

**South San Francisco Bay Salt Pond Restoration Project**  
**Executive Project Manager**  
**Request for Qualifications**

**Introduction**

The California State Coastal Conservancy, California Department of Fish and Wildlife, and U.S. Fish and Wildlife Service are the lead management agencies for the long-term restoration planning and implementation of the South Bay Salt Pond Restoration Project (Project). The Project is the largest wetland restoration effort on the U.S. West Coast, encompassing 15,100 acres of former commercial salt ponds and associated habitats acquired in South San Francisco Bay from Cargill in March of 2003. Its mission is to restore and enhance wetlands in South San Francisco Bay as habitat for federally endangered species and migratory birds while providing for flood management and wildlife-oriented public access and recreation.

To date, the Project has completed a series of habitat restoration, flood management, and public access projects during Phase 1. For Phase 2, the EIR/S for projects on the Don Edwards San Francisco Bay National Wildlife Refuge owned by the U.S. Fish and Wildlife Service was completed in 2016, and all permits are in hand for construction to begin as early as fall 2018. The Phase 2 EIR/S for the ponds on the Eden Landing Ecological Reserve owned by the California Department of Fish and Wildlife is nearly complete and next steps include securing federal, state and regional permits. A multi-agency organizational structure developed in conjunction with Cal State University Sacramento's Center for Collaborative Policy (now Consensus and Collaboration Program) is used for project management, technical review, public input, and decision-making. Background information can be found at [www.southbayrestoration.org](http://www.southbayrestoration.org).

We are seeking a full-time Executive Project Manager who will assist us in this endeavor and act as the primary point person responsible for sustaining the overall Project mission, goals, and timelines through fostering strong relationships among the lead management agencies and other project collaborators, and overseeing the strategic, programmatic, financial and operational management of the Project.

**Executive Project Manager Role**

The Executive Project Manager (EPM) will serve as the primary point of contact for the project. The EPM will report to and take direction from a Project Management Team that includes the lead management agencies and other team members. Tasks include:

General

- Development of restoration, public access, and flood management alternatives, analysis of the costs, benefits, and impacts of alternatives, planning for future phases of restoration, flood protection, and public access projects, guiding implementation of the Project's Adaptive Management and Monitoring Plan, ensuring compliance with CEQA/NEPA, permitting, and plans and specifications for project actions, and oversight of project implementation;
- Coordination among the Project Management Team members, which include the California State Coastal Conservancy, U.S. Fish and Wildlife Service, California Department of Fish and Wildlife, and the Santa Clara Valley Water District, as well coordination with the Consensus and Collaboration Program staff, other flood management agencies, U.S. Army

Corps of Engineers, the Project's Lead Scientist, and nonprofit organizations such as Ducks Unlimited, Inc. and the California Wildlife Foundation;

- Oversight and tracking of Project expenditures, costs, schedule, and accomplishments and development of cost estimates for needed Project work;
- Assistance to landowning agencies as requested with oversight of construction contracts and coordination with neighboring landowners, adjacent projects, and infrastructure; and
- Development of agendas, handouts, and meeting minutes for all meetings.

#### Regulatory Agency Coordination

- Coordination and communication with regulatory agencies;
- Tracking of milestones and reporting requirements in NEPA/CEQA and permitting documents; and
- Oversight of NEPA/CEQA documents and permitting.

#### Local Government Relations

- Coordination with local governments (City and County elected officials and staff);
- Updates for local elected officials, staff, and local offices of state and federal officials; and
- Coordination with regional governmental agencies, such as the San Francisco Bay Restoration Authority.

#### Public Outreach and Stakeholder Involvement

- Project representation and outreach to the media and tracking of project media in coordination with public relations staff of participating agencies;
- Coordination with the Consensus and Collaboration Program staff to ensure the project is meeting its public outreach and collaboration goals;
- Management, staff support, and coordination with Stakeholder Forum and work groups;
- Oversight of production of content for project web site, production and distribution of newsletters and other announcements, and management of other external outreach efforts;

#### Legislative Affairs and Funding Liaison

- Contact and meetings with state and federal legislative leaders to update them on Project status;
- Coordination of the effort to generate funding for the Project including grant applications and letters of support for Project partners;
- Communication of funding needs to state and federal legislators and private funders.

#### Consultant and Contract Management

- Development of Requests for Qualifications and Requests for Proposals;
- Selection, development of scopes of work, and development and management of contracts with environmental, engineering, planning, project management, outreach, technical, and other consultants;
- Oversight of consultants' work products, budgets, schedules, and deliverables;
- Development, management, and oversight of grant agreements and interagency agreements and related scopes of work with public agencies, universities, and/or nongovernmental organizations.

### Science and Adaptive Management

- Oversight of science program, ensuring the science program is serving the overall needs of the Project and informing the Adaptive Management Plan, and secondarily, contributing towards the larger San Francisco Bay restoration community;
- Support Lead Scientist in coordination and communication between lead technical staff from project management agencies, consultant team, and science team; including an annual Principal Investigator/Project Management Team joint meeting, biannual Science Symposium, etc.
- Review of all technical recommendations from the Lead Scientist, science team members, Technical Advisory Committees, etc.

### **Candidate Profile**

Desired knowledge, skills, and abilities for this role include the following:

- Ability to work collaboratively with multiple and diverse stakeholders in the San Francisco Bay, including local governments, regulatory agencies, elected officials, environmentalists, community advocates, recreational advocates, and others.
- Ability to communicate effectively with stakeholders, funders, project management partners, regulatory agencies, consultants, and media.
- Skills in verbally presenting technical and project management information to multiple audiences.
- Knowledge of principles and methodologies associated with planning and implementation of complex, multi-objective natural resource projects in the San Francisco Bay Area.
- Knowledge of wetland restoration, flood management, and public access planning practices in the San Francisco Bay and nation.
- Knowledge of ongoing efforts in San Francisco Bay related to the South Bay Salt Pond Restoration Project, including neighboring projects, regional planning efforts, and technical studies.
- Knowledge of federal, state, and local funding mechanisms for ecosystem restoration, flood management, and public access projects.
- Knowledge of federal, state, and local regulatory processes.
- Ability to develop and effectively manage budgets, schedules, and project management plans.
- Ability to supervise the work of technical, project management, and outreach consultants, ensure appropriate focus of efforts, and avoid duplication of efforts.
- Ability to analyze technical reports and data and develop recommendations based on outcomes.
- Skills in writing concise summaries of technical and project management information directed at a variety of audiences.
- Skills in effective negotiation, collaborative planning processes, building consensus, and conflict resolution.
- Organizational skills and ability to meet deadlines.
- Ability to inspire others to contribute energy and talents to Project.
- Ability to work a flexible schedule and travel throughout the San Francisco Bay Area to attend meetings and field tours, including occasional evenings and weekends.

### **Compensation and Hiring**

Compensation and hiring arrangements will be negotiated with the top-ranked candidate. It is anticipated that the EPM will contract with the California State Coastal Conservancy. The EPM will work in close coordination with California State Coastal Conservancy staff on a day-to-day basis but overall direction and priorities will be guided by the Project Management Team.

The initial contract period will be for one to three years. If funding is available after the initial contract period and performance has been satisfactory, it is expected that the initial contract will be extended by amendment(s) and that the amendment(s) may incorporate a reasonable increase in rates.

### **Submitting Statements of Qualifications**

Please submit a letter (no more than four pages) describing your interest in the EPM position and how you meet the knowledge, skills, and abilities described in this RFQ. Also attach a resume (no more than two pages), with a description of your relevant experience and education, specialized qualifications, and a list of three references, including contact name and telephone number or email. Please also list any potential conflicts of interest that you may have in carrying out the tasks described here.

Please submit your statement of qualifications by the close of business on November 30, 2018 by mail or hand delivery to:

Brenda Buxton  
Deputy Bay Program Manager  
State Coastal Conservancy  
1515 Clay St. 10<sup>th</sup> Floor  
Oakland CA 94612  
510-286-0753  
[Brenda.buxton@scc.ca.gov](mailto:Brenda.buxton@scc.ca.gov)

Questions may be addressed to Ms. Buxton at email or phone listed above.

### **Selection Procedure**

Staff from the California State Coastal Conservancy, California Department of Fish and Wildlife, U.S. Fish and Wildlife Service, and other members of the Project Management Team will review submittals and interview candidates as needed. This RFQ may be reissued as needed.