



## REQUEST FOR PROPOSALS BACWA Regulatory Program Manager

REQUEST FOR PROPOSALS ISSUED – March 13, 2016

PROPOSALS DUE – March 25, 2016

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The Bay Area Clean Water Agencies (BACWA) is a regional organization created by a joint powers agreement among the five largest wastewater treatment agencies in the San Francisco Bay Area. BACWA represents Bay Area wastewater agencies by undertaking relevant scientific and technical studies and research, and by participating in the development of national, state, and regional policies. BACWA is seeking a part-time Regulatory Program Manager contractor to assist the organization in identifying, analyzing and responding to regulatory and policy issues affecting member agencies.

### **Scope of Work**

The contractor 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;
- Monitor regulatory issues and 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, the San Francisco Bay Regional Water Quality Control Board, and the Bay Area Air Quality Management District;
- Attend and report to the Executive Board on public and industry meetings, including but not limited to environmental stakeholder groups, regulatory task forces and workgroups, scientific organizations and BACWA Committee Meetings;
- Coordinate with other professional association including CASA and NACWA;
- Provide support for designated BACWA committees and workgroups;
- Assist the Executive Director with contract and program management, and with other related tasks as requested.

### **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. This is a non-exclusive contract in that an individual can submit as an individual and/or as part of a firm.

Applicants should possess technical expertise related to the wastewater industry particularly collection and treatment facilities and processes, be familiar with state and regional environmental regulations particularly those dealing with water quality, be able to work with a variety of professionals on committees and other workgroups while providing technical and administrative assistance, have excellent written and oral communication skills, and demonstrate excellent interpersonal skills.

## **Proposals**

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

- Name and address of Proposer;
- Description of qualifications (not to exceed three pages excluding curriculum vitae);
- The lead person who will be providing the contracted service;
- Identification of potential conflicts of interest;
- Hourly rate schedule.

Proposals must be received no later than 5:00 p.m. on March 18, 2016 and should be submitted via email to Sherry Hull, BACWA Assistant Executive Director, [shull@bacwa.org](mailto:shull@bacwa.org).

## **Selection Criteria**

The following is the criteria that the Board would use in evaluation and selection of the best proposal.

Criteria	Points
Expertise of proposed individual	35
Principal in Charge/Project Manager – Availability and responsiveness	10
Ability to provide additional resources if needed	5
Level of Effort – cost effectiveness of individual or team	50
Total	100

## **Selection Process and Contracting**

Following receipt of proposals the BACWA Board will evaluate the proposals and may elect to hold interviews (either in person or by phone) with one or more of the Proposers or forego interviews and simply select the best proposal. Following a selection, a contract will be negotiated. The contract will specify a not to exceed amount with billing for services on an hourly basis as required to complete the Scope of Work.

The contract will begin July 1, 2016. The term of this agreement shall not extend beyond June 30, 2017 but may be extended for additional one year terms at BACWA's discretion. The annual hours anticipated for the RPM is expected to be in the range of 1,000 to 1300 hours with the actual contract upper limit to be set after completion of negotiations. If, upon reaching the end of the term of the contract, the Board elects to extend the contract, the amount of the extended contract will be negotiated at the time the contract is extended.

The intent is to have the contract negotiated so that it can be include as part of the annual budget adoption that will take place at either the April or May BACWA Board Meeting. Board meetings are held the 3<sup>rd</sup> Friday of the month.