

ADDENDUM NO. 1

COUNTY OF KAUA'I
DEPARTMENT OF WATER

REQUEST FOR QUOTE

RFQ-HH-2020-2021

EXECUTIVE SEARCH SERVICES

NOTICE TO PROSPECTIVE PROPOSERS

This addendum is hereby made a part of the REQUEST FOR QUOTE and shall govern the work, taking precedence over previously issued plans and specifications governing the items mentioned for the subject project; and it shall amend the said contract documents in the following respects:

ADDENDUM NO. 1

Questions and Answers, additional information.

Bid due date will be extended to **Monday, March 22, 2021 by 11:59pm HST.**

End of Addendum No. 1

If there are any questions, please contact Christine Erorita by email at cerorita@kauaiwater.org.

Marites Yano

Marites Yano
Designated Chief Procurement Officer
March 11, 2021

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. 1

Receipt Acknowledged:

Organization

Received by

Date

Title

(Please sign and return your acknowledgement.)

ADDENDUM NO. 1

QUESTION: Does the Board have a job description with qualifications and requirements for this role?
ANSWER: Yes, there is a position description. Qualifications and requirements are included in the solicitation. Please note the County Charter was amended in 2020 and the minimum requirements therein control over the minimum requirements in the position description.

QUESTION: Does the Board have a budget for salary or a target salary range for this position? Is there an incentive plan?
ANSWER: Maximum salary of the MCE is set by the Salary Commission, the compensation is then set by the appointing authority, the Board, up to the maximum allowable amount. Currently the Salary Commission has set the maximum salary at \$137,022.

QUESTION: Does the Board have a benefits package for this position?
ANSWER: As provided for by law for all County employees, including vacation and sick leave.

QUESTION: Please define the scope of work. Is the Board seeking the assistance of a firm to conduct a full executive search (candidate sourcing, qualification, coordination of multiple rounds of interviews, consultations to Board on selection process, reference checks, offer, negotiation close) or just provide 5 qualified candidates?
ANSWER: Sourcing, qualification, and coordination of interviews are part of the scope of work. This is intended to be an initial review process to establish the pool of applicants that the permitted interaction group of the Board will recommend to the full Board for consideration, further interviews, and potential appointment.

QUESTION: It is likely qualified candidates will live on other islands or even on the continental US. (a) Will the Board pay for travel for off-island finalists to interview on Kauai? (b) Will the Board provide relocation assistance for an off-island hire?
ANSWER: (a) No, the Board will not pay for travel for off-island finalists to interview on Kauai.
(b) The Board would pay relocation expenses subject to certain conditions to be agreed upon.

DEPARTMENT OF CIVIL SERVICE
COUNTY OF KAUAI

POSITION DESCRIPTION

1. Position No. 1055 Permanent Temporary
 Type: Full-time Part-time
 2. Class Manager and Chief Engineer
 3. Department Board of Water Supply, County of Kauai
 4. Physical Location Lihue, Kauai
 5. Incumbent Raymond Sato

6. REQUESTED ACTION

New Position-Initial Allocation Change in Duties and Responsibilities-Reallocation Redescription-Review Effective Date _____

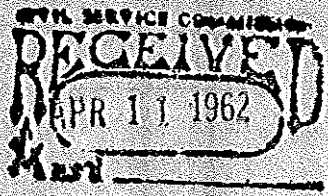
Requested Class Allocation _____ Salary Range _____

7. DUTIES OF THE POSITION

List each duty assigned to the position separately. Arrange these duties in logical order beginning with those performed most frequently and followed by those performed occasionally. Be clear, complete, and concise. Stick to statements of fact; avoid the use of vague or general terms. Give an estimate of the average amount of time spent in performing each major duty. If a reallocation of the position is requested, show the exact changes in duties, reasons for these changes and the exact date when these changes occurred. If more space is needed, use a blank sheet and attach to this form.

Show % of Time

Interprets policies of the Board of Water Supply; organizes, develops and coordinates the work program of the department including the engineering and business functions; prepares budget requests; determines work priorities; plans and directs surveying and mapping; directs the abstracting and preparation of legal documents required for the acquisition of property, rights-of-way and easements for water systems; directs major long-range planning and research studies and collaborates with engineers and geologists on design problems; plans and directs the design and construction of water systems including appurtenant structures as reservoirs, tanks and pumping facilities by determining the location and basic design; reviews plans, estimates, specifications and contract documents for approval; directs the preparation of technical reports; negotiates for lands and pipeline easements for tank, reservoir and building sites, access roads and pipeline rights-of-way; attends all governmental hearings relating to water resources, irrigation, and reclamation; confers with governmental officials, contractors, design engineers and the general public on the problems of water system projects; prepares data for rate studies relating to the extension and expansion of the county water system; supervises all in-service programs; prepares data for the floating of bonds or the borrowing of money necessary to finance projects of the Board of Water Supply; prepares technical correspondence; prepares all reports required by the Board of Water Supply; prepares agendas for board meetings.



8. Unusual Isolation, hazards, physical hardships (describe)

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN

Initial Allocation Reallocation Change in class title No Change Red esc. Reviewed
 To Class Manager & Chief Engineer Bd. of Water Supply Salary Range Sp. 31
 Effective Date May 18, 1962 Date of Action May 18, 1962

[Signature]
 PERSONNEL DIRECTOR

DEPARTMENT COPY

9. SUPERVISION RECEIVED Give the name and title of the immediate supervisor of this position.

Name **Directly responsible to the Board of Water Supply.**
Title

10. RESPONSIBILITIES OF THE POSITION

a. Supervisory Responsibilities
Give the names and the position titles of the employees being supervised. Supervisory responsibility implies the control of the work of other employees. This control may be exercised in assigning work, reviewing work, taking disciplinary action against those supervised, training them or recommending them for promotion. Show the extent and nature of supervision exercised. If no employees are supervised, write "none" in this place.

Name	Title	Nature of Supervision
Larry Nishikawa	Deputy Manager-Engineer	General

b. Other Responsibilities
Explain any other responsibilities which you have not shown in 7. "Duties of the Position" or in 10a, "Supervisory Responsibilities" such as, any responsibilities for: custody, control or accountability for money, or real property; custody, and well-being of inmates, wards or patients; enforcement of statutes, rules or regulations. Indicate extent of responsibilities such as, number of wards, amount of money, kind of law, etc.

c. Tools and Equipment List any tools or equipment used.

11. CERTIFICATE OF EMPLOYEE I certify that the foregoing answers describe the position accurately and completely.

Employee's Signature

Walter D. Smith

Date

4-10-62

12. STATEMENT OF IMMEDIATE SUPERVISOR

a. Comment on statements of employee. Indicate any exceptions or additions.

Work Experience-
Kind and Length
in Years:

A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in engineering and five years of professional engineering experience, including or supplemented by three years of engineering administrative experience, and registration as a professional engineer.

Knowledges, skills
and abilities:

Knowledge of principles and practices of waterworks management; principles and practices involved in the engineering, design, construction and maintenance of water supply system; laws, rules and regulations pertinent to waterworks operations; principles, methods, equipment and materials necessary for the proper functioning of a waterworks system; precautionary measures and hazards involved in the work; principles and practices of administration.

Ability to plan, lay out, coordinate and direct the work of subordinates; initiate and maintain a water supply system; maintain cooperative relationships with other public agencies on matters pertaining to a waterworks system; deal tactfully and effectively with employees and the public; prepare reports; prepare budget requests.

Physical require-
ments:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Department Head's Signature

Date

4-10-62

Any Additional Comments Required:

Chairman, Board of Water Supply, County of Kauai

SALARY COMMISSION

COUNTY OF KAUA'I

Resolution No. 2019-1

**RESOLUTION RELATING TO THE SALARIES OF CERTAIN OFFICERS AND
EMPLOYEES OF THE COUNTY OF KAUA'I**

WHEREAS, pursuant to Section 29.01 of the Kaua'i County Charter, the Salary Commission establishes the maximum salaries of all elected and appointed officers as defined in Section 23.01 D of the Charter,

BE IT RESOLVED by the Salary Commission of the County of Kaua'i, State of Hawai'i, that the maximum salaries of certain officers of the County of Kaua'i are established as follows:

Article I. Salaries of Certain Officers and Employees

Part 1. Effective as of July 1, 2019, the maximum salaries, payable semi-monthly, of certain officers and employees shall be as follows:

Position	Maximum Annual Salary
Mayor	\$142,062
Director of Finance	\$128,460
Deputy Director of Finance	\$123,318
Director of Human Resources	\$123,318
Planning Director	\$128,460
Deputy Planning Director	\$117,912
Director of Economic Development	\$117,912
Director of Liquor Control	\$117,912
Director of Parks & Recreation	\$128,460
Deputy Director of Parks & Recreation	\$123,318
Director of Housing/Human Concerns	\$123,318
Boards and Commissions Administrator	\$117,912
County Clerk	\$128,460
Deputy County Clerk	\$123,318
County Auditor	\$128,460

Part 2. Effective as of July 1, 2019, the maximum salaries, payable semi-monthly, of the following officers and employees shall be as follows:

Position	Maximum Annual Salary
Managing Director	\$137,022
County Engineer	\$137,022
Deputy County Engineer	\$123,318
County Attorney	\$137,022
First Deputy County Attorney	\$123,318
Deputy County Attorney	\$117,912
Prosecuting Attorney	\$137,022
First Deputy Prosecuting Attorney	\$123,318
Deputy Prosecuting Attorney	\$117,912
Manager and Chief Engineer, Department of Water	\$137,022
Deputy Manager-Engineer, Department of Water	\$123,318
Fire Chief	\$137,022
Deputy Fire Chief	\$123,318
Chief of Police	\$137,022
Deputy Chief of Police	\$123,318

Part 3. Effective at twelve o'clock meridian on December 1, 2020, as required by Kaua'i County Charter Section 29.05, the annual salaries, payable semi-monthly, of the Kaua'i County Council shall be as follows:

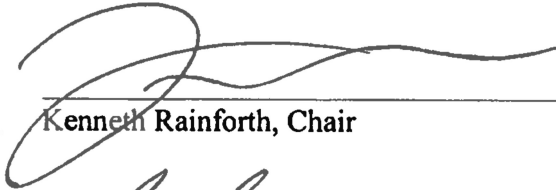
Position	Maximum Annual Salary
Council Chair	\$76,452
Councilmembers	\$67,956

Article II. Maximum Salaries. The respective appointing authority may set the salary of any new or existing non-elected appointee at a figure lower than the figure established for the position in this Resolution. Elected officers may voluntarily accept a salary lower than the maximum salary established by this Resolution for their position or may voluntarily forego accepting a salary.

Article III. Severability. If 5 or more councilmembers vote to reject any part of this Resolution, the other parts of this Resolution not so rejected shall not be affected thereby. If the application of this Resolution or any of its provisions to any persons or circumstance is held invalid by a court of law, the application of this Resolution and its provisions to other persons or circumstances shall not be affected thereby.

Article IV. Transmittal of Salary Resolution. The County Clerk shall transmit to the Salary Commission, Mayor, Finance Director, and Human Resources Director a final approved copy of the resolution and note any rejected portions thereto within thirty (30) days after the effective date of this resolution.

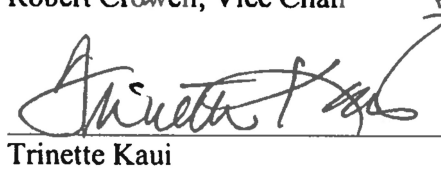
Adopted by the Salary Commission at its meeting on March 7, 2019.



Kenneth Rainforth, Chair



Robert Crowell, Vice Chair



Trinette Kau



Jo Ann Shimamoto