



**BAY AREA FLOOD PROTECTION AGENCIES ASSOCIATION
SUPPORT SERVICES
REQUEST FOR QUALIFICATIONS**

The Bay Area Flood Protection Agencies Association (BAFPAA), the San Francisco Bay area's central group for flood management and flood related issues, seeks Statements of Qualifications (SOQs) from qualified partners to work closely with BAFPAA to perform a broad suite of support services. This RFQ is intended to solicit consultant support to perform the following general functions, described further below: 1) administrative support; 2) Representation of BAFPAA and exchange of information between agencies and organizations, and updating and hosting BAFPAA webpage; and 3) Manage technical clearing house or database of resources shared by BAFPAA members.

Background

The Bay Area Flood Protection Agencies Association (BAFPAA) represents a multi-stakeholder, ten-county region, focused on coordinating a strategic approach to flood risk reduction, flood communication, and coordination with multiple objectives consistent with integrated regional water resources management. BAFPAA originated out of a need for broad regional coordination on flood-related issues and to support the flood management/stormwater functional area of the Bay Area integrated Regional Water Management Plan.

BAFPAA's intent is to continue the collaborative regional approach that has been carried out since 2003 and to take the association further as new members join, new policy and legislation are passed, and new challenges emerge.

RFQ Description:

This Request for Qualifications seeks to identify entities and or persons that have an interest and the necessary qualifications for this scope of work (see items A thru C below). A Request for Proposals is expected to follow this process to secure a contract for services.

Respondents to this RFQ should address the following (sections A, B, and C, below):

A. UNDERSTANDING OF BAY AREA FLOOD MANAGEMENT CHALLENGES

Respondents to this RFQ should provide the following information:

A description of your understanding of the known flood management challenges facing the Bay Area, including both fluvial and coastal flooding issues, and related water resource issues such as habitat improvements and water quality.

A description of your understanding of various entities in the Bay area addressing flood, stormwater and sea level rise as well as your approach for collaborating with these entities to

gather time sensitive technical and policy information for BAFPAA and serve as a BAFPAA liaison with these entities.

Your experience in coordinating with local, regional, state and federal agencies and organizations.

B. SCOPE OF SERVICES

Respondents to this RFQ should demonstrate their experience with the following tasks:

- Assist in agenda preparation and minutes of meetings; track and follow-up on action items
- Organize and assist with Annual Conference and other in-person meetings and tours;
- Assist with and coordinate the production of outreach materials, branding materials, and other correspondence;
- Coordinate with member agencies in developing Bay Area-wide programs and strategies to deal with regulatory aspects of matters of interest and concern to BAFPAA members, such as sediment removal and disposal, and when directed organize and coordinate meetings to discuss the topic(s);
- Track federal, state, regional and local flood-related ordinances, legislation, initiatives, workshops, conferences, and webinars and report back to the group
- Work with member agencies and other entities (as directed) to further flood protection planning and projects for the member agencies (e.g. Flood Control 2.0 and AQPI);
- Represent BAFPAA at meetings of various agencies and organizations, as directed, such as the Bay Area Integrated Regional Water Management group or similar;
- Facilitate the exchange of information between agencies, including meeting facilitation;
- Create and maintain a new BAFPAA website.

C. QUALIFICATIONS

The following is a listing of qualifications that will be considered for selection of consultant services to support BAFPAA:

- Cogent approach to coordination and facilitating exchange of information internally among member agencies and externally between BAFPAA and other entities;
- Proven ability and experience working effectively with flood districts and/or other local governments, agencies, or NGOs;
- Proven track record providing resources to flood districts and/or other entities via workshops, trainings and meetings;
- Demonstrated understanding of Bay Area integrated water management needs and priorities;
- Knowledge of other local and regional resources that can perform special projects, research and produce reports or other needed quality technical writing;
Demonstrated ability to be flexible and responsive to the organization's needs.

D. SCHEDULE

RFQ released: November 9, 2018
RFQ proposals received: December 10, 2018
RFP released: December 19, 2018
Pre-Bid Workshop: TBD
RFP proposals received: January 14, 2019
Select winning proposal: by January 21, 2019
Agreement execution: by February 25, 2019

E. QUALIFICATIONS SUBMISSION

Applicants may respond with a statement of qualifications, directly addressing sections A, B and C above.

The following items must be submitted:

1. Cover Page (1 page)
2. Statement of Qualifications, including key personnel and qualifications, proposed subcontractors, hourly rates, references, and short description of examples of relevant work that support the proposal (maximum 5 pages)
3. Resumes of potential team members (2 to 5 resumes). Any staff added will require resume to be submitted for approval once the contract is signed.

Qualifications should be submitted as a PDF and e-mailed to Brian Mendenhall at bmendenhall@valleywater.org for BAFPAA support - (Name of Applicant Entity)" in the subject line, and must be received **no later than 5:00pm on December 10, 2018.**

Qualifications not received by this time shall be considered non-responsive and will not be considered.

INQUIRIES: No phone calls will be accepted except as a reasonable accommodation to ensure equal access to the RFQ process. Written questions may be submitted any time before 12:00 noon on December 10, 2018, to Brian Mendenhall at bmendenhall@valleywater.org.