

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #13-I: CONSULTANT SERVICES CONTRACT TASK ORDER – HAMPTON ROADS FATS, OILS, AND GREASE (HRFOG) ONLINE CERTIFICATION SUPPORT

SUBJECT:

Authorize issuance of a task order under Contract No. PDC-FY2016-C01 with CH2M HILL Engineers, Inc. (Consultant) for maintenance of the Hampton Roads Fats, Oils, and Grease (FOG) Online Certification website.

BACKGROUND:

The FOG Certification website was developed in 2012 to help localities inform and train individuals working in the food service industry on proper maintenance of grease control devices and the harmful effects of fats, oils and grease (FOG) on the region's sanitary sewer systems. Certification is required by FOG ordinances in some Hampton Roads localities and the site offers two programs at no cost: one for food service establishment employees and another for individuals hauling grease from food service establishments. In addition to the free certification programs, the website also provides training materials and resources from detailed presentations and step-by-step instructional guides, to posters and educational brochures that can be downloaded and printed.

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 3 to CH2M HILL Engineers, Inc. under Contract No. PDC-FY2016-C01 for Hampton Roads FOG Online Certification support.