

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #13-G: CONSULTANT SERVICES CONTRACT TASK ORDER – PERMIT APPLICATION AND REVIEW SYSTEM (PARS) SUPPORT

SUBJECT:

Authorize issuance of a task order under Contract No. PDC-FY2016-C01 with CH2M HILL Engineers, Inc. (Consultant) for maintenance of the Permit Administration and Review System (PARS).

BACKGROUND:

The web-based PARS database was developed in 2007 to help localities comply with data reporting requirements of Municipal Separate Stormwater Sewer System (MS4) permits. The database tracks the construction of stormwater management facilities (BMPs). PARS data may also be used to provide documentation for the Chesapeake Bay TMDL implementation.

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

Contract Amount: Up to \$13,900

Period of Performance: September 17, 2015 through June 30, 2016

General Scope of Work:

- User assistance (i.e. new users not familiar with the system, forgotten passwords, browser or access issues)
- Database maintenance support (i.e. data corruption, storage attachment issues, backup management)
- Server administration support (i.e. server issues, monitoring capacity and bandwidth)
- General troubleshooting issues (i.e. bug fixes, server issues)
- Minor updates and enhancements
- Coordination and management of task order

RECOMMENDED ACTION:

Authorize the Executive Director to issue Task Order 2 to CH2M HILL Engineers, Inc. under Contract No. PDC-FY2016-C01 for PARS support.