

REQUEST FOR QUALIFICATIONS (RFQ 2026-003)
DISTRICT ADMINISTRATOR SERVICES
ST. JOHNS IMPROVEMENT DISTRICT, INDIAN RIVER COUNTY, FLORIDA

The St. Johns Improvement District (the “District”), a special improvement district organized under Chapter 189, Florida Statutes, and empowered pursuant to Chapter 298, Florida Statutes, is requesting Statements of Qualifications from individuals or firms interested in providing District Administrator services. The District Administrator works under the direction of the District’s three-member Board of Supervisors and is responsible for administrative, operational, mechanical, environmental, and field management functions necessary for the District’s water control and public works responsibilities.

The District requires that the selected Administrator reside within 40 miles of the District or within a geographic boundary designated by the Board of Supervisors, unless the Board grants an exception.

Scope of services includes, but is not limited to, the following:

1. **Administrative, Budgeting, and Governance Responsibilities**
 - a. Preparation, presentation, and administration of the annual operating budget in accordance with Chapter 189, Florida Statutes.
 - b. Participation in monthly and annual landowner meetings, including preparation of notices, agendas, presentations, and follow-up actions.
 - c. Coordination and response to landowner communications and public records requests in accordance with Chapter 119, Florida Statutes.
 - d. Assistance with annual independent audit preparation and coordination with the audit team.
 - e. Preparation of meeting materials and hosting of business meetings at District facilities.
 - f. Coordination with District Counsel, District Engineer, auditors, and other District consultants.
 - g. Maintenance and management of District administrative records, files, and compliance documents.
2. **Mechanical, Operational, and Water Control Structure Responsibilities**
 - a. Operation, maintenance, and oversight of Cummins turbo diesel engines used in District pump operations.
 - b. Operation and oversight of dewatering systems, hydraulic controls, and water management equipment.
 - c. Maintenance, repair, and fabrication associated with large custom pumps and pump station infrastructure.
 - d. Operation, maintenance, repair, and replacement of radial gates, slide gates, and screw gates.

- e. Maintenance and replacement of underwater flapper gates, including work performed by District staff or qualified contractors.
- f. Familiarity with St. Johns River Water Management District regulations, operations, permitting processes, and compliance requirements.
- g. Familiarity with Florida Department of Environmental Protection water quality and discharge requirements.
- h. Knowledge of procedures for identifying, responding to, and assisting in remediation of toxic or biological material dumping or spills within District waters.
- i. Ability to coordinate with local law enforcement regarding trespass, dumping, vandalism, or other incidents affecting District facilities or rights-of-way.

3. Field Operations, Public Works, and Facilities Management

- a. Oversight of maintenance for District facilities, grounds, equipment, and infrastructure.
- b. Management of mowing, grading, earthwork, right-of-way maintenance, and access road upkeep.
- c. Oversight of canal maintenance including vegetative removal, sandbar removal, and debris or sediment management.
- d. Oversight of brush control on District rights-of-way and coordination of herbicide contractors where used.
- e. Inspection and maintenance of District easements, access points, culverts, outfalls, and related infrastructure.
- f. Supervision of field staff and contractors performing maintenance or construction activities.

4. Fleet, Equipment, and Asset Management

- a. Oversight of fleet maintenance, service schedules, and documentation.
- b. Management of equipment and vehicle replacement programs, procurement, and surplus processes.
- c. Maintenance of inventories of tools, machinery, and operational equipment.

5. Minimum Qualifications

- a. Experience in public works, water control operations, mechanical systems, or related fields.
- b. Ability to prepare and administer budgets for a governmental or special district entity.
- c. Knowledge of Sunshine Law and Public Records Law compliance requirements.
- d. Technical knowledge of pumps, engines, gates, dewatering systems, and water control structures.
- e. Ability to supervise staff and contractors and coordinate multiple operational functions.
- f. Ability to respond to environmental, operational, or public safety issues, and coordinate with law enforcement.
- g. Must meet local residency requirement unless waived by the Board of Supervisors.

- h. Possession of a valid Florida driver's license.
- i. No other employment or outside duties.
- j. Must carry an on-call phone as someone must be on call 24/7.
- k. Expectation of regular office hours (at least full time).

6. **Submission Requirements**
Respondents shall submit five (5) hard copies and one electronic (PDF) copy of their Statement of Qualifications. Submittals shall include:

- a. Cover letter summarizing interest and availability.
- b. Qualifications and experience addressing items listed in Sections 1 through 5.
- c. Resume(s) of individual(s) proposed to provide services.
- d. Description of relevant experience with water control districts or similar entities.
- e. Summary of mechanical, field, and administrative capabilities.
- f. Complete application from website with compensation and benefit requirements.
- g. Copies of applicable licenses or certifications.
- h. Proof of health and automobile insurance or statement of insurability.

7. **Evaluation Criteria**
Evaluation and ranking will be based on:

- a. Mechanical and operational expertise including heavy equipment and industrial pumps.
- b. Administrative and budgeting capability.
- c. Field operations, canal maintenance, and right-of-way management experience.
- d. Familiarity with St. Johns River Water Management District and the Florida Department of Environmental Protection requirements.
- e. Experience with environmental spill or dumping response.
- f. References and previous performance.
- g. Application from website with compensation and benefit requirements.

8. **Selection Process**
The Board of Supervisors will evaluate and rank all respondents and may negotiate with the highest-ranked respondent. The District reserves the right to reject any or all submittals and to reissue or amend this Request for Qualifications.

9. **Submission Deadline**
Statements of Qualifications must be received no later than:
Wednesday, February 25th, 2026 at 10:00am
Delivered to:
St. Johns Improvement District
ATTN: Marjorie Hale
905 122nd Avenue SW
Vero Beach, FL 32968

Late Submissions will not be considered.

10. Public Records Notice

All submissions are subject to Florida's Public Records Law, Chapter 119, Florida Statutes.

11. Questions

All questions regarding this RFQ shall be submitted in writing to:

Cody Estes, Chairman

Email Address: board@stjid-fl.com

Phone Number: 772-564-2797

The District reserves the right to amend or withdraw this RFQ, request additional information, or waive irregularities in the selection process.