REQUEST FOR QUALIFICATIONS

BACWA As-Needed Interim Regulatory Program Manager Support Services

REQUEST FOR QUALIFICATIONS ISSUED – October 22, 2026

SUBMITTALS DUE – November 19, 2026

Issue date: October 22, 2026
Submittal deadline: November 19, 5:00 p.m.
Anticipated start: January 4, 2027
Anticipated level of effort: Approximately 60 hours/month
Initial contract term: January 4 through July 30, 2027
Submit to: Jennifer Dyment, Assistant Executive Director, jdyment@bacwa.org
Questions: Lorien Fono, Executive Director, lfono@bacwa.org

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 through scientific and technical work and participation in the development of national, state, and regional environmental policies.

BACWA anticipates initiating recruitment for a permanent Regulatory Program Manager in 2027. In the interim, BACWA is seeking a qualified firm to provide Regulatory Program services to support the BACWA Executive Board, members, and committees. The selected consultant will assist BACWA 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 developments and assist in the preparation of comment letters on priority regulations and policies.
- Support designated BACWA committees and workgroups by interfacing with committee chairs, arranging meetings and agendas, and providing topical presentations when needed, and report to the Executive Board important issues that arise.
- Coordinate and participate in meetings with regulatory agencies, including the State Water Resources Control Board, San Francisco Bay Regional Water Quality Control Board, and Bay Area Air Quality Management District.
- Coordinate with other professional associations, including California Association of Sanitation Agencies (CASA) and National Association of Clean Water Agencies (NACWA).
- Assist in the preparation of the BACWA Bulletin.

Qualifications

The RFQ is open to partnerships and corporations, which must identify the individual who will serve as the lead for this work.

The lead individual should demonstrate:

- **Technical knowledge** of the wastewater industry, particularly wastewater collection and treatment facilities and processes.
- **Knowledge of environmental regulations**, particularly state and San Francisco Bay regional water quality requirements.
- **Experience working collaboratively** with technical professionals, regulators, committees, and workgroups.
- **Strong analytical skills** and the ability to synthesize technical and regulatory information.
- **Excellent written and oral communication skills.**
- **Strong interpersonal and organizational skills.**
- **Capacity** to prioritize BACWA's work beginning in January 2027.

Submittals

The following information must be included in all responses to this request for qualifications:

- **Applicant information:** Name, address, email address, and telephone number.
- **Statement of qualifications:** Maximum two pages describing relevant experience and qualifications. The two-page limit excludes the résumé/CV.
- **Résumé/CV:** For the individual who will serve as the lead consultant.
- **Availability:** Confirmation of availability beginning January 4, 2027, including the ability to provide approximately 60 hours of service per month.
- **Conflicts of interest:** Identification of any actual or potential conflicts of interest.
- **Hourly rate:** Proposed hourly billing rate and any other anticipated charges.

Submittals of qualifications must be received no later than 5:00 p.m. on November 19, and should be submitted via email to Jennifer Dyment, BACWA Assistant Executive Director, jdyment@bacwa.org.

Selection Process and Contracting

Following receipt of qualification submittals, the BACWA Board will evaluate the qualifications and may elect to hold interviews by videoconference with one or more of the entities submitting qualifications, or forego interviews and simply select the best qualified entity based on the submission. 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.

BACWA expects the contract to begin January 4, 2027 and continue through July 30, 2027. The anticipated level of effort is approximately 60 hours per month. BACWA may extend the agreement at its discretion. Compensation for any extension will be negotiated at that time.

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

Criteria	Weight
Familiarity with SF Bay Region regulatory issues	40
Technical/scientific expertise	30
Availability of key personnel	25
Hourly billing rate	5
Total	**100**

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