

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #13: CONSULTANT SERVICES CONTRACT – PERMIT ADMINISTRATION AND REVIEW SYSTEM (PARS)

SUBJECT:

Authorize contract for URS to continue maintaining the web-based PARS database that allows Hampton Roads localities to manage their stormwater program data.

BACKGROUND:

The PARS database was developed initially in 2007 to help localities comply with data reporting requirements in their MS4 permits. The database tracks the construction of stormwater management facilities (BMPs). The PARS data will be used to provide documentation for the Chesapeake Bay Phase II Watershed Implementation Planning process and to track progress during the TMDL implementation period.

This project is funded by the localities through the Stormwater Program.

Contract Amount: \$25,000

Period of Performance: July 1, 2011 through June 30, 2012

General Scope of Work: URS shall provide the following:

- Ensure that the database and webpage are working properly.
- Assist users with calls for help with procedures such as entering reports and generally troubleshooting.
- Proactively monitor the database to predict and solve problems, such as data corruption and storage problems on the WHRO server.
- Work with end users, time permitting, to troubleshoot client-side problems such as over-restrictive span and anti-virus filters and firewall problems.

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

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract with URS to continue maintaining the PARS program.