

**REQUEST FOR QUALIFICATIONS FOR
A WATERSHED COORDINATOR
FOR THE PLUM CREEK PARTNERSHIP**

**For Facilitation of the Plum Creek Partnership
and Implementation of the
Plum Creek Watershed Protection Plan**

**Plum Creek Partnership
and the
Guadalupe-Blanco River Authority**

December 2011

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Appendix A – Primary Responsibilities and Job Tasks

I. INTRODUCTION

The Plum Creek Watershed Partnership (PCWP) and the Guadalupe-Blanco River Authority (GBRA) are seeking qualification statements from applicants for the Plum Creek Watershed Coordinator position. The selected applicant will perform services as specified in Appendix A - Primary Responsibilities and Job Tasks. The PCWP was established to restore and protect the water quality of Plum Creek, a tributary of the San Marcos River in the Guadalupe River Basin of Texas. Over five million dollars has been dedicated to the development and implementation of the Plum Creek Watershed Protection Plan (PC WPP). The PC WPP is a road map to restore water quality in Plum Creek and includes data collection and water quality monitoring, implementation of best management practices to address pollution from agriculture and urban sources, and outreach and education. Currently and through August 2012, the Texas AgriLife Extension Service (AgriLife), serves as the Watershed Coordinator, through a grant from the Texas State Soil and Water Conservation Board (TSSWCB) and the US Environmental Protection Agency (EPA). AgriLife's role includes securing funding through writing grants; tracking the progress of implementation of the PC WPP; and reporting water quality trends resulting from implementation of the PC WPP. As the funding for the current watershed coordinator will end in 2012, it is the desire of the PCWP to continue that facilitation by hiring a local watershed coordinator.

Applicants should have knowledge and experience in water quality, watershed protection planning, and/or watershed assessment. The selected applicant must be able to work from the office provided by the PCWP in Lockhart, Texas, which is a central location within the Plum Creek Watershed in order to manage cost, facilitate communications and allow for expeditious implementation of the project. Applicants should have an outgoing, engaging and motivating personality; have strong public speaking, presentation and writing skills; be highly organized and have a professional demeanor. Applicants should be willing to travel, work after hours and on some weekends.

a. Plum Creek Watershed Partnership Responsibilities

PCWP has established a three year pilot program for the funding of a PCWP Watershed Coordinator for implementation of the PC WPP. The funding for the position is being provided by a Clean Water Act Section 319(h) grant, provided by the EPA, through the TSSWCB, with matching funds provided by the Financing Partners as described in the Interlocal Agreement (available at http://pcwp.tamu.edu/media/7473/pcwp_interlocal_agreement_july_2011.pdf).

b. GBRA Responsibilities

GBRA will serve as Managing Partner, as appointed by the PCWP. GBRA has secured the funding for three years by the Clean Water Act Section 319(h) grant. GBRA, on behalf of and in cooperation with the PCWP Steering Committee, will provide overall guidance as well as track expectations and monitor results of the PCWP Watershed Coordinator. Additionally, GBRA will collect payments made by the Financing Partners and spend the funds in accordance with the approved budget as described in the Work Plan for the Nonpoint Source Program Grant,

“Coordinating Implementation of the Plum Creek Watershed Protection Plan”
(<https://www.tsswcb.texas.gov/en/managementprogram/pcwppcoord>).

c. Watershed Coordinator Responsibilities

The Watershed Coordinator will be responsible for all of the duties listed in the job description as described in Appendix A. This pilot program is funded through October 31, 2014. Funding for the position will not exceed \$193,710 with such funding to be spread evenly over the entire pilot program period, ending on October 31, 2014. The Watershed Coordinator will not be an employee of GBRA, hence not covered under GBRA’s health or Workman’s Compensation policies. The Watershed Coordinator will provide a bimonthly accounting of activities and will be paid bimonthly. The Watershed Coordinator will have to have had completed or will successfully complete the Texas Watershed Planning Short Course (<http://watershedplanning.tamu.edu/training/short-course/>).

This position exists due to Federal Grant funds available to the Texas State Soil and Water Conservation Board under the provisions of Section 319(h) of the federal Clean Water Act. Funding is received on an annual basis at the beginning of each federal fiscal year, which begins on October 1. Applicants should realize that, if selected, their employment may terminate with the cancellation of federal grant funds.

d. Lobbying Prohibited

During the selection process, potential applicants are prohibited from directly or indirectly communicating with TSSWCB, Texas AgriLife Extension Service, the Plum Creek Partnership Steering Committee, Financing Partners, EPA or GBRA staff or directors, regarding applicant’s qualifications unless in response to an inquiry from GBRA.

II. PROJECT DESCRIPTION

a. Plum Creek Watershed

Plum Creek rises in Hays County north of Kyle and runs south through Caldwell County, passing Lockhart and Luling, and eventually joins the San Marcos River at their confluence north of Gonzales County. Plum Creek is 52 miles in length and has a drainage area of 389 mi². According to the 2010 Texas Water Quality Inventory and 303(d) List, Plum Creek is listed as impaired by elevated bacteria concentrations and exhibits nutrient enrichment concerns for ammonia, nitrate+nitrite nitrogen and total phosphorus.

b. Plum Creek Watershed Partnership

Local public involvement is critical for successful development and implementation of a watershed protection plan. An intensive information and education campaign was conducted that included press releases, notifications, presentations and public meetings throughout the watershed. Stakeholders were invited to become members of the Plum Creek Watershed

Partnership. The goal of the PCWP is to address the bacteria impairment and nutrient concerns in Plum Creek through development and implementation of the Plum Creek Watershed Protection Plan designed to restore water quality in the stream. The PCWP works with all stakeholders and citizens in the watershed and with the support of state and federal agency partners to accomplish this goal and restore the health of Plum Creek.

A Steering Committee was formed to represent the key stakeholder interests in the watershed and to become the decision-making body for the PCWP. A total of 23 individuals representing the majority of key interests in the watershed serve on the Steering Committee and operate under the guidelines approved by the Steering Committee.

c. Plum Creek Watershed Protection Plan

The PCWP Steering Committee completed the Plum Creek WPP in February 2008. Information about the PCWP, including the WPP and implementation activities, is available at <http://plumcreek.tamu.edu/>. Sources of pollutants identified in the Plum Creek WPP include urban storm water runoff, pet waste, failing or inadequate on-site sewage facilities (septic systems), wastewater treatment facilities, livestock, wildlife, invasive species (feral hogs), and oil and gas production.

The WPP identified responsible parties, implementation milestones and estimated financial costs for individual management measures and outreach and education activities. The plan also described the load reductions expected from the full implementation of all management measures. Since the plan's acceptance by the PCWP, TSSWCB, and USEPA, key management measures have been implemented or are in the process of being implemented.

III. INSTRUCTIONS AND CONDITIONS

a. Minimum Desired Qualifications

Applicants should have knowledge and experience in water quality, watershed protection planning, and/or watershed assessment. The selected applicant must be able to work from the office provided by the PCWP in Lockhart, Texas, which is a central location within the Plum Creek Watershed in order to manage cost, facilitate communications and allow for expeditious implementation of the project. A Bachelors' Degree in natural resource management, biology, chemistry, environmental or agricultural sciences or a related field is required. Years of experience can be used to substitute for education.

b. Right to Amend

The PCWP and GBRA reserve the right to amend or supplement this RFQ, giving equal information and cooperation to all RFQ applicants.

c. Questions and Inquiries

All questions and inquiries should be addressed to:

Debbie Magin
Director of Water Quality Services
Guadalupe-Blanco River Authority
933 East Court Street
Seguin, Texas 78155
(830) 379-5822

d. Qualifications Due Date

Three (3) copies of the qualifications must be submitted in their entirety to GBRA no later than 2:00 p.m. Tuesday, December 20, 2011 to:

Debbie Magin
Director of Water Quality Services
Guadalupe-Blanco River Authority
933 East Court Street
Seguin, Texas 78155
(830) 379-5822

e. Qualification Contents

Applicants are encouraged to submit concise and clear responses to the RFQ.

f. Basis of Selection

A committee selected by the PCWP, including GBRA will review each response. Qualification Statements will be evaluated on the basis of that review. The committee may include representatives of the Financing Partners and project participants. The candidate selection target date is January 31, 2012.

An unspecified number of applicants may be selected for interviews. The PCWP or GBRA make no commitment to any responder to this RFQ beyond consideration of the written response. PCWP or GBRA will not reimburse applicants for the costs incurred in preparing the response to the RFQ, or any other costs.

The PCWP and GBRA reserves the right to determine which applicant best serves the interests of PCWP and the project participants and to negotiate and award a contract on that basis.

IV. APPLICANT QUALIFICATIONS

The following items are required in each qualification statement. In order to expedite the evaluation of qualifications, applicants must organize their qualifications in the sequence prescribed herein. Instructions regarding scope and content are provided in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of the qualifications.

The qualification statement must be submitted in 12-pitch type with one-inch margins.

a. Applicant Profile (Up to Two Pages)

Cover sheet or letter of introduction. Provide the following information:

1. Applicant name and address, including telephone number, and email address. In addition, an applicant's Social Security number, and Driver's License number (used to obtain driver's license check pursuant to Section 37, Article 6687B, V.T.C.S) will be required from one or more of the finalists being considered to fill the Watershed Coordinator position.

b. Experience and References (Up to three pages)

1. Education and Training: High School through College, Post Graduate or Trade or Business School.
2. Description of special skills, special training or certifications.
3. Employment Record, including military service. Include for each job held (where applicable):
 - a. present or past position
 - b. description of duties
 - c. name of employer with contact information
 - d. dates of employment
 - e. name and title of supervisor and phone number
 - f. branch of service, time in service, rank at discharge and reserve status
4. References – list three professional references. Include business addresses and phone numbers.

c. Qualifications of Applicant (Up to six pages total)

Provide additional information that might help evaluate your qualifications. Include experience with development of publications and website content. Include experience in education and outreach activities.

Discuss past experience or knowledge thereof, in watershed assessments, water quality monitoring and/or modeling, watershed protection management practices and related projects.

Discuss past experience in obtaining or managing grant funding, especially for projects involving water quality or implementation of management practices.

Discuss past experience working with local, state and federal agencies and organizations and the related projects.

Discuss past roles as facilitator or in a leadership position that would qualify you in the role of facilitator of the PCWP.

Provide an example of your professional writing.

APPENDIX A

PRIMARY RESPONSIBILITIES AND JOB TASKS

PRIMARY RESPONSIBILITIES

- Work with Counties, Cities, local boards and businesses within the Plum Creek Watershed to implement management measures identified in the Plum Creek WPP to improve water quality and develop funding mechanisms for putting them in place.
- Work with state and federal agencies and organizations, as appropriate, to bring technical and financial resources to the watershed.
- Pursue external funding to reduce or cover costs for the project (salary and operating).
- Track and document implementation efforts to assess progress toward established goals in the PC WPP.
- Evaluate water quality data to monitor progress and determine the need for new approaches.
- Coordinate and conduct water resources and related environmental outreach education efforts across the Plum Creek Watershed, including organizing training programs and participating in local community clean-up events.
- Develop publications (e.g., newspaper, newsletter, factsheets), and website content to promote and communicate watershed efforts.
- Conduct regular stakeholder meetings, including PCWP Steering Committee and Work Groups, throughout the watershed to gather and incorporate local input and encourage citizen participation.
- Provide Counties, Cities and other partners within the Plum Creek Watershed with regular updates on progress, and seek their input and recommendations on needed activities.
- Execute the project tasks described in the Work Plan for the Texas State Soil and Water Conservation Board Clean Water Act Section 319(h) Nonpoint Source Program Grant 11-07, “*Coordinating Implementation of the Plum Creek Watershed Protection Plan*”.

JOB TASKS

Agriculture

- Coordinate with Soil and Water Conservation District Technician
- Secure funding to support financial incentive programs
- Organize, promote and participate in Texas AgriLife Extension Service education workshops and training events
- Develop and deliver educational programs on agriculture nonpoint source best management practices
- Develop and disseminate factsheets and other education materials (e.g., videos, slide sets) to promote adoption and proper management of best management practices
- Facilitate soil and water testing campaigns; conduct interpretive educational events
- Coordinate development of grant proposals
- Monitor and report progress of conservation practice program implementation
- Identify and implement innovative strategies to facilitate practice adoption and sustained management

Feral Hogs

- Coordinate with Wildlife Extension Feral Hog Education Specialist
- Monitor and facilitate citizen use of the online reporting system to track feral hog sightings and damage
- Facilitate delivery of updates on progress to County officials and other stakeholders
- Deliver education programs at workshops and other events
- Facilitate and assist with development and distribution of educational resources (e.g., factsheets, videos, etc.)
- Coordinate with Texas Wildlife Services to facilitate hog control efforts
- Monitor and report progress of feral hog programs and identify proactive strategies

Urban Stormwater

- Work with city officials to identify programs and projects to mitigate stormwater nonpoint source
- Assist cities with development of grant proposals
- Assist city personnel with existing TCEQ CWA §319(h) nonpoint source projects in Kyle and Lockhart
- Facilitate stormwater management practice demonstrations
- Secure, develop and/or assist with the preparation and distribution of educational resources including factsheets, videos, slide sets, etc.
- Coordinate Sports Athletic Field Education (SAFE) workshops
- Coordinate community cleanup events and participate in environmental fairs in Kyle, Lockhart, and Luling

- Facilitate pet waste management outreach
- Monitor and report progress of urban nonpoint source programs and identify proactive strategies

Wastewater

- Coordinate septic system management workshops for homeowners and installer/maintenance providers
- Assist cities and counties with Texas Water Development Board applications for wastewater infrastructure projects; including State Revolving Fund
- Facilitate fats, oils, and grease (FOG) workshops
- Interact with wastewater treatment facilities (WWTFs) to pursue voluntary permit upgrades
- Promote and assist with research efforts to determine and mitigate contributions from WWTF
- Pursue implementation of an unannounced inspection program for WWTFs
- Assist counties with expansion of inspection/enforcement programs for septic systems
- Develop and deliver educational resources and programs regarding the need for and methods of septic system management

General Partnership Duties

- Coordinate and conduct quarterly PCWP Steering Committee meetings and Work Group meetings as needed
- Actively promote widespread awareness and involvement in project implementation by stakeholders across the watershed
- Conduct regular communication with the PCWP and respond to stakeholder questions and concerns
- Facilitate communication and coordination among team members from all agencies and organizations
- Identify funding opportunities and develop and submit grant proposals to support implementation
- Perform quarterly analysis of targeted and routine water quality monitoring data
- Track management practice implementation across the watershed, both as a result of the project and external efforts
- Manage implementation grants; generate quarterly progress reports for grants and other funding sources
- Prepare the biennial update of the Plum Creek WPP including progress in implementation and needed modifications to goals and milestones
- Produce and distribute publications highlighting watershed implementation activities and specific best management practices
- Produce and distribute a quarterly newsletter
- Manage and update PCWP website content
- Manage and update Facebook site

- Produce and distribute press releases regarding key issues, programs and project efforts in the watershed
- Provide radio interviews regarding watershed developments; pursue a weekly radio program to discuss project efforts and public action
- Provide regular updates to city councils, county commissioner's courts, PCCD, soil and water conservation districts, TSSWCB, TCEQ, and other partner agencies, groups and organizations
- Develop material for inclusion in the TCEQ-TSSWCB Annual Report on Managing NPS Pollution in Texas and the GBRA CRP Basin Highlights Report and Basin Summary Report
- Facilitate adoption of appropriate city and county ordinances
- Perform advisory role in Central Texas Green Printing, regional water and wastewater studies, and other regional planning efforts on behalf of the PCWP
- Interact with ongoing local school water quality monitoring projects
- Participate in annual community events and festivals (Luling Foundation Field Day, Lockhart Rites of Spring, Luling Watermelon Thump, etc.) to promote citizen interaction to implement the WPP
- Facilitate special household hazardous waste and agricultural waste pesticide collection events
- Facilitate ongoing illegal dumping management programs
- Coordinate periodic tours/field days in the watershed for stakeholders and agency partners to demonstrate project efforts
- Pursue opportunities for increased public awareness including roadway signs, billboards, special events, etc.