

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #8: CONSULTANT SERVICES CONTRACT – WEB-BASED FOG TRAINING

SUBJECT:

Authorize a contract for consultant services for web-based fats, oils and grease (FOG) training.

BACKGROUND:

The Hampton Roads Planning District Commission (HRPDC) has been tasked by the Directors of Utilities Committee through the Regional Wastewater Program to develop an Internet-based training and certification program to help member jurisdictions minimize sanitary sewer overflows and related problems caused by Fat, Oil, and Grease (FOG) deposits in the sanitary sewer system. Many sanitary sewer overflows can be attributed to consolidation of fat, oil, or grease in the drains and sewer lines coming from food service establishments. HRPDC would offer online training and certification to approximately 10,000 food service workers and grease haulers in the region, so that the incidence of FOG-related overflows can be reduced.

This scope of work provides for the design, coding, implementation, and initial maintenance of an Internet site and underlying database system that will provide training materials (presentations, documents, and videos) to food service workers and grease haulers. The system will track which individuals have completed the training, and provide an online test that must be passed in order to obtain a certificate. The system will track who has current training, when their certificate expires, and the results of any tests attempted. Reports will be produced that allow reviewing jurisdictions to check which establishments have, or do not have, workers on the premises who hold a valid FOG certification. Grease haulers will be trained and certified in a similar fashion.

Contract Amount: \$102,292

Period of Performance: Within six months of receipt of Notice to Proceed

General Scope of Work:

- Task 1: Project Coordination and Briefings
- Task 2: Design of Web Pages and Database System
- Task 3: Web Coding and Database Development
- Task 4: Testing, Documentation, Site Implementation and Development of Training Materials
- Task 5: Initial System Support

Funding to support this project is provided by the localities through the Regional Wastewater Program.

URS Consultants has developed and supported the web-based Sanitary Sewer Overflow Reporting System (SSORS) for the past several years. The HRPDC staff has negotiated a contract with URS to apply its experience with this initiative to the FOG Training Program.

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract for the FOG Certification Program with URS.