

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #13-H: CONSULTANT SERVICES CONTRACT TASK ORDER – SANITARY SEWER OVERFLOW REPORTING SYSTEM (SSORS) SUPPORT

SUBJECT:

Authorize issuance of a task order under Contract No. PDC-FY2016-C01 with CH2M HILL Engineers, Inc. (Consultant) for maintenance of the Sanitary Sewer Overflow Reporting System (SSORS).

BACKGROUND:

SSORS is a web-based spill reporting and tracking system that assists localities with the initial notification and five day letter reporting requirements for sanitary sewer overflows. The Virginia Department of Environmental Quality, the Hampton Roads Sanitation District, the HRPDC, and participating Hampton Roads localities have privileges within SSORS.

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

Contract Amount: Up to \$19,827

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 1 to CH2M HILL Engineers, Inc. under Contract No. PDC-FY2016-C01 for SSORS support.