

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

Title:	Public Works-TSPLOST	Task Order Number:	TPW-FY19-01
Applicable CLIN:	0003, 0007, 0008	Issue Date:	
Period of Performance:	July 1, 2019 – June 30, 2020		
Issued To:			
Requirements (SOW Reference):	WBS 8.0 – WBS 12.4 ¹		
Workload			
<i>Item and Quantity</i>			
Traffic Studies (WBS 8.3)			
Manage TSPLOST associated intersection projects and studies suitable to define project improvements and support projects for public involvement and improvement element prioritization			
Transportation Planning (WBS 9.0)			
Staff will coordinate with regional planning partners as needed related to TSPLOST projects currently encumbered with federal funds (i.e. CIP T-0011 and T-0024)			
Strategic Planning (WBS 9.1)			
Quarterly monitoring report on project status and financial information			
Monthly report on project management			
Monthly report on amendments and adjustments for increases and decreases in funding and grant funded projects with attention to reimbursable projects from all entities			
Operational Planning (WBS 9.2)			
Quarterly reports for planned operations and activities for the next 90 days and activities and accomplishments for the past 90 days			
Quarterly reports for identifying additional resources needed to accomplish planned goals			
Right-of-Way (WBS 9.3)			
Staff will manage right-of-way acquisition/negotiation directly and through managing consultant performance related to TSPLOST project delivery			
Relationship Coordination (WBS 9.4)			
Approximately 1-3 public meetings per project to determine preferred transportation solutions			
Mapping Support (WBS 9.5)			
Coordination as needed with GIS staff to update planning maps and public meeting graphics/supporting documentation for TSPLOST programmed projects			
Utility Coordination (WBS 11.2)			
TSPLOST utility coordinator will manage relocation activities of pertinent consultants and help with negotiations and managing relocation activities of providers.			
Capital Improvement Program (WBS 12.0) – PM/CM Services (WBS 12.1)			
Monitor and implement selected TSPLOST projects approximately \$100M in value over the 5-year collection period			
Coordinate with City's financial staff to ensure proper reporting of expenditures			
Prepare report for bi-annual Citizen's Oversight Council per legislative requirements			
Prepare routine updates to mayor and city council and City management			
Coordinate with City's communications staff for website updates and program collateral pieces			
Support City's financial staff in preparing documents for annual audits of program per IGA with Fulton County			

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

Deliverables		
In addition to the specific data item descriptions below, for all WBS elements under Public Works, 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.		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Traffic Studies (WBS 8.3)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Transportation Planning (WBS 9.0) - Strategic Planning (WBS 9.1)		
Planning Activities Report	DI-COSS-GS-012	Annually
Monitoring Report	DI-COSS-GS-013	Quarterly
Operational Planning (WBS 9.2)		
Activity Report	DI-COSS-GS-014	Quarterly
Right-of-Way (WBS 9.3)		
Performance Report	DI-COSS-GS-003	Weekly
Relationship Coordination (WBS 9.4)		
Performance Report	DI-COSS-GS-004	Monthly
Mapping Support (WBS 9.5)		
Performance Report	DI-COSS-GS-004	Monthly
Deliverables		
Performance Report	DI-COSS-GS-004	Monthly
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Utility Coordination (WBS 11.2)		
Utility Project Progress Report	DI-COSS-GS-021	Monthly
Capital Improvement Program (WBS 12.0) - Project Management/Construction Management Services (WBS 12.1)		
Subcontractor Progress Report	DI-COSS-GS-010	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Performance Standards <i>(completed by Offeror)</i>		
Special Considerations		
Key personnel:	<i>ENTER NAME HERE, TSPLOST Manager; ENTER NAME HERE, TSPLOST Construction Manager</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.	
Training:	A cost reimbursable item, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.	

**ATTACHMENT 1
TO PUBLIC WORKS
TASK ORDER**

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work