



## **HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT**

### **REQUEST FOR QUALIFICATIONS**

**FOR**

**DISTRICT ENGINEER**

**Submittal Date Extended to August 12, 2016**

The Humboldt Bay Harbor, Recreation and Conservation District (District) is soliciting Proposals from qualified individuals/firms to provide services as the District Engineer.

The Request for Qualifications document is available at the District office, 601 Startare Drive, Woodley Island, Eureka, CA (707-443-0801) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and on the District website at [www.humboldtbay.org](http://www.humboldtbay.org).

The date Proposals must be received by the Humboldt Bay Harbor, Recreation and Conservation District by 4:00 p.m. has been extended to August 12, 2016 to be eligible for consideration.

The District reserves the right to reject any and all responses to this request. The District will not be liable for any cost incurred incidental to the preparation, submittal or evaluation of any response to this request, or in the negotiation, execution and delivery of an agreement that may be awarded as a result of this Request for Qualifications.

**Patrick Higgins  
President, Board of Commissioners  
Humboldt Bay Harbor, Recreation and Conservation District  
P O BOX 1030  
Eureka, CA 95502-1030**

## REQUEST FOR QUALIFICATIONS

**Proposed Contract Services:** The Humboldt Bay Harbor Recreation and Conservation District (District) is requesting proposals for District Engineer services. If a contract is awarded the appointed District Engineer will plan, organize, direct, manage and review the permitting activities of the District, as directed by the Executive Director (ED); and perform other related duties as required, on an independent contractor basis.

**Distinguishing Characteristics:** The appointee for this proposed contract District Engineer position, under the general direction of the ED will have responsibility and authority for District permitting programs, practices and activities, and will coordinate permitting activities with other District activities and staff. The contract District Engineer will provide program and policy level recommendations to the Board and be responsible for implementing and administering Board-adopted permitting policies and procedures. This position will be appointed by and report directly to the ED.

The District Engineer will be expected to actively engage in, manage and oversee the ongoing process of conducting permitting reviews and updating District plans and processes as needed to comply with applicable Government Code sections and District policy. This includes implementing applicable portions of the Humboldt Bay Management Plan, District Strategic Plan, and permit planning for the full utilization of District assets.

**Typical Duties:** The following duties are typical of those to be performed by the independent contractor to be appointed as the District Engineer; however, other related duties may also be assigned by the Executive Director:

- ✓ Researches, analyzes and evaluates data and information such as marine resources, land use, transportation and availability of public services in consideration of District permitting objectives;
- ✓ Meets with interested parties and agencies to advise on technical, policy, and political concerns;
- ✓ Prepares and presents reports, including alternatives and recommendations, regarding District permitting practices;
- ✓ Develops and implements District goals, objectives, policies and procedures;
- ✓ Plans, organizes and directs District activities including development and preparation of the permitting portion of the Board meeting agenda;
- ✓ Confers and advises the Board, ED, District Legal Counsel and District Planner as needed, on a variety of issues pertaining to District permitting powers, duties, functions, practices and obligations;
- ✓ Attends all District meetings when permitting items are on the agenda or when requested by the ED;
- ✓ Directs, oversees and participates in the development of the District permitting work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures;
- ✓ Prepares, implements and administers the permitting component of the District budget; forecasts additional funds needed for services, equipment, materials and supplies;
- ✓ Builds and maintains positive working relationships with District staff, Board members, local governmental agencies staff and members of the public;
- ✓ Represents the District before various public and private policy making boards and agencies; participates in outside community and professional groups and committees;

- ✓ Provides technical assistance as necessary, especially with regard to proposals for use of District resources; and
- ✓ Develops plans and public review processes for the full utilization of District assets and lands.

**Professional Standards:** This position requires any combination of education, training and experience which provides the required knowledge, skills and abilities needed to perform in a thorough and professional way. Typical professional standards for this position include:

**Education:** Equivalent to graduation from an accredited college or university with a bachelor's degree in engineering, environmental science or a related field; and

**Experience:** At least five (5) years of increasingly responsible experience with or for a public agency performing advanced environmental permitting, including CEQA/NEPA, California Coastal Act, Clean Water Act, Harbors and Navigation Code and California Endangered Species Act or other closely related duties, three (3) years of which must have been at the supervisory level.

**Substitution:** A master's degree in engineering, environmental science or a related field may substitute for up to one year of non-supervisory work experience.

**Specialized Experience:** Preference will be given to responds that have experience in permitting sediment dredge operations, shellfish culture and a professional state of California civil engineering license.

**License:** This position requires incumbents to possess and maintain a valid State of California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

**Knowledge & Ability:**

**Knowledge:** The appointed District Engineer must be knowledgeable of principles and practices for special districts including the organizational structure and service delivery systems; the purposes and responsibilities of the District, including operating procedures and rules and regulations as determined by statute; Federal and State statutes and local ordinances and rules and regulations pertinent to the California Environmental Quality Act, the California Public Records Act and the Ralph M. Brown Act, among others.

**Abilities:** The appointed District Engineer must be able to organize, direct and actively engage in administrative and analytical support activities for the ED and Board; analyze environmental permit requirements and technical reports; interpret and evaluate staff reports; understand, interpret, apply and communicate laws, codes, rules, regulations, policies and procedures; observe performance, supervise, train and evaluate staff; problem solve; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; gain cooperation through discussion and persuasion; conduct field reviews of proposal sites throughout the District; work autonomously; prepare and administer a budget; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

**Environmental & Functional Factors:** The appointed District Engineer will perform work inside of buildings; work alone or closely with others; deal with challenging situations in a calm, professional manner; prepare, organize, and manage data and paperwork; perform work while standing or sitting; move/transport oneself from one worksite to another; communicates verbally with other staff, the public and District clients; sees things up close and hears well.

**Physical Requirements:** The appointed District Engineer will be required to undertake light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Ability to place or retrieve items at below waist level may be required. Considerable moving about may be involved.

**Submittal Deadline & Selection Process:** Proposals for this contract position will be accepted until August 12, 2016 at 4 p.m., at the District office (postmarks not accepted) at 601 Startare Drive Eureka, CA 95501. Complete submittals are expected to include a resume for each interested candidate outlining prior related experience, including public agency jurisdictions in which related experience was obtained.

**Additional Information:** More information can be obtained by contacting Jack Crider Executive Director at (707) 443-0801 or [jcrider@humboldtby.org](mailto:jcrider@humboldtby.org).

*Disclaimer: This request for qualifications is submitted for the District's use and has adapted from another request for qualifications seeking professional services. It is part of the public record and not proprietary information.*