

Support for Bay Area
Pollution Prevention Group
– Policy, Regulatory and
Professional Training
Support

Bay Area Clean Water Agencies (BACWA)
Request for Qualifications

3/2/2023

Request for Qualifications

Support for BACWA's Bay Area Pollution Prevention Committee Public Education and Outreach

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 Bay Area Pollution Prevention Group (BAPPG). BAPPG develops a Bay-wide pollution prevention program, including regulatory advocacy, public education, and outreach on how Bay Area residents and businesses can protect San Francisco Bay by preventing pollution at the source.

BACWA seeks the services of an individual(s), a firm, or team (Consultant) to provide support for BAPPG. The Consultant will conduct professional training and provide research and regulatory support (including but not limited to pesticides, pharmaceuticals, and dental mercury). The Consultant will specifically:

1. Conduct outreach to professionals and, as needed, develop and training workshops. The focus is expected to be on dental mercury and pesticides but consultants should have the expertise and experience to also provide trainings regarding other pollutants of concern.
2. Consultant will be on-call to develop regulatory letters, conduct literature reviews, or provide other technical support. Topics could include but are not limited to metals, pesticides, nutrients, PFAS, FOG, trash/wipes, and emerging constituents.
3. Prepare relevant outreach sections to the BAPPG Annual Report to be submitted to the BACWA Board of Directors. Participate in BACWA Pesticide Committee meetings. Present to BAPPG meeting once a year to provide significant update of technical topics.

Request for Qualifications

BACWA is issuing this Requesting for Qualifications from Consultants interested in providing outreach support to BAPPG, as a first step in a competitive qualification based process. Consultants submitting their Qualifications should have a technical background in pollution prevention and experience working with professional organizations and educational institutions.

Organization and Content of the Submittal

The Qualifications must be submitted in the form of a letter proposal with attached resume(s). Please limit the overall number of pages of the letter, excluding the resume(s), to 2 pages or less. If added pages are needed please contact the BACWA Regulatory Program Manager, Mary Cousins, with the rationale.

Submittal

Please submit Qualifications via email to Mary Cousins (mcousins@bacwa.org) by 5pm on Monday, May 1, 2023.

Consultant Selection

Following receipt of Qualifications, a Selection Committee made up of BACWA Board members, BAPPG Steering Committee members, and BACWA staff will evaluate the submittals. Based on submittals received, the Selection Committee will either recommend that BACWA solicit full proposals, or sole-source the contract based on the candidate with the strongest qualifications. Consultants submitting qualifications will be notified of BACWA's decision by May 31, 2023.

Following Consultant selection, a Scope of Work and 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, 2023. The term of this agreement shall not extend beyond June 30, 2024 but may be extended for four additional one-year terms at BACWA's discretion, ending June 30, 2028. If, upon reaching the end of any one-year term of the contract, the Board elects to extend the contract for another year, 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

