

## **EMPLOYMENT OPPORTUNITY AVAILABLE**

### **REQUEST FOR QUALIFICATIONS**

#### **EOH WATERSHED CORPORATION PROGRAM DIRECTOR**

The EOH Coalition was formed by municipalities in the New York City Watershed East of the Hudson River by the signing of an IMA in spring 2011 as a means of coalescing Westchester, Putnam and Dutchess municipalities with regard to MS4 heightened requirements and in particular phosphorus reduction through stormwater retrofits. Westchester municipalities had formed the Croton Kensico Watershed Intermunicipal Coalition (CKWIC) in 2009 with the signing of an IMA between the Towns of Bedford, Cortlandt, Harrison, Lewisboro, Mount Pleasant, New Castle, North Castle, North Salem, Pound Ridge, Somers and Yorktown and the Village of Mount Kisco to address collectively compliance with the provisions of the NYSDEC MS4 General Permit for Stormwater Discharges (GP-0-08-002) that deal with (1) enhanced phosphorus reduction, (2) regional stormwater mapping standards, and (3) the inspection and pumping of privately owned sub-surface sanitary sewer discharge systems. Similarly Putnam municipalities formed the Putnam County MS4 Coordinating Committee (PCMS4CC) in 2006 with the signing of an IMA between the Towns of Carmel, Kent, Patterson, Southeast and Putnam Valley and Putnam County to address the mandates of the NYS DEC General Permit for Stormwater Discharges. Both CKWIC and PCMS4CC have independently submitted to, and received approval from the NYS Department of Environmental Conservation their Stormwater Retrofit Programs which propose installation of stormwater retrofit practices in their respective Counties. Similarly Dutchess County has also submitted the Dutchess County Retrofit Plan to the NYSDEC.

Westchester and Putnam municipalities have recently jointly negotiated funding from the NYCDEP in the amount of \$15.5 million and Westchester and Putnam County WQIP funds in the amount of \$18.2 million, together with an already committed \$4.5 million from NYCDEP, for a total of \$38.2 million, to pay for the cost of stormwater retrofit projects. Most of that funding will be placed with a newly formed EOH Watershed Corporation, a corporation formed under Section 1411 of the Not-for-Profit Corporation Law for the purpose of implementing the stormwater retrofits on behalf of the communities who have joined the corporation.

The purpose of this request is to solicit interest from qualified individuals for the position of **Program Director** to provide administrative and management services, to initiate and implement the purposes of the EOH Watershed Corporation including start up of the corporation, to implement the Stormwater Retrofit Program of the MS4 Permit on behalf of participant communities and to report progress to the Board of Directors of the EOH Watershed Corporation and appropriate government agencies as required. The Program Administrator will report monthly at a regularly scheduled meeting to the EOH Watershed Corporation Board of Directors.

#### **COMPLIANCE STATUS:**

The current program status is as follows:

**Enhanced Phosphorus Reduction:** Part IX of Permit GP-0-08-002 requires municipal jurisdictions located in the New York City East of Hudson Watershed to implement a Stormwater Retrofit Program geared towards phosphorus reduction. The New York State Department of Environmental Conservation (NYSDEC) has modeled phosphorus loading for the Croton Reservoir Watershed and allocated a phosphorus reduction goal for each municipal jurisdiction for a five-year period beginning in calendar year 2010. The NYSDEC has recognized for a number of reasons, it would be advantageous for the affected municipalities to attain their phosphorus reduction goal in the aggregate by forming a Regional Stormwater Entity (RSE) and permitted Westchester, Putnam and Dutchess municipalities acting as regional stormwater entities to submit Regional Stormwater Retrofit Plans on behalf of the participating municipalities for each county. Such Plans were prepared and submitted to the NYSDEC in December 2009. The Westchester plan was submitted by CKWIK and prepared by the engineering firms of O'Brien and Gere, Insite Engineering, Biohabitats and Hahn Engineering. The Putnam Plan was submitted by the Putnam Technical Advisory Committee. The Dutchess County Retrofit Plan was prepared by Morris Associates. NYSDEC grants funded the preparation of the Westchester and Putnam plans. The Westchester plan identified 81 retrofit projects that in the aggregate reduced phosphorus loading in the Croton Watershed by slightly over 250 Kg annually Twenty-Seven (27) projects have already been completed by the local jurisdictions prior to the December 2009 report submission and have been credited by the NYSDEC towards the phosphorus reduction goal. The Putnam Plan identified 164 retrofit projects with an estimated phosphorus reduction of 228.5 kilograms 57 of those projects will have been completed. The Dutchess Plan includes 20 practices for 17.22 kg of phosphorus removal. It is anticipated that additional projects may need to be added to the plan in order to meet the reduction goals and that the prioritization of the projects may need to be adjusted. It is expected that the Program Director will administer all phases of the Retrofit Plans to be implemented by the EOH Watershed Corporation pursuant to the statement of duties as outlined below.

#### **STATEMENT OF DUTIES:**

The Program Director is expected to ensure general permit compliance in regards to the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer System's (GP-0-10-002, Part IX.A.5.b) enhanced phosphorus reduction program. Responsibilities of the Program Director include but are not limited to the following:

- Management of staff for the EOH Watershed Corporation as necessary to achieve completion of retrofit projects to obtain compliance with the MS4 permit requirements for phosphorus reduction
  
- Coordinate all activities with, and take direction from the EOHWC Board of Directors.
  
- Develop a strategy for plan implementation in accordance with the MS4 permit requirements that optimizes the grouping of similar or adjacent projects for engineering and construction purposes to minimize cost;

- Completion of Retrofit Projects as outlined in the O'Brien and Gere report dated December 2009, the PCMS4CC Stormwater Management Program dated December 2009 and the Dutchess retrofit Plan and such other stormwater retrofit practices as may be needed to achieve no less than 466 Kg of phosphorus removal within the five year permit period Examination and re-organization of projects as identified in Retrofit Plans to balance the projects in relation to cost, ease of implementation, funding requirements and addition of projects as necessary to meet the compliance goals;
- Develop policies for review and approval by the EOHWC for completion of O&M for all retrofit projects and secure contractual services as needed to ensure the proper maintenance and functioning of all projects;
- Preparation of RFP's for securing professional engineering services for the preparation of Retrofit Project plans and specifications;
- Contract administration for all engineering, construction and contractual services including but not limited to assembly of contract documents, public bidding notification requirements, bid submission reviews and recommending bid awards;
- Manage and coordinate construction oversight, payment requisitions, and facilitate the financial transactions between the municipalities, the County and NYCDEP to insure proper and timely payment to all vendors and contractors;
- Identification and coordination of fee title or easement acquisition, where required, to carry out Retrofit Projects;
- Coordination of legal, administrative and financial aspects of all projects;
- Financial administration of all program funds including fund management, disbursements, financial reporting requirements to NYSDEC and the NYCDEP and annual audit requirements as required by State Law and the terms of the funding agreement with NYCDEP;
- Program reporting to the EOH Watershed Corp. Board of Directors at their normally scheduled monthly meeting, to the NYSDEC as required under the MS4 permit and to the NYCDEP as required by the Water Supply Permit funding agreement;
- Presentation to local government boards and councils on projects within their local jurisdictions and coordinate project work with local officials as required;
- Securing all local, City, State and Federal permits required to facilitate retrofit project implementation;

-Preparation of annual report to the NYSDEC for the retrofit program in compliance with permit requirements including documentation of all O&M performed on retrofit projects;

-All other tasks and work assignments that are not specifically listed above that are required by the Board of Directors to fulfill the obligation of meeting the aggregate phosphorus reduction goal.

## PREFERRED QUALIFICATIONS

Qualified Candidates should possess the following minimum qualifications for the position of Program Director of the EOHWC:

a college degree from an accredited college or university in engineering, environmental sciences, management, public administration or a related field and have at least 5 years experience in a similar work environment, or equivalent education, training and experience which provides the requisite knowledge, skills and abilities for the position.

the necessary management skills including problem solving and good negotiation skills, the ability to establish and maintain effective working relationships with supervisors, co-workers, and the public, the ability to exercise independent judgment within the limits of the position, the ability to plan, organize, administer, coordinate, review and evaluate comprehensive and complex storm water programs, functions and services, the ability to effectively communicate to varying levels of management and the public sector with demonstrated excellent writing skills and the ability to prepare reports and presentations. Proficient in Microsoft suite of products.

the ability to understand and interpret laws, ordinances and regulations as they apply to storm water management, the ability to evaluate projects and maintenance activities for compliance with applicable regulations and guidelines, knowledge of storm water management design and construction materials and methods and the ability to coordinate activities with state, federal and regional agencies

demonstrated knowledge of municipal finance including accounting principals, preparation and management of budgets and the ability to evaluate statistical and technical data necessary to planning budget projections, estimates for new construction, repairs and maintenance, etc.

a thorough knowledge of the East of Hudson watershed and the municipalities within the EOH watershed. including knowledge and experience in watershed planning, the MS4 Program, the TMDL Program, and other applicable environmental programs, codes and regulations as they apply to storm water management in the NYC watershed.

**SUBMISSION DEADLINE:**

All responses to this Request for Qualifications must be submitted in writing in a sealed envelope clearly marked "Response to EOH Watershed Corporation – Qualifications Proposal" and addressed to the Town Supervisor's Office, Town of Somers, Town House, 355 Route 202, Somers NY, 10589 no later than the close of business December 1, 2011.

TEN COPIES OF THE RESPONSE SHOULD BE INCLUDED