analysis, development of alternatives, and planning for projects
- Prepares project RFP and bid packages for the district managed projects. Evaluates same RFP responses and bids. Conducts post bid interviews with apparent best bids. Develops timelines for the start and end dates for the individual projects. Reviews and verifies all contractor payment applications including receipt of certified payrolls in compliance with MO prevailing wage statute. Enforces all district policies and procedures related to safety, child protection from adult abuse, and vendor procedures for construction projects. Attends all construction meetings for both district managed and architect managed projects.
- Reviews and approves work done by general contractors and subcontractors.
- Supervise construction and ensuring builder compliance with design specifications and applicable codes.
- **Performs related duties as assigned by the Director of Facilities or CFO.**

Projects:

Projects may include: replacement of roof top units, telephone system replacement and wireless network replacement (District Technology Dept. will develop specs), paving at most sites, construction of several playgrounds, roof repairs and some replacements, security system upgrades all sites, fire system upgrades at several sites, supervision of outside contracted asbestos and lead abatement at several sites, classroom renovation of abated sites, tuck-pointing

several sites. This list is not meant to be exhaustive or complete but a representation of the kind of projects the district will self-manage with the CM/Project Manager taking the primary lead.

Candidates should provide their experience in directing, writing specifications, RFPs, and bid documents for these kinds of projects.

Candidate Evaluation Criteria (100 points). Applicant must address each in the application materials to be submitted:

Past successful experience as CM/Project Manager for projects as described above. (50 points)

Professional education in areas of study related to this position and/or years of experience in lieu of education. (20 points)

Previous successful public school work experience. (10 points)

Availability to start employment and accessibility to the area. (20 points)

Posting Date 10/5/2018 Closing Date Open Until Filled.

Pay Range – negotiable.

Required Documents Needed to Apply:

Resume

Cover Letter

Unofficial Transcript (if applicable)

2 Letters of reference

Send all responses to:

Patrick Lanane, CFO

Riverview Gardens School District

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St. Louis MO 63137

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