

Independent Contractor – Tunnel Contracts Specialist

Reporting to the EGP Contracts and Procurement Lead, the EGP Tunnel Contracts Specialist will be responsible for commercial administration of the tunnel portion of the EGP Project, in compliance with FortisBC policy, procedures and practices.

Role:

The role includes accountability for the contractual administration of the Design and Build (DB) contract with its foundation in the oversight of the competitive bid process, evaluation of proposals, recommendation to award and negotiation of the contract, along with the supporting contracts needed to deliver the tunnel portion. The EGP Tunnel Contracts Specialist will provide expert input to the further development of the EGP contracts and procurement plan and deliver on strategies in support of project execution.

Responsibilities

- Responsible for day to day RFP activities, including but not limited to the distribution of incoming requests for information/clarifications, coordinating the issue of responses or additional information, coordinating and hosting interactive meetings with proponents, maintenance of proposal submission schedule and quality assurance of proposals to the extent possible.
- Management of the formal evaluation process including distribution of the relevant sections of the proposals received, requests for written clarifications, arranging and hosting internal and external (proponents, WLNG, outside technical consultants, external counsel) meetings, development and execution of the RFP evaluation plan, preparation and presentation of findings leading to a Recommendation of Award.
- Contributing member of negotiating team for the EGP tunnel project in the development of the conformed tunnel DB contract incorporating terms and pricing acceptable to FEI.
- Administration of the contract from Contract Award through Limited Notice To Proceed (LNTP) phase and into Notice To Proceed (NTP) phase, assessing performance and delivery of the contract, including oversight of progress payments, change management, compliance with work-scope, schedule and compensation, incentives program; claims management if required.
- Review and as necessary assist in the development of the relevant tunnel project execution plans.
- Coordinate and liaise with the EGP Tunnel Project Manager and construction management team, permitting, regulatory and environmental leads, FEI legal and external counsel, the project controls and engineering leads, FEI Major Projects procurement and others as necessary to ensure that delivery of the tunnel portion of the project is efficiently planned and executed, and meets regulatory/permit/environment commitments.
- Respond to requests for information regarding the time, cost, quality and risk elements of the EGP Tunnel.
- Ensure compliance with Squamish Nation Impact Benefit Agreement procurement commitments.
- Communication of the tunnel portion strategies, tactics and tools with the other project portions (pipeline and facilities) to identify synergies and efficiencies

Qualifications:

- Relevant technical or commercial qualification (quantity surveying, engineering, construction law or comparable education)
- 15 years of commercial experience relating to design and construction contracts for major underground infrastructure works
- Ability to lead and influence multiple internal and external stakeholders to support world class project execution
- Proactive and accountable, highly ethical with strong organization and self-management attributes
- Excellent verbal and written communication skills

Authority:

- Execution of tunnel procurement functions in compliance with FEI policies, procedures and practices
- Management of resources or recommendation of resource requirements to support pipeline procurement function.

Accountability:

- To the EGP Tunnel Project Manager for meeting the commercial objectives of the tunnel portion of the EGP Project
- To the EGP Contracts and Procurement Lead for compliance with EGP and FEI policies and procedures.