

## **REQUEST FOR QUALIFICATIONS**

### **Executive Director/Secretary/Program Coordinator**

To Whom It May Concern:

The Bay Area Clean Water Agencies (BACWA), a Joint Powers Authority, is requesting qualifications from individuals or firms (Consultant) interested in fulfilling the duties of Executive Director/Secretary/Program Coordinator (Executive Director) by COB June 16, 2009 (or until a selection is made). BACWA has budgeted \$150,000 per year for this function. The position is estimated to be full time. The position would be reimbursed monthly at a lump sum rate. Currently, the Executive Director position with the assistance of the Assistant Executive Director position oversees and implements the day-to-day operations of BACWA. We hope to phase in the new Consultant/Executive Director position as soon as possible. The Assistant Executive Director position (approximately 50% time), with the oversight of the current Executive Director (until July 1), is anticipated to perform the day-to-day budget and contract processing functions, and as-needed duties to maintain the BACWA operation through the transition.

At some time after the transition, the Assistant Executive Director position will serve at the pleasure of the new Executive Director/, and the manner in which that combined budget is expended would be determined by the Executive Director.

In selecting a new Executive Director, BACWA will evaluate the candidates' background, experience, accomplishments, and potential.

Candidates are referred to the BACWA Website for the JPA and Budget, Work Plan, and descriptive characteristics of BACWA.

The following are some of the conditions, requirements, and duties of the Executive Director:

#### **A. BACWA**

BACWA is a joint public powers authority whose members include public utilities that collect and treat municipal wastewater for the nine Bay Area counties that surround the San Francisco Bay. BACWA has an annual base budget of nearly \$600,000 derived from member's dues. Additional funding associated with project-specific collaborations among its members have become common in the last few years and can expand the overall budget several-fold above the base level. A summary of BACWA's mission, values and goals follows. For further information, check the BACWA website at [www.bacwa.org](http://www.bacwa.org).

## **BACWA's Mission**

Through leadership, service and advocacy for its members, BACWA provides an effective regional voice for the clean water industry's role in stewardship of the San Francisco Bay environment.

## **BACWA's Core Values and Commitments**

- › Use the best available knowledge, including scientific/technical information
- › Support regulatory compliance by members
- › Promote stewardship of the Bay Environment
- › Seek regional solutions and promote regional collaborations and partnerships
- › Conduct business in an open and transparent manner
- › Ensure prudent use of financial resources
- › Provide services that are valuable to members

## **Goals That BACWA Strives to Support and Achieve**

1. Members are knowledgeable about critical issues and activities
2. Members are in compliance with applicable rules and regulations
3. Effective collaborative partnerships for regional environmental benefit are established
4. An integrated approach to a healthy Bay is promoted, emerging issues are identified, and effective solutions are developed
5. Stakeholders are aware of BACWA and its members' achievements and role in the stewardship of the Bay
6. Members value and actively participate in BACWA activities

## **B. Key Scope Elements**

CONSULTANT will provide professional services at the direction of the BACWA Executive Board consistent with the following key activities:

- a) **Routine Administrative Affairs**
  - Coordination and administration of all BACWA and BACWA Special Enterprises (as described in Item no. e, below) and of the work that BACWA contracts for, with other consultants, that is related to BACWA's core activities;
  - Maintenance of routine business activities such as the development of agendas, meeting minutes, payment of invoices and the development of policies and procedures that are efficient and consistent with BACWA's status as a public agency Joint Powers Authority;
  - Preparation of administrative documents and the Annual Report.

**b) Visibility and Leadership as BACWA Executive Director**

- Primary representative of BACWA in relevant proceedings of, and meetings with, the State Water Resources Control Board (SWRCB), the San Francisco Regional Water Quality Control Board (RWQCB), the U.S. Environmental Protection Agency (EPA), the San Francisco Estuary Institute (SFEI), Aquatic Science Center (ASC), and other resource agencies and Non Governmental Organizations (NGOs) as necessary or relevant to BACWA's core and Special Enterprise issues;
- Represent BACWA's interest in activities and support the Executive Board's involvement in the Clean Bay Collaborative with the RWQCB;
- Represent BACWA in support of BACWA members in a variety of public forums, meetings, task forces and planning groups including presentations to inform other organizations about BACWA activities.

**c) Provide Professional Services to BACWA Principles**

- Regularly communicate with the Executive Board and BACWA members between monthly meetings to keep members informed on items of interest or concern, and progress on specific environmental and regulatory issues and projects;
- Schedule and organize BACWA members meetings with elected officials, resource agencies, SWRCB, EPA, RWQCB and NGOs;
- Distribute the workload of BACWA business among Principals and other interested members, to the greatest extent possible;
- Provide information, analysis of issues, and advice on subjects of environmental importance to BACWA;
- Ensure that timely, accurate and technically sound White Papers, Fact Sheets, Comment Letters, Presentations and Reports are prepared by BACWA members, the Executive Director or through Committees with consultant resources;
- Establish communication forums to facilitate feedback from the BACWA Executive Board on prioritization of activities.

**d) Manage the Assistant to the Executive Director**

- Establish work priorities for BACWA activities and workload;
- Provide specific direction on the nature, format and timing of the information developed for the BACWA Executive Board and the general membership;
- Review work products before they are distributed to the Executive Board or the membership.

**e) Budgeting and Contract Management**

- Prepare the monthly budget review documents for the Executive Board meeting;
- Prepare a mid-year budget report related to budget forecasts, consultant spending, revenue generation, and the priorities of BACWA;

- Prepare the next fiscal year budget/work plan for the January meeting, and for formal adoption at the February meeting;
  - Ensure that all contracts and budgets are managed for the maximum benefit of BACWA and consistent with BACWA contracting policy and procedures.
- f) **BACWA Membership**
- Keep the membership informed of BACWA activities;
  - Over the course of the fiscal year attend, as needed, and in accordance with BACWA's priorities, committee meetings and work group meetings to interact with members and encourage and support broader participation in BACWA;
  - Make continuous improvement to the BACWA website so that it can become a major vehicle for informing members and non-members about BACWA, including the mission, vision, strategic plan, budget and current activities.
- g) **BACWA Technical Seminar and Annual BACWA Membership Meeting**
- Organize the Technical Seminar and Annual Membership Meeting, including preparation of the draft and final agendas, list of participants and attendees, and draft presentations and handouts;
  - Increase attendance at BACWA functions and meetings to the greatest extent possible, so that information reaches a maximum number of members and allows opportunities for feedback to Committee Chairs and the Executive Board.

## **C. Assistant Executive Director Functions**

The BACWA Executive Director is assisted by an Assistant Executive Director to manage the various BACWA functions and organization. The current contract for the Assistant Executive Director is in place until July, 2010. Language in that contract requires that under the direction of the Executive Director, the Assistant Executive Director performs the following types of work and other duties:

- Communication and coordination with EBMUD Accounting to ensure proper processing of contracts, invoices, dues and contributions to specific BACWA accounts and payments to BACWA vendors;
- Attendance at monthly BACWA Board meetings and selected other meetings;
- Development of the Executive Board agenda, meeting packet and meeting minutes;
- Development of the BACWA Annual Report;
- Coordination of special meetings logistics as requested by the

Executive Director, including the Technical Seminar and the Annual Membership Meeting;

- Management of BACWA records and electronic delivery of documents and information to members;
- Organization of BACWA paper files;
- Management of documents on the BACWA web-site; and
- Other administrative duties as assigned.

## **D. Proposed Schedule**

We will be adjusting this schedule based on responses. We will consider all RFQs and full proposals we receive until the position is filled.

- 6-15-09 Qualification received will be evaluated and full proposal requested from a short list.
- 7-15-09 Full proposal received from short list
- 8-1-09 Begin candidate interviews
- 9-1-09 Tentative Start Date

Interested candidates/teams are requested to submit a brief (one or two page) letter of interest including resume by Close of Business (COB), 5:00 PM, May 31, 2009. Submittals can be made by e-mail, FAX, or postmarked mail to the following:

BACWA E-mail: [dcraig@centralsan.dst.ca.us](mailto:dcraig@centralsan.dst.ca.us)

Doug Craig

CCCSD

5019 Imhoff Place

Martinez, CA. 94553

FAX (925) -689-1232

Questions about the RFQ can be directed to Doug or Mike Connor at [mconnor@ebda.org](mailto:mconnor@ebda.org) or 510-278-5910.