



FOX WATERWAY AGENCY

45 S. Pistakee Lake Road ♦ Fox Lake, Illinois 60020
(847)587-8540

4/14/2022

Request for Proposal

RE: Project Manager

Project Specifications: The Fox Waterway Agency (FWA) is seeking proposals from qualified candidates for a contracted Project Manager to oversee the development of a Watershed Plan. This position will work in close contact with FWA personnel, technical consulting company and volunteers. This person's role will be responsible for project tasks that are assigned, completed, tracked, and reported. These tasks are to be on time and done in accordance to standard practices of developing a watershed plan. Some of the oversight tasks that are required will be but not limited to: coordination with technical consultant that will be responsible for writing the watershed plan, financial accounting, monthly progress reporting to the IEPA, website coordination/management, social media, general meeting tasks, video/videographer/media, general coordination, education outreach, data entry, project support/field assessments, and establishment of a steering committee. Some of these tasks will be assigned to FWA personnel, some may be assigned to hired personnel, volunteers, or the technical consultant. Some tasks could also be taken on by the project manager. The project manager will provide input and direction to all person's participating in this project. This position will be a semi-remote position. There will be meetings and conferences to attend to that will require in-person time. General meeting tasks include but not limited to: Meeting announcements, preparation, kickoff meetings, government agencies, speaker series meetings, planning meetings and presentation meetings. Details on the meetings can be provided as a supplement.

Term of Project: The commitment to this project is two years and will end when the Watershed Plan is accepted and approved by the IEPA on or around July 2024. This position will start immediately when contracted and is estimated to require approx. 2 - 8 hours per week, (but can vary depending on what is required) for the duration of the project.

Qualifications: The right candidate will have extensive knowledge of watershed plan development and project management. This must be demonstrated by providing examples of watershed planning and projects completed by written submittal.

Candidates interested applying for this position must provide a Curriculum Vitae which demonstrates and supports Project Management proficiency. In addition, the proposal must include a flat rate up to 300 hours. An hourly rate should be specified should this project go beyond the 300 hours of time.

Proposals will be due by April 25, 2022 by 2PM.

Please submit all documents to:
Fox Waterway Agency
45 S Pistakee Lake Road
Fox Lake, IL 60020
847-587-8540
C/O Joseph S. Keller, Executive Director
Or electronically to: Joe@foxwaterway.com