

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #11-G: CONSULTANT SERVICES CONTRACT TASK ORDER – SANITARY SEWER OVERFLOW REPORTING SYSTEM (SSORS)

SUBJECT:

Authorize issuance of a task order under the existing URS Corporation Continuing Services Contract 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 (HRSD), the HRPDC, and participating Hampton Roads localities have privileges within SSORS.

This project is funded by the localities through the Regional Wastewater Program by a special local assessment.

Contract Amount: Up to \$25,000.

Period of Performance: July 1, 2013 through June 30, 2014.

General Scope of Work: URS shall provide the following:

- Coordinate and manage the project.
- Ensure that the SSORS system is working properly, and take steps to minimize disruption to the end users if problems are found.
- Assist users with calls for help involving forgotten passwords or procedures, entering reports, and general troubleshooting issues.
- Proactively monitor the reporting database to predict and solve potential problems, such as data corruption and potential attachment storage problems generated by users on the host server.
- Work with end users; time and budget permitting, to troubleshoot their client-side problems, such as over-restrictive spam and anti-virus filters, and firewall-related 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. Agenda Item 11-G pertains to the authorization for renewal of the existing Continuing Services Agreement through FY 2014.

RECOMMENDED ACTION:

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