

Support for BACWA  
Collection Systems Committee  
– Updated Guidance for Sewer  
System Management Plans  
(SSMPs)

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Bay Area Clean Water Agencies (BACWA)  
Request for Qualifications

8/23/2023

# Request for Qualifications

## *Support for BACWA's Collection Systems Committee – Updated Guidance for Sewer System Management Plans (SSMPs)*

### **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 Collection Systems Committee. The Collection System Committee serves as the focal point for dealing with regulatory issues related to collection systems. The Collection Systems Committee also provides a forum for sharing information amongst agencies about best practices regarding sewer system operations and maintenance, planning, engineering, management, training, safety, and related activities.

BACWA seeks the services of an individual(s), a firm, or team (Consultant) to provide support for the Collection Systems Committee. The Consultant will develop an updated guidance document regarding the development and updating of Sewer System Management Plans (SSMPs). BACWA has budgeted \$50,000 in FY24 for services to the Collection Systems Committee to complete the Scope of Work described below.

### **Background Information on SSMPs**

All sewer systems enrolled in the statewide General Order for Sanitary Sewer Systems (Order [WQ 2022-0103-DWQ](#)<sup>1</sup>) are required to maintain an SSMP. The General Order requires enrollees to prepare an updated SSMP every six years. The requirements for an SSMP were originally listed in State Water Resources Control Board Order No. [2006-0003-DWQ](#)<sup>2</sup>, Provision 14. BACWA previously contributed to SSMP guidance materials, including the most recent version from 2015, "[A Guide for Developing and Updating of Sewer System Management Plans \(SSMPs\)](#)<sup>3</sup>." As of June 2023, the required elements of an SSMP have substantially changed. Updated requirements are found in Attachment D of the General Order ("Sewer System Management Plan – Required Elements"). Because the regulatory requirements for SSMPs have changed, the BACWA Collection Systems Committee is supporting the development of updated guidance materials for its members and other enrollees around the state.

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<sup>1</sup> State Water Resources Control Board Order WQ 2022-0103-DWQ became effective on June 5, 2023 and is available online at [https://www.waterboards.ca.gov/board\\_decisions/adopted\\_orders/water\\_quality/2022/wqo\\_2022-0103-dwq.pdf](https://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2022/wqo_2022-0103-dwq.pdf)

<sup>2</sup> State Water Resources Control Board Order No. 2006-0003-DWQ is no longer effective as of June 5, 2023, but is available online at [https://www.waterboards.ca.gov/board\\_decisions/adopted\\_orders/water\\_quality/2006/wqo/wqo2006\\_0003.pdf](https://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf)

<sup>3</sup> "A Guide for Developing and Updating of Sewer System Management Plans (SSMPs)," September 2015. Available online at [https://www.waterboards.ca.gov/water\\_issues/programs/sso/docs/ssmp\\_guidance\\_091015.pdf](https://www.waterboards.ca.gov/water_issues/programs/sso/docs/ssmp_guidance_091015.pdf)

## Proposed Scope of Work

BACWA's proposed scope of work is shown below. A final scope of work will be negotiated with the selected consultant.

**Task 1. Develop Guidance.** Attend meetings with BACWA staff, subject matter experts from BACWA Collection Systems Committee member agencies, and statewide partners to discuss content of the updated guidance document.

**Task 2. Update Guidance Document.** Update the [2015 Guidance Document](#) to reflect the requirements of the 2022 General Order, as follows:

- a. For each of the eleven required SSMP Elements, clearly identify:
  - Recitation of requirements, per the 2022 General Order;
  - List of changes from the previous 2006 Order;
  - Enrollee actions and/or SSMP changes needed to maintain compliance;
  - Practical suggestions for interpreting SSMP requirements based on collection system size and other characteristics.
- b. Review and update terminology and external references in the guidance document for consistency with the 2022 General Order.
- c. Update other sections of the guidance document as needed, including the Introduction, SSMP Appendices, and Frequently Asked Questions and Answers.
- d. Streamline content where possible, with the intent of keeping the total page count of the guidance document to approximately 100 pages or less.

### Assumptions:

- The consultant will provide a complete draft Guidance Document in electronic format to BACWA. BACWA will be responsible for finalizing and publishing the Guidance Document.
- There will be three progressive rounds of review by (1) BACWA Collection System Committee members, (2) statewide wastewater agency partners, such as the CASA Collection Systems Workgroup and (3) regulators at State and Regional Water Boards. BACWA staff will assist in collating edits proposed by stakeholders. The consultant will provide support in incorporating the three rounds of edits into the Guidance Document.
- BACWA will be responsible for providing technical attachments such as volume estimation worksheets.

**Task 3. Outreach.** Assist with development of training materials (such as presentation slides) to summarize key points from the Guidance Document. Provide at least two training sessions in virtual format to the BACWA Collection Systems Committee and/or similar stakeholder groups.

**Task 4. Project Management.** Keep BACWA Collection System Committee representatives updated on progress and budget.

## **Proposed Schedule**

Requirements in the 2022 General Order related to SSMP updates have compliance due dates beginning in May 2025. The Guidance Document should be prepared by spring 2024 to allow time for enrollees to use it for these SSMP updates. This results in the following proposed schedule:

- October 2023: Contract execution
- October 2023 to January 2024: Develop Draft Guidance Document
- January 2024 to March 2024: Review of Draft Guidance Document by BACWA Collection System Committee, statewide partners, and regulators.
- April 2024 and beyond: Rollout of Guidance Document; outreach events.

## **Request for Qualifications**

BACWA is issuing this Requesting for Qualifications for a consultant interested in providing support to the BACWA Collection System Committee. The consultant may be an individual, sole proprietor, partnership, or corporation. Consultants submitting their Qualifications should have a technical background in sewer system management and working with wastewater utilities.

## **Organization and Content of the Submittal**

The Qualifications must be submitted in the form of a letter Statement of Qualifications with the following included:

- Name and address of consultant
- Description of qualifications (not to exceed three pages, excluding resumes)
- Proposed Fee estimate including hourly rates. For the purposes of the fee estimate for Task 1, assume 10 hours of meeting time, including at least one 2-3 hour workshop.
- Resume(s) for key staff

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](mailto:mcousins@bacwa.org)) by 5pm on Friday, September 22<sup>nd</sup>, 2023.

## **Consultant Selection**

Following receipt of Qualifications, a Selection Committee made up of BACWA Collection System Committee leaders, BACWA Executive Board member(s), and BACWA staff will evaluate the submittals. Based on submittals received, the Selection Committee will either recommend that BACWA conduct interviews by videoconference, or recommend that BACWA forego interviews and select a consultant based on the submitted Qualifications. Consultants submitting Qualifications will be notified of BACWA's decision by October 13, 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 on or after October 20, 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**

BACWA's standard agreement for consulting services will be used for this contract: <http://bacwa.org/document/bacwa-standard-long-form-agreement/>