



TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: May 28, 2014 for submission on the Consent Agenda of the June 3, 2014 City Council Meeting

ITEM: Consideration of Issuance of Task Order to Jacobs Engineering for Municipal Court Services

Background

City Council approved the issuance of a Contract and Year One Task Order to Jacobs Engineering for Municipal Court Services at the May 17, 2011 City Council meeting. The Year Two Task Order was approved for FY2013 in the amount of \$1,633,011 on June 5, 2012. The Year Three Task Order was approved for FY2014 in the amount of \$1,093,219 on May 21, 2013.

Discussion

During FY2014, Jacobs Engineering has performed the services required under the contract and associated Task Order. For the proposed services during FY2015, which begins on July 1, 2014, Jacobs has reduced their approved escalator to 0.86%, for a not to exceed Task Order price of \$1,102,660.

Recommendation

Staff recommends the issuance of a Task Order to Jacobs Engineering in the amount of \$1,102,660.

Attachment

Task Order for Municipal Court Services for Jacobs Engineering.

**CITY OF SANDY SPRINGS
GENERAL GOVERNMENT SERVICES
TASK ORDER**

Title:	Municipal Court Services	Task Order Number:	MC-FY15-01
Applicable CLIN:	0002, 0007, 0008	Issue Date:	June __, 2014
Period of Performance:		July 1, 2014 – June 30, 2015	
Issued To:		Jacobs Engineering Group	
Requirements (SOW Reference):		WBS 7.0 WBS 7.1 ¹	
Workload			
Item and Quantity			
Municipal Court Services (WBS 7.0) Court Administration (WBS 7.1)			
Approximately 70 warrants issued per month.			
Approximately 2,200 citations process per month.			
Between 1800-2200 defendants appearing in court per month.			
Approximately 18-23 court sessions per month.			
\$300,000-\$700,000 in fines collected per month, averaging \$300,000 per month. Daily deposits of fines are made within 24 hours of collection.			
Monthly reconciliation reports are provided to the Finance Director and City Manager by the 15 th of each month.			
Reports and remittances are provided to outside agencies each month within the appropriate time frame for each agency.			
The City has implementing an e-ticket system for Municipal Court Services			
Deliverables			
In addition to the specific data item descriptions below, for all WBS elements under Municipal Court Services, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager.			
Data Item Description	Data Item Number	Submission Frequency	
Municipal Court Services (WBS 7.0 – WBS 7.1)			
Reconciliation Report	DI-COSS-GS-007	Monthly	
Deposit Report	DI-COSS-GS-008	Daily	
Performance Report	DI-COSS-GS-003	Weekly	
Performance Report	DI-COSS-GS-004	Monthly	
Performance Metrics <i>(completed by Offeror)</i>			
<ul style="list-style-type: none"> • Court Calendar Efficiency Monitoring – number of reduced or circumvented delays, reschedules and length of appearances in courts. • Timely Reports and Remittances – compliance with reports and remittances provided to the city and outside agencies. • Reduction in Overall Error Submittals – number of reduced errors to DDS and those that could result in False Arrests, failing to clear a warrant, etc. • Reporting Compliance – compliance with internal accounting and reporting as well as reporting to approximate state agencies. 			

¹ WBS references are to the General Government Services Statement of Work (SOW) attached to this Task Order as Attachment 1.

General Government Services Task Order
Municipal Court Services

Special Considerations			
Key personnel:	<i>Name(s) and position(s) completed by Offeror</i>		
City-Furnished Property:	All office supplies, furniture, fixtures, equipment, motor vehicles, and computer hardware and software will be provided by the City.		
Travel:	A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Base Contract.		
Special Considerations			
Training:	A cost reimbursable item, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract. For purposes of this Task Order, the Contractor shall include in its cost calculations the amount of \$22,000 for training.		
Other:	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.		
Music Copyright and other Permissions:	Firm shall be responsible for procuring all required permissions, copyrights, or other charges for any music utilized in furtherance of this Task Order.		
Level of Effort and Fixed Price <i>(completed by Offeror)</i>			
Contract Labor Categories	FTE	FBR ²	Labor Category Price
Court Clerk	1.25	\$53.50	\$139,100
Court Docket Coordinator	1.0	\$49.75	\$103,480
Court Docket Specialist	7.0	\$45.75	\$666,120
Data Entry Clerk I	1.0	\$40.90	\$ 85,072
Data Entry Clerk II	1.0	\$52.35	\$108,888
		Premium for overtime and shift differential	\$ 0
Total FTE:		11.25	Total Fixed Price: \$ 1,102,660
Issued To:		Jacobs Engineering Group	
City of Sandy Springs Approval:		<i>Authorized signature</i>	
Date:			
Attest:			

² See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

**ATTACHMENT 1
TO MUNICIPAL COURT SERVICES
TASK ORDER**

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work