

## **AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING**

### **ITEM #10-I: CONSULTANT SERVICES CONTRACT TASK ORDER – MAINTENANCE OF PARS, SSORS, AND FOG CERTIFICATION WEBSITES**

#### **SUBJECT:**

Authorize issuance of a task order under the existing Continuing Services Contract with URS Corporation for maintenance of the Permit Administration and Review System (PARS), the Sanitary Sewer Overflow Reporting System (SSORS), and the FOG Online Certification websites.

#### **BACKGROUND:**

PARS is a web-based database that assists localities with Municipal Separate Stormwater Sewer System (MS4) permit compliance, tracking of stormwater management facilities, and documentation of Chesapeake Bay TMDL implementation. SSORS is a web-based reporting and tracking system that assists localities with the required reporting of sanitary sewer overflows to the Virginia Department of Environmental Quality. Through the FOG Online Certification website, localities provide no-cost training to food service industry employees and grease haulers on the proper maintenance of grease control devices and the harmful effects of fats, oils and grease (FOG) on the region's sanitary sewer systems.

The HRPDC has a Continuing Services Agreement with URS to provide assistance, on a task order basis, in the areas of water supply, wastewater and stormwater and associated activities. This task order is funded by the localities through the Regional Stormwater Program and the Regional Wastewater Program.

Task Order Amount: Up to \$12,000.

Period of Performance: Beginning July 1, 2015 and continuing for up to 3 months, as needed.

General Scope of Work: URS shall provide the following:

- Ensure that the websites, databases, and reporting systems are working properly and assist help requests and general troubleshooting services.
- Monitor the backup process to ensure that redundant backups are successfully maintained.
- Proactively monitor the database to predict and solve problems, such as data corruption and storage problems on the server.
- Provide website and server documentation, as well as coordination and support to complete the transition to the subsequent maintenance contract.

#### **RECOMMENDED ACTION:**

Authorize the Interim Executive Director to issue a task order for PARS, SSORS, and FOG Certification website maintenance under the Continuing Services Contract with URS Corporation.