



## REQUEST FOR PROPOSALS

### Regulatory Program Manager

PROPOSAL ISSUED – August 13, 2013

PROPOSALS DUE – September 13, 2013

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The Bay Area Clean Water Agencies (BACWA) is a local government agency created by a joint powers agreement between the five largest wastewater treatment agencies in the San Francisco Bay Area. BACWA represents Bay Area wastewater agencies by undertaking relevant scientific and technical research, and by participating in the development of national, state, and regional policies. BACWA is seeking a part-time Regulatory Program Manager to assist the agency in understanding and responding to issues affecting member agencies. The applicant selected will work under the direction of the BACWA Executive Director to assist with some or all of the following:

- Track and summarize water quality regulations and policies affecting BACWA member agencies;
- Assist in the preparation of comment letters on key regulations;
- Coordinate and participate in meetings with regulatory agencies, including the State Water Resources Control Board and the San Francisco Bay Regional Water Quality Control Board;
- Attend and report to the Executive Board on public and industry meetings, including but not limited to Tri-TAC and BACWA Committee Meetings;
- Provide support for designated BACWA committees and workgroups;
- Assist the Executive Director with contract and program management, and with other related tasks as requested.

The term of this agreement shall not extend beyond June 30, 2014 but may be extended for two additional one year terms at the BACWA's discretion. The contract total shall not exceed \$95,000 for Year 1, October 1, 2013 – June 30, 2014. Contract values for Year 2 (7/1/2014 – 6/30/2015) and Year 3 (7/1/2015 – 6/30/2016) are estimated not to exceed \$120,000 per year should the one year extensions be exercised; however the actual value is contingent upon the Board's assessment of how best to provide the needed services and approval of the budget for each fiscal year. The scope of work and payment for services shall be determined through negotiations with the selected applicant.

#### **Qualifications**

This position is open to individuals, sole proprietors, partnerships, and corporations. Partnerships and corporations should identify an individual who will serve as the lead in carrying out the work.

Applicants should possess technical expertise related to the wastewater industry particularly collection and treatment facilities and processes, familiarity with state and regional water quality regulation of municipal wastewater, and excellent written and oral communication skills.

## **Proposals**

The following information must be included in all responses to this proposal:

- Name and address of applicant;
- Description of qualifications (not to exceed two pages excluding curriculum vitae);
- Potential conflicts of interest;
- Hourly rate schedule.

Proposals must be received no later than 5:00 p.m. on September 13, 2013 and should be submitted via email to Alexandra Gunnell, [agunnell@bacwa.org](mailto:agunnell@bacwa.org).