

Support for BACWA AIR Committee

Bay Area Clean Water Agencies (BACWA)
Request for Proposal

4/10/2019

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Attachment A – Sample Agreement

Request for Proposals

Support for BACWA's Air Issues and Regulations Committee

Introduction

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 has several committees that provide a venue for our member agencies to meet and discuss issues of common importance.

One of BACWA's key committees is the Air Issues and Regulations (AIR) Committee. Over the years, the AIR Committee has updated Bay Area POTWs on important air quality and climate change issues. The committee shares information, develops comprehensive compliance programs, and forms solid relationships with each other and with our regulatory agencies. Past activities of the AIR committee can be viewed on the AIR committee website: <http://bacwa.org/committees/air-issues-regulations-committee-air/>

Two of the AIR Committee's primary goals are to promote relationships with regulatory agencies, such as the Bay Area Air Quality Management District (BAAQMD), and to lead BACWA's initiative to monitor and influence climate adaptation policies in the Bay Area and California. The AIR committee has proactively assisted in the development of regulatory programs by ensuring that they are based on good science and are physically and financially feasible for our public utilities. The committee represents "one voice" to the regulatory agencies, speaking on behalf of the POTWs in the Bay Area, and public utilities statewide have benefited from our efforts.

Request for Proposals

BACWA seeks the services of an individual(s), a firm, or team (Consultant) to provide support for the AIR Committee. BACWA has budgeted a not to exceed amount of \$75,000 for as-needed services to undertake the Scope of Work described below.

Scope of Work

Task 1 - Meetings with the AIR Committee

The selected Consultant will support committee meetings to present information on current air issues, facilitate discussions between members, and to identify follow-on action items. They will be responsible for four formal meetings with the AIR Committee per year, including making arrangements for meetings

and preparing agenda, meeting materials, and minutes. Under this task, the selected consultant will coordinate one meeting between BAAQMD staff and AIR Committee members as one of the quarterly meetings. The agenda will focus on issues of concern to AIR Committee members.

Task 2 - Track and Communicate Regulatory Issues, Technical Resources and Grant Opportunities

The selected consultant will monitor regulatory agencies involved in developing air quality and climate change regulations that may affect POTWs, including the Bay Area Quality Management District (BAAQMD), the San Francisco Bay Conservation and Development Commission, the California State Air Resources Board, and the U.S. Environmental Protection Agency. They will also track technical resources and grant opportunities related to air issues that are of interest to BACWA member agencies. The consultant will prepare and distribute informational material to members to keep them informed of the AIR Committee activities and future regulatory activities.

Task 3 - Coordination and communication with other POTW Organizations and Regulators

The selected Consultant will participate in meetings with Regulators, participate in member or Regulator workshops and hearings, draft correspondence, and perform other related activities as directed by the AIR Committee Chairs.

The selected consultant will also coordinate with other POTW organizations on issues of mutual interest. The purpose of this coordination will be to share useful information, identify areas of joint cooperation, and prepare common responses on key issues, where appropriate. POTW organizations whose objectives coincide with the AIR Committee include SCAP, WERF, CASA, and NACWA. Activities may include periodic telephone conversations, meetings and exchange of published materials.

Optional Task 4 - Response on Special Assignments

The selected Consultant will perform special technical assignments under the direction of the AIR Committee Chairs. Special technical assignments may include leading a special workshop for AIR Committee or general BACWA members, participating in AIR Committee strategy meetings, or performing other activities not included in Tasks 1 through 3.

Qualifications

BACWA seeks the following qualifications in the consultant:

1. Technical knowledge and expertise in dealing with air regulatory issues impacting POTWs, including those on the Regional, State and Federal levels
2. Good working relationships with regulators
3. Experience with communicating regulations and technical issues, as well as regulatory advocacy
4. Experience with AIR permitting

Organization and Content of the Proposal

The Proposal can be submitted in the form of a letter proposal with attachments. Please limit the overall number of pages, including appendices and attachments to 20 pages or less. If added pages are needed please contact the BACWA Regulatory Program Manager with the rationale.

Suggested proposal outline.

Section	Contents
Cover Letter	Transmittal
1	Identification of Proposer
2	Team and Qualifications
3	Approach
4	Team Experience
6	Budget, including billing rate of key staff
7	Exceptions to Contract Terms and Conditions
8	Resumes of Key Staff

Proposal Evaluation Criteria

Criteria	Points
Project approach – How the Consultant intends to provide the needed services	20
Expertise of proposed individual on issues pertaining to the AIR Committee	30
Principal in Charge/Project Manager – Availability and responsiveness	20
Level of Effort – cost effectiveness of individual or team	30
Total	100

Submittal

Please submit proposal via email to Lorien Fono (lfono@bacwa.org) by 5pm on May 3, 2019.

Consultant Selection

Following receipt of proposals the BACWA Board will identify a selection committee made up of AIR committee leadership and BACWA Board members to 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 billing for services on an hourly basis as required to complete the Scope of Work.

The contract will begin July 1, 2019. The term of this agreement shall not extend beyond June 30, 2020 but may be extended for additional one year terms at BACWA's discretion for an additional four years, ending June 30, 2024. 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 BACWA standard consulting agreement will be used for this work (see attachment A)

ATTACHMENT A

Standard Agreement

BACWA's standard agreement for consulting services will be used for this contract

<http://bacwa.org/document/bacwa-standard-long-form-agreement/>