

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #8-M: CONSULTANT SERVICES CONTRACT TASK ORDER – PERMIT ADMINISTRATION AND REVIEW SYSTEM (PARS)

SUBJECT:

Authorize issuance of a task order under the existing URS Corporation Continuing Services Contract 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 \$15,000.

Period of Performance: July 1, 2014 through June 30, 2015

General Scope of Work: URS shall provide the following:

- Ensure 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 server.
- Work with end users, time permitting, to troubleshoot client-side problems such as over-restrictive spam and anti-virus filters and firewall problems.

In April 2010, the HRPDC entered into 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. The contract may be renewed per agreement by both parties for up to four (4) successive one year periods, under the terms of the current contract.

RECOMMENDED ACTION:

Authorize the Executive Director to issue a task order to maintain PARS under the Continuing Services Contract through FY 15 with URS Corporation for water resources projects.