

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8L: CONSULTANT SERVICES CONTRACT TASK ORDER – FOG ONLINE CERTIFICATION WEBSITE

SUBJECT:

Authorize issuance of a task order under the existing URS Corporation Continuing Services Contract for maintenance of and enhancements to the FOG Online Certification website.

BACKGROUND:

The FOG Certification website was developed in 2012 to help localities inform and train individuals working in the food service industry on proper maintenance of grease control devices and the harmful effects of fats, oils and grease (FOG) on the region's sanitary sewer systems. Certification is required by FOG ordinances in some Hampton Roads localities and the site offers two programs at no cost: one for food service establishment employees and another for individuals hauling grease from food service establishments. In addition to the free certification programs, the website also provides training materials and resources from detailed presentations and step-by-step instructional guides, to posters and educational brochures that can be downloaded and printed.

This project is funded by the localities through the Regional Wastewater Program.

Contract Amount: Up to \$44,097.85.

Period of Performance: January 1, 2014 through December 31, 2014

General Scope of Work: URS shall provide the following:

Maintenance:

- Ensure that the database and webpages are working properly.
- Monitor the backup process to ensure that redundant backups are successfully maintained.
- Respond to user questions and issues forwarded by HRPDC staff, and assist HRPDC in responding to user inquiries.
- Provide general troubleshooting services.
- Ensure that system security measures are adequately provided.
- Monitor the database to anticipate and solve problems.

Enhancements:

- Provide enhanced backend user access to create, delete, or modify profiles and company associations.
- Modify backend reporting to include additional variables including email addresses and/or unique identification numbers for improved tracking.
- Amend account registration process to include company association prior to completion of certification.
- Modify certification cards to include employer name.

Attachment 8L

RECOMMENDED ACTION:

Authorize the Executive Director to issue a task order to maintain and perform site enhancements to the FOG Online Certification website under the Continuing Services Contract with URS Corporation.