



REQUEST FOR PROPOSALS

BACWA Regulatory Program Manager

PROPOSAL ISSUED – July 1, 2020

PROPOSALS DUE – August 3, 2020

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 to assist the organization in identifying, analyzing and responding to regulatory and policy issues affecting member agencies.

Scope of Work

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;
- 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.

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, and 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 applicant;
- Description of qualifications (not to exceed three pages excluding curriculum vitae);
- Identification of potential conflicts of interest;
- Hourly rate schedule.

Proposals must be received no later than 5:00 p.m. on August 3, 2020 and should be submitted via email to Jennifer Dymont, BACWA Assistant Executive Director, jdymont@bacwa.org.

Selection Process and Contracting

Following receipt of proposals, the BACWA Board will evaluate the proposals and may elect to hold interviews by videoconference 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 starting date of the contract is negotiable. The term of this agreement shall not extend beyond July 30, 2021 but may be extended for additional one-year terms at BACWA’s discretion. The contract total is anticipated to be in the range of \$110,000 - \$140,000 with the actual amount 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.

Selection of the consultant shall be based on the following criteria:

Criteria	Weight
Familiarity with SF Bay Region regulatory issues	5
Technical/scientific Expertise	5
Knowledge of wastewater engineering	5
Communication and writing skills	5
Hourly billing rate	5
Total	25

Please direct any questions about this Request for Proposals to BACWA Executive Director Lorien Fono at lfono@bacwa.org.