

## **PORT OF BENTON – PROJECT MANAGER – SITE DEVELOPMENT**

The Port of Benton is seeking a consultant to fill the role of Project Manager. The role will assist the Port's Real Estate and Economic Development team in planning and designing roads and utilities, assist with developing master plans of the industrial and commercial areas, assist with managing road, utility, and rail infrastructure construction projects, assist with site development and permitting of new industrial sites, provide exhibit maps for potential development or sales of City property, provide technical information for grant applications.

The Port is seeking a full time assigned staff member dedicated to Port projects. This would require occasionally working out of the Port administration office, or on a Port job site. However, most of this effort can be provided from a remote office. This could be provided by an individual on contract basis or by a consultant with an assigned individual staff member or perhaps more than one staff member.

The Port will provide direction on project priority, but the selected project manager will be required to self-supervise in the completion of this work. The Port estimates that this effort will require approximately 40 hours per week.

### **MINIMUM QUALIFICATIONS FOR INDIVIDUAL COMPLETING THIS WORK:**

#### **SPECIAL REQUIREMENTS**

- Valid Washington State driver's license.
- Working knowledge of Autodesk, preferably Civil 3D
- Understanding and ability to work with and create legal descriptions
- Vehicle capable of safely entering construction job sites

#### **EDUCATION AND EXPERIENCE**

Bachelor's degree in construction management/engineering or a related field preferred, minimum of four (4) years' experience in civil engineering design, planning, project administration, or equivalent combination of education and experience.

#### **DESIRABLE QUALIFICATIONS:**

- Experience in site, road and utility design utilizing AutoCAD Civil 3D.
- Experience in site development including mass grading, short plats, boundary line adjustments, and working with County assessor or auditors on parcel creations/modifications.
- Experience in master planning roads and utilities.
- Experience with reading and creating legal descriptions.
- Experience in completing, interpreting, and using topographic surveys in the creation of CAD site and utility plans

**Submittal** - Respondents should provide a Statement of Qualifications (SOQ) including resume' of individual or assigned staff. SOQ should include summary of education and training, specific experience related to this work including specific projects and name and contact information for project manager for the project provided. Successful respondent should include multiple examples of similar work projects and experience.

#### **Send RFP to:**

Contract Specialist, Attn Sheri Collins  
Port of Benton, 3250 Port of Benton Boulevard, Richland, WA 99354

Or email: [collins@portofbenton.com](mailto:collins@portofbenton.com)

Please see our website at [www.portofbenton.com](http://www.portofbenton.com)

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