



*Water has no substitute.....Conserve it*

## REQUEST FOR QUOTE

The Board of Water Supply, County of Kaua'i is actively recruiting for the Manager and Chief Engineer position. The Board has posted advertisements for the position for the past few months, but has been unable to develop a pool of applicants from which to interview and possibly appoint to the position. Thus, the Board would like to hire a firm to develop a pool of qualified applicants. This procurement is being conducted as a small purchase under the Hawai'i Procurement Code, as such, the Board must solicit at least three written quotes. Please find attached the Manager and Chief Engineer position advertisement and the minimum qualifications established by the Charter of the County of Kaua'i.

**The deadline for submission is 11:59 p.m. HST, Friday, March 19, 2021. Please upload your quote at [www.publicpurchase.com](http://www.publicpurchase.com).**

### Background, assumptions, and expectations

- As this position is the head of the Department of Water, time is of the essence;
- Offeror has experience with executive-level recruitment, particularly experience with government recruitment desirable;
- Offeror has experience with and the ability to screen qualified applicants to establish a pool of qualified applicants from which the Board may select to interview; and
- Offeror has a proven record of placement.

### Details regarding bid process

- Minimum qualifications: must be able to recruit and screen applicants, based on minimum qualifications, and to provide at least five qualified applicants.
  - "Qualified applicant" means the individual:
    - meets or exceeds the minimum qualifications (Candidates must possess a minimum of three years in a responsible administrative capacity. Ideally, this would include administration, planning, designing, developing, operating, and managing of utility water supply systems. The ideal candidate will also be a seasoned manager and highly resourceful leader with strong technical knowledge of and experience in utility water supply systems. Demonstrated experience in financial matters, public relations, including public speaking engagements, and personnel matters is highly desirable.)
    - shall be a citizen of the United States; and
    - is committed to moving to the island of Kaua'i upon appointment.
- **Deadline: Offers must be submitted on or before 11:59 p.m. HST on Friday, March 19, 2021. Please upload your quote at [www.publicpurchase.com](http://www.publicpurchase.com).**
- Offer: The offer must be a flat rate.
- Time of Performance: Selected Offeror will have two months from notice to proceed to accomplish the work.
- General Terms: The Board will impose its general terms for goods and services contracts.

### HCE Compliance

Offeror is advised that in order to be awarded a contract under this solicitation, the vendor/contractor/service provider will be required to be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS §103D-310(c):

- Chapter 237, tax clearance;
- Chapter 383, unemployment insurance;
- Chapter 386, workers' compensation;
- Chapter 392, temporary disability insurance;
- Chapter 393, prepaid health care; and
- Section 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

The Board will verify compliance on Hawai'i Compliance Express (HCE) for awards \$2,500 or greater. The HCE is an electronic system that allows vendors/contractors/services providers doing business with the state to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation; Federal Internal Revenue Service; Department of Labor and Industrial Relations; and Department of Commerce and Consumer Affairs.

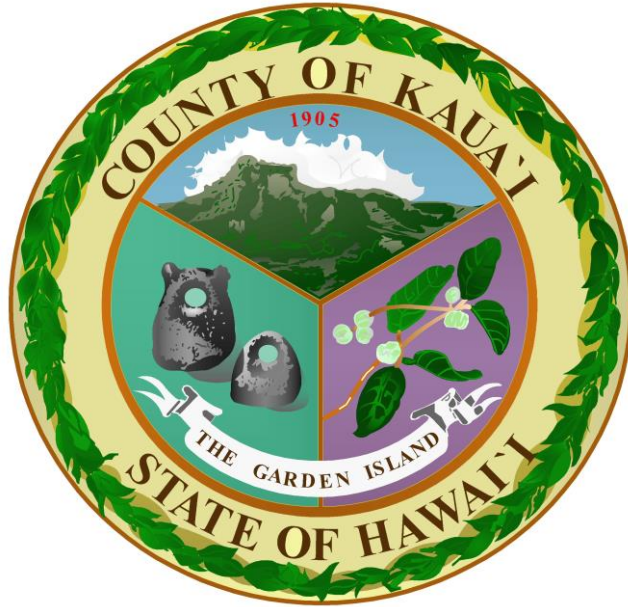
Vendors/contractors/service providers should register with (HCE) prior to submitting an offer at <https://vendors.ehawaii.gov>. The annual registration fee is \$12.00 and the 'Certificate of Vendor Compliance' is accepted for both contracting and final payment."

### Questions

If you have any questions please submit them via [www.publicpurchase.com](http://www.publicpurchase.com) or email directly to [cerorita@kauaiwater.org](mailto:cerorita@kauaiwater.org). All response(s) to questions will be sent to all potential Offerors via email; however, no questions will be accepted or responded to if received after Friday, March 19, 2021.

POSTED: MARCH 8, 2021

Via: [www.kauaiwater.org](http://www.kauaiwater.org) , [www.publicpurchase.com](http://www.publicpurchase.com)



# **THE CHARTER OF THE COUNTY OF KAUA'I**

**(2020 Codified Version)**

**ARTICLE XVII  
DEPARTMENT OF WATER**

**Section 17.01. Organization.** There shall be a department of water supply consisting of a board of water supply, manager and chief engineer, and the necessary staff.

**Section 17.02. Board of Water Supply Organization.** The board of water supply shall consist of seven members, four of whom shall be appointed by the mayor with the approval of the council. The state district engineer of the department of transportation, the county engineer, and the planning director shall be ex-officio voting members of the board. The ex-officio members shall not serve as chair or vice-chair of the board. The board shall hold at least one regular meeting each month. It shall adopt rules and regulations necessary for the conduct of its business. (Amended 1980, 1996)

**Section 17.03. Powers and Duties of the Board.** The board shall manage, control, and operate the waterworks of the county and all property thereof for the purpose of supplying water to the public and shall collect, receive, expend, and account for all sums of money derived from the operation thereof and all other moneys and property provided for the use or benefit of such waterworks.

A. The board shall maintain accounts to show its complete financial status and the activities of management and operation including current projects. It shall submit a written report quarterly to the mayor and council on its financial status and operations. (Amended 1980)

B. Review the state and county general plans with the board's general plan for water sources and system. The board shall transmit such review and plans through the mayor to the council. The board's general plan for water sources and system shall implement the county general plan. (Amended 1980)

C. The board may provide for a reserve fund, issue revenue bonds, provide for payment of bonds, expend bond funds and other funds, establish rates and charges, acquire property, sue and be sued, and engage in and undertake all other activities as provided for in Chapter 145-A, Revised Laws of Hawai'i 1955, and as may be hereafter provided for by law.

D. The board may make and, from time to time, alter, amend, and repeal rules and regulations relating to the management, control, operation, preservation, and protection of the waterworks. Such rules and regulations shall have the force and effect of law. Penalties for the violation of any rule or regulation shall be set forth in the rules and regulations.

**Section 17.04. Staff.** The manager and chief engineer shall be appointed and may be removed by the board of water. Said person shall be the head of the department. The manager and chief engineer may but is not required to be an engineer duly registered under Hawai'i state laws pertaining to registration of engineers, and shall have had a minimum of five years of training and experience in an engineering related position, at least three years of which shall have been in a responsible administrative capacity. Said person shall have the powers and duties prescribed by the board. (Amended 1980, 2020)

## **ARTICLE XVIII EMERGENCY MANAGEMENT AGENCY**

**Section 18.01. Emergency Management Agency.** There shall be an emergency management agency whose powers, duties, functions, and organization shall be as provided by law. (Amended 2016)

**Section 18.02. Mayor to Declare State of Emergency.** The power to declare a state of disaster or emergency is conferred on the mayor. The mayor may declare an emergency when the peace, life, property, health, or safety of the community are endangered. (Amended 1984, 2016)

**Section 18.03. Emergency Management Contingency Fund.** The council shall provide in the annual budget an emergency management contingency fund of not less than \$50,000 to be expended by the mayor for public purposes during any state of emergency or disaster. A report containing a complete accounting of all such expenditures shall be made as soon as practicable to the council. (Amended 1984, 2016)

**Section 18.04. Organization.** The county, under the mayor's direction, shall provide a county-level administrator or director of the county emergency management agency, and technical, administrative, and other personnel; office space; furniture; equipment; supplies; and funds necessary to carry out the purposes of this chapter. The administrator or director of the county emergency management agency shall be subject to chapter 76 of the Hawai'i Revised Statutes. (Amended 2016)

## **ARTICLE XIX FINANCIAL PROCEDURES**

**Section 19.01. Fiscal Year.** The fiscal year shall begin on July 1 and end on June 30 of the succeeding year. (Amended 1992)

**Section 19.02. The Proposed Annual Budget Ordinance.**

A. The proposed annual budget ordinance, consisting of the operating and capital budgets for the ensuing fiscal year, shall be prepared by the director of finance and submitted by the mayor to the council, together with a budget message and any proposed revenue measure, on or before March 15 of each year. If March 15 falls on a Saturday, Sunday, or legal holiday, the proposed annual budget ordinance shall be submitted on the prior working day.