



Compliance Manager, BFW Construction Project Managers

Job Description: The Compliance Manager is responsible for successfully overseeing all staff and activities of the Construction Compliance Department of BFW Group LLC. She/He will engage with clients, owners, general contractors, subcontractors, vendors, the community, City, State, and Federal agencies, and other stakeholders to deliver reports for OEO, Section 3, and Davis Bacon compliance on Construction Projects in the region.

The Compliance Manger should have great communication skills, be knowledgeable of recent industry trends, be extremely organized, technologically competent, deadline-driven, and be expert at Excel and LCP Tracker.

Job Responsibilities:

- Ability to lead weekly project update meetings for Compliance Department.
- Conduct interviews and assist in hiring process for Compliance Officers.
- Train Compliance Officers.
- Market compliance services to potential Clients.
- Be involved in evaluations, team development, workplans, and promotions.
- Complete weekly audits of Certified Payroll and OEO reports.
- Communicate with contractors regarding necessary revisions to Certified Payroll.
- Contact contractors and subcontractors who have not submitted Certified Payroll in a timely manner and successfully acquire necessary paperwork.
- Request Apprenticeship Agreements for all Apprentice workers assigned to projects.
- Request yearly wage sheets from all union trades in relevant counties and utilize accordingly.
- Perform data entry into LCP Tracker on an as-needed basis. Be comfortable with the complete navigation of LCP Tracker.
- Be able to organize data, file paperwork and use Microsoft Excel and Microsoft Suite to complete reports as needed.
- Submit Certified Payroll Reports to 3rd party data verifiers in a timely and organized manner.
- Keep track of Change Orders on projects as it pertains to OEO compliance.
- Be able to analyze detailed Pay Applications for any project assigned.
- Complete OEO reports to be presented to upper management and/or 3rd party verifiers such as Municipal and County Officials.



- Create subcontractor-specific plans to facilitate accomplishment of EOP goals. Be able to engage with contractors and subcontractors in an effective manner and be able to deliver positive results for the project.
- Meet with Owners, GCs, CMs and subcontractors on an as-needed basis to discuss project goals and their contribution to these goals.
- Meet with Owners, Institutions, GCs, CMs and market our services.
- Be knowledgeable of Section 3 Reporting requirements and be able to complete all necessary reporting to appropriate parties.
- Meet with necessary project personal to discuss Certified Payroll Compliance, OEO Compliance, and Section 3 Compliance.
- Successfully complete training as necessary and oversee or recommend training for staff.
- Work with Senior Management to achieve goals of organization.
- Perform other duties as needed to aid in the success of BFW and deliver of service to our Clients.

Job Requirements

Bachelor's degree preferred, 3-5 years' supervisory experience, 5 years' experience in Compliance, team player, flexible, and quick study. Must embody our core values: honesty, integrity, teamwork, and equity. Must be proficient in Excel, MicroSoft Suite and LCP Tracker.

Benefits

Competitive salary, health care, PTO, 401K.

Send resume to: blane@bfgroup.net



Group LLC Construction Project Managers

Capability Statement

MANAGEMENT:

President and CEO
Blane Fitzgerald
Stoddart, LEED Green
Associate

- 28 years in real estate development and construction
- Former VP Innova Services
- Former Executive Director/CEO The Partnership CDC

Julia Blackett, LEED Green Assoc., Senior Vice President

Arthur SanFilippo, AIA, NCARB, LEED AP., Vice President

Address:

101 Millcreek Road, Suite 203
Ardmore, PA 19003

Navy Yard, 4605 S. Broad Street,
Philadelphia, PA 19112

531 Central Avenue
Newark, NJ 07107

Contact:

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NAICS Code:

541350, 541310, 541330

541618, 541614, 541690

236110, 236115, 236116,

236220, 236310

Bonding Capacity: N/A

Dunn & Brad Number:

962193673

CCR:

962193673

Certified DBE, MBE in NY,
NJ, PA, DE, MD, DC, FL.

BUSINESS SUMMARY:

BFW provides construction project management, construction administration, owner's representation, scheduling and project controls, 3rd-party quality control (QA/QC), 40-hour safety, LEED administration, zoning, permitting and land development consulting services to businesses, government, schools, churches and institutions, private and non-profit developers, large general contractors, and project managers. We manage our Clients' interests by anticipating and reducing adverse financial exposure through value engineering and cost estimating, managing the workflow and schedules, managing construction risks, and successfully closing out projects on-time and on-budget. Over 1/3 of our staff are trained Architects, Accredited LEED, or Professional Engineers.

PRODUCTS AND SERVICES:

Construction Administration; Construction Project Management; Quality Assurance/Quality Control/ (QA/QC); Cost Estimating, Budgeting, and Voucher Management; 3rd-party Inspections; Compliance Monitoring; Staff Augmentation; FF&E Move Management; Safety Consulting; Zoning, Permitting and Land Development Consulting; Fundraising and Real Estate Development Consulting.

HISTORY & LEADERSHIP:

The Principal and Staff have over 150 years of experience in real estate construction and development. **Blane Fitzgerald Stoddart, President and CEO**, has 28-years' experience in real estate and construction. **Julia Blackett serves as Senior Vice President and Lead Consultant** for the organization. Ms. Blackett has closed over \$200 million dollars in housing and economic development projects utilizing Low Income Housing Tax Credits, State Capital Assistance, Housing Trust Funds and a myriad of HUD and Bank Financing. **Arthur San Filippo AIA, NCARB, LEED AP, serves as Vice President and Project Management Director.** Mr. SanFilippo has extensive experience in managing institutional, healthcare, education, commercial and mixed-use construction.

- **Number of Years in Business:** 10

- **Number of Employees:** 21

CUSTOMERS AND PROJECTS:

- **Comcast Technology Center, Philadelphia, PA** – Served as Program Managers and Consultants to LF Driscoll and Macro Consultants on 60-story, \$1.5 billion office tower. Duties included quality control, budget tracking, safety, review of submittals, RFIs, schedules, compliance, FF&E move management and logistics.
- **Silvercare Medical Campus, Chester, PA** – Serve as consultant for \$50,000,000.00 fundraising and buildout of 13-acre medical campus in hard-to-serve area of Delaware County. 300,000 square foot facility houses urgent care center, nursing home, step down facility, inpatient drug rehab center, independent senior living, gym, cafeteria and ancillary services.
- **PennFirst New Patient Pavilion, Philadelphia, PA** – Serve as the Assistant Project Manager to the LF Driscoll/Balfour Beatty JV for Penn Medicine's 1.5 million square foot, \$1.5 billion-dollar new hospital. Duties include managing all steel erection, bridges and the overbuild, cost tracking, cost estimating and project controls.
- **Parade Street East Passive House, Erie PA** – Raised over \$12 million in low-income housing tax credit financing to build 40 affordable townhomes in Erie, Pennsylvania. BFW successfully led the application process with the design team to create an energy-neutral, sustainable community.

www.BFWgroup.net

OUR VISION is to create long-term, mutually beneficial relationships with our clients and construction management partners by building sustainable physical spaces that lower cost, increase productivity, or create a sense of home.

OUR CORE VALUES are **Honesty, Integrity, Teamwork and Equity.**