

Company: Gateway Development Commission

Job Title: Director of Procurement (Capital)

Location: New York/New Jersey

Date: 9/16/2024

Job ID: 11-008

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly qualified Director of Procurement, reporting to the Deputy Chief Administrative Officer (Procurement). The Director of Procurement (Capital) is responsible for providing GDC with centralized, efficient, effective, and timely procurement and guidance on large infrastructure procurements. The Director primarily will oversee GDC's major capital procurements.

Essential Functions

- Oversee and coordinate management and commercial activities of the program, including procurement and execution of all capital contracts, contract management, and contract changes.
- Assist in developing negotiation strategies and analyzing recommendations provided by project management consultants and will be responsible for reporting on the commercial risks that could impact the delivery of the program.
- Follow FTA and FRA compliant procurement processes and systems from creation through award of complex construction procurements in most cases using Design Build delivery method.
- Maintain an efficient and compliant procurement administration file for each of GDC's procurements.
- Coordinates with all GDC divisions and consultants including Support Executing Partner (SEPs) Agencies and leadership to assess procurement strategy and timeframes and facilitates the contract process.
- Prepares procurement documents using best practices for the method of procurement employed in a manner compliant with requirements of the relevant funding source.
- Assist and mentor staff with on-going Contract Administration Contract
- Review change orders request and assist subordinate staff with reviewing cost proposals to ensure conformance, performs cost analysis, develops negotiation strategies, and assists with negotiating change orders.
- Ensures that the procurement of construction, and professional services (as required) with a procurement system based on open competition and fairness with the highest level of integrity.

Job Requirements

- Bachelors degree in Business Administration, Engineering, or related field.
- Extensive knowledge of large-scale procurement methods, practices and procedures, including alternative delivery methods such as design-build experience working on federally eligible programs.
- The ability to effectively direct the negotiation of complex contracts; to use

independent judgment in directing and managing a variety of procurement policies and procedures and evaluating and planning business processes.

- Minimum of ten (10) years' experience in a progressively responsible administrative position with emphasis on procurement, contract administration, engineering and/or construction as it relates to solicitation and negotiation of contracts and agreements.
- Minimum of three (3) years of experience managing professional staff.
- Working knowledge of FTA Procurement regulations, including circular 4220.F and BABA.
- Must possess practical understanding of standard industry procurement software and databases and possess a working knowledge of applicable software programs.
- Experience developing procurement systems for an organization preferred.
- Contract Professional Certification preferred.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that

diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title “Director of Procurement (Capital)” in the subject line.