



Date: November 15, 2021
To: Interested Consultants
From: Thomas Francis, Water Resources Manager

Subject: Consultant Support for BAWSCA's Water Supply Roundtable Series

The Bay Area Water Supply and Conservation Agency (BAWSCA) is seeking consultant support for efforts associated with its Water Reliability Roundtable Series (Roundtable). The information submitted should be packaged as a Statement of Qualifications (SOQ). The purpose of the SOQ is to identify firms that can provide the services described below. Following BAWSCA's review of the SOQ's received, it may conduct interviews or it may proceed to negotiate a contract with the firm that provides the best value to BAWSCA. SOQs are due by close of business on Friday December 17, 2021.

A. Summary of the BAWSCA Water Reliability Roundtable Series

BAWSCA will convene quarterly roundtable discussions with stakeholders to discuss regional water supply reliability and enhancing water supply sustainability through the identification of collaborative opportunities to support, help finance, permit/approve, and/or expand projects or programs that have the potential to offer multiple benefits. Discussions will focus on the One Water concept – “an integrated planning and implementation approach to managing finite water resources for long-term resilience and reliability, meeting both community and ecosystem needs.” A Fact Sheet regarding the Roundtable is provided as Attachment 1.

BAWSCA has identified Roundtable Participants and will be inviting them to attend. A list of agencies whose representatives will be invited participants is provided as Attachment 2. BAWSCA staff will facilitate Roundtable discussions and develop agendas for each of the four meetings, the first of which is anticipated to be held in late January 2022. BAWSCA will also be responsible for the development of a website to facilitate Roundtable discussions. BAWSCA intends to hold at least two Roundtable meetings by the end of June 2022. Two additional Roundtable meetings would be held in FY 2022-23. It is likely that the selected consultant's final report on the Roundtable would be produced in Fiscal Year 2022-23.

B. Consultant Scope of Work

To support this effort, BAWSCA seeks a consultant to complete the following tasks:

1. Preparation of Meeting Notes. Roundtable discussions held virtually will be recorded, in an effort to better facilitate note taking. In 2022 some Roundtable discussions may be held in person.
2. Assistance in the development of an electronic form by which participants can provide information regarding particular projects that they wish to present to the Roundtable.
3. Preparation of the Final Report documenting the Roundtable outcome, anticipated to be prepared following the fourth meeting of the Roundtable

The above tasks are tentatively scheduled to begin in late January 2022.

C. Submission of a Statement of Qualifications

BAWSCA requests that all interested consultants provide BAWSCA with an SOQ by Friday, December 17, 2021, on or before 5:00pm. Please email an electronic version to tfrancis@bawsca.org.

The SOQ must contain details that will enable BAWSCA to evaluate the capability of the firm to provide the required services. The SOQ should include the following information:

- Summary of the firm's qualifications, including examples of relevant project work;
- Proposed hourly rate and confirmation of availability to meet BAWSCA's schedule for performance of the services; and
- Estimated cost to provide the above-listed services.

SOQ Evaluation Criteria are as follows:

- Qualifications and Experience of Firm and Key Personnel (67%)

Proposals will be evaluated based on the qualifications of the firm and its key personnel as related to the work that BAWSCA intends to perform. Particular consideration will be given to the qualifications of the Key Personnel that will specifically be assigned to performing the work. Proposers who have the experience and qualifications to implement similar projects will be rated higher than Proposers who do not have the relevant experience and qualifications.

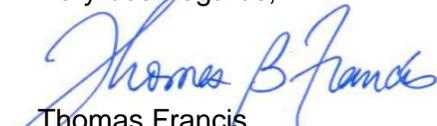
- Cost (33%)

Proposals will be evaluated based on the Proposer's overall value provided within the proposed budget. All proposed costs shall be inclusive of all labor, materials, insurance, overhead, profit, subcontractor costs, warranty, training, taxes, and all other costs to perform the work.

Submitting a response is voluntary and the cost for developing a response is the sole responsibility of the respondent. BAWSCA is not obligated in any manner to any respondent to this SOQ and may cancel or amend the SOQ at any time. Responses to the SOQ are not offers and cannot be accepted by BAWSCA to form a binding contract. BAWSCA has the right to elect not to procure these services and to procure services from a vendor that has not responded to this SOQ.

If you have any questions regarding this letter of interest, please contact me at tfrancis@bawsca.org.

Very best regards,


Thomas Francis
Water Resources

Attachment 1 – Fact Sheet

BAWSCA Water Reliability Roundtable Discussions

Purpose:

BAWSCA will convene quarterly roundtable discussions with stakeholders to discuss regional water supply reliability and enhancing water supply sustainability through the identification of collaborative opportunities to support, help finance, permit/approve, and/or expand projects or programs that have the potential to offer multiple benefits. Discussions will focus on the One Water concept – “an integrated planning and implementation approach to managing finite water resources for long-term resilience and reliability, meeting both community and ecosystem needs.”

Outcomes:

- Greater awareness of key One Water projects and initiatives planned or in progress in San Mateo, Santa Clara, and Alameda Counties
- Shared knowledge of best practices and expertise among attendees and presenters about innovative One Water projects
- Identified opportunities for stakeholders to collaborate
- Identified gaps in collaborative efforts to advance One Water/integrated water projects to improve water supply reliability and enhance water supply sustainability

Outputs:

- Dedicated page on the BAWSCA website (presentations, meeting minutes, etc.)
- Final report summarizing discussions, listing projects discussed, and possible next steps

Stakeholders:

- Water, wastewater, groundwater, and stormwater professionals in San Mateo, Santa Clara, and Alameda Counties
- Other local government staff
- Environmental and academic non-profit organizations
- Business and labor representatives

When:

Roundtable discussions will be held quarterly over the course of one year beginning in early 2022. Meetings will be approximately two hours and will include presentations from within the stakeholder group and invited topic-specific experts.

Where:

While BAWSCA recognizes that in-person meetings are ideal, due to the current state of the COVID-19 pandemic, the roundtable discussions will begin in a virtual, Zoom format. In-person meetings will be considered for subsequent meetings if local conditions change.

Attachment 2 – Participants

BAWSCA Water Reliability Roundtable Discussions

Invited Participants (Tentative)

- BAWSCA staff (Water Resources Manager; additional staff person / note taker)
- BAWSCA Member agencies
- San Mateo C/CAG staff (multiple staff, representing sustainability elements – stormwater, groundwater, etc.)
- San Mateo County Office of Sustainability
- San Mateo County Flood and Sea Level Rise Resiliency District
- San Mateo County, Groundwater / County Environmental Health
- San Mateo Co / Resource Conservation District
- Santa Clara County Agencies
 - Santa Clara Valley Water District
 - Santa Clara County Clean Water / Department Environmental Health
- Wastewater agency representatives
 - Silicon Valley Clean Water
 - San Mateo wastewater treatment plant
 - Union Sanitary District
 - East Bay Discharge Authority
 - South San Francisco
- NGOs
 - Sierra Club
 - TRT
 - Sustainable San Mateo County
 - Pacific Institute
 - Save the Bay
 - Sustainable Silicon Valley
 - Richard Luthy (ReNUWIt)
- Key Business / Labor NGOs or Reps
 - Builder/developers
 - Silicon Valley Leadership Group
 - Biocom
 - Bay Area Council