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**CITY COUNCIL AGENDA ITEM**

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**TO:** Mayor & City Council

**DATE:** May 17, 2013

**FROM:** John McDonough, City Manager

**AGENDA ITEM:** Consideration of Issuance of Task Order to The Collaborative for Community Development Services

**MEETING DATE:** For Submission onto the May 21, 2013, City Council Regular Meeting Agenda

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**BACKGROUND INFORMATION:** (Attach additional pages if necessary)

See attached:

Memorandum  
Task Order

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APPROVAL BY CITY MANAGER:  JFM  APPROVED

PLACED ON AGENDA FOR:  5/21/2013

CITY ATTORNEY APPROVAL REQUIRED: (  ) YES (  ) NO

CITY ATTORNEY APPROVAL:  wkw

REMARKS:



TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: May 16, 2013 for submission on the Consent Agenda of the May 21, 2013 City Council Meeting

ITEM: Consideration of Issuance of Task Order to The Collaborative for Community Development Services

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## **Background**

City Council approved the issuance of a Contract and Year One Task Order to The Collaborative for Communications Services at the May 17, 2011 City Council meeting. The Year Two Task Order was approved for FY2013 in the amount of \$2,805,185 on June 5, 2012.

## **Discussion**

During FY2013, The Collaborative has performed the services required under the contract and associated Task Order. For the proposed services during FY2014, which begins on July 1, 2013, The Collaborative used their approved escalator of 2.20%, for a not to exceed Task Order price of \$3,201,969. This amount includes the following additional FTE staffing capacity:

- Building Inspector (.21 FTE to .8 FTE)
- Land Development Inspector (.8 FTE to 1 FTE)
- Landscape Architect (.6 FTE to 1 FTE)
- Planning Technician Position (0 to 1.0 FTE)

## **Recommendation**

Staff recommends the issuance of a Task Order to The Collaborative in the amount of \$3,201,969.

## **Attachment**

Task Order for Community Development Services for The Collaborative.

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

<b>Title:</b>	Community Development	<b>Task Order Number:</b>	CD-FY14-01
<b>Applicable CLIN:</b>	0007, 0008	<b>Issue Date:</b>	June __, 2013
<b>Period of Performance:</b>		July 1, 2013 – June 30, 2014	
<b>Issued To:</b>		The Collaborative	
<b>Requirements (SOW Reference):</b>		WBS 14.0 – WBS 16.0 <sup>1</sup>	
<b>Workload</b>			
<i>Item and Quantity</i>			
<b>Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)</b>			
Administer City Zoning Ordinance, review and recommend revisions and updates as needed. The City Zoning Ordinance can be found at <a href="http://www.sandyspringsga.org/City-Government/Adopted-Ordinances/Zoning-Ordinances.aspx">http://www.sandyspringsga.org/City-Government/Adopted-Ordinances/Zoning-Ordinances.aspx</a>			
<b>Applications Review (WBS 14.2)</b>			
Approximately 195 total permit applications processed per month			
Approximately 4 variance requests processed per month			
<b>Comprehensive Planning (WBS 14.3)</b>			
Maintain City Comprehensive Plan and draft updates as needed. The City Comprehensive Plan can be found at <a href="http://www.sandyspringsga.org/City-Government/Comprehensive-Plan.aspx">http://www.sandyspringsga.org/City-Government/Comprehensive-Plan.aspx</a>			
<b>Administrative and Sign Permitting (WBS 14.4)</b>			
Approximately 10-25 administrative permit reviews per month, completed within 10 business days			
Approximately 1 temporary sign permit reviews per month, completed within 5 business days			
Approximately 1 permanent sign permit reviews per month, completed within 5 business days			
<b>Economic Development (WBS 14.5)</b>			
Recruit business, assist in economic development initiatives, develop statistical data on economic indicators and provide to outside entities, prepare materials to assist in attracting economic development and maintain communications with governmental entities as required.			
Administer an average of \$555,000 annually through the City's allocation of CDBG funds.			
<b>Building and Development (WBS 15.0)</b>			
Revenue generated in Building and Development fees for the past 3 fiscal years <sup>2</sup> is: \$1,919,225 in 2008, \$789,521 in 2009, and \$628,669 in 2010 <sup>3</sup> . Fees for fiscal year 2011 through December 31, 2010 are \$369,641. The current schedule of Building and Development fees as adopted by			

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

<sup>2</sup> The City's fiscal year is July 1 to June 30.

<sup>3</sup> Fees were reduced by 50% for calendar year 2010 as an economic development incentive. Please note that this incentive expired 12/31/10; therefore, the amount of \$628,669 shown for fiscal year 2010 represents 6 months of Building and Development fees at the regular fee rates and 6 months of Building and Development fees at the reduced fee rates.

the City are attached to this Task Order as Attachment 2.

<b>Workload</b>		
<i>Item and Quantity</i>		
<b>Permitting (WBS 15.1)</b>		
Approximately 30 commercial building permits issued per month		
Approximately 62 residential building permits issued per month		
Approximately 3 rezoning permits issued per month		
<b>Plan Review (WBS 15.2)</b>		
Approximately 32 zoning plan reviews completed per month		
Approximately 198 Building and Development plan reviews per month		
<b>Building Inspection (WBS 15.3)</b>		
Approximately 500-800 building inspections performed per month		
Approximately 43 certificates of occupancy issued per month		
<b>Land Development Management (WBS 15.4)</b>		
Approximately 209 land development inspections performed per month		
Approximately 41 land development plans reviewed and processed per month		
<b>Code Enforcement (WBS 16.0)</b>		
Approximately 143 code enforcement cases per month		
Approximately 391 sign removals in the right-of-way per month		
Approximately 35 other sign removals per month for code violations		
Approximately 87 notices of violation for property maintenance issued per month		
Approximately 64 notices of violation for zoning issued per month		
Approximately 2 multi-family dwelling code enforcement sweeps per month		
Approximately 350 potential code violation inspections per month		
Average of 50-60 code violation cases assigned per code enforcement officer		
Average of 45 cases of code violations adjudicated per month		
Approximately 82 code violation cases resolved per month through voluntary compliance		
Average of 31 business days required for case resolution through voluntary compliance		
Approximately 8 cases resolved per month through forced compliance		
Average of 49 business days required for case resolution through forced compliance		
Total case resolution of 80% within the fiscal year of case initiation		
<b>Deliverables</b>		
In addition to the specific data item descriptions below, for all WBS elements under Community Development, 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>
<b>Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)</b>		
Performance Report	DI-COSS-GS-004	Monthly
Comprehensive Land Use Report	DI-COSS-GS-033	Annually
<b>Application Review (WBS 14.2)</b>		

Performance Report	DI-COSS-GS-004	Monthly
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<b>Deliverables</b>		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
<b>Comprehensive Planning (WBS 14.3)</b>		
Performance Report	DI-COSS-GS-004	Monthly
<b>Administrative and Sign Permitting (WBS 14.4)</b>		
Performance Report	DI-COSS-GS-004	Monthly
<b>Economic Development (WBS 14.5)</b>		
Performance Report	DI-COSS-GS-004	Monthly
CDBG Programmatic and Financial Progress Report	DI-COSS-GS-035	Monthly
<b>Building and Development (WBS 15.0) – Permitting (WBS 15.1)</b>		
Performance Report	DI-COSS-GS-004	Monthly
Pending Permit Application Report	DI-COSS-GS-034	Monthly
<b>Plan Review (WBS 15.2)</b>		
Performance Report	DI-COSS-GS-004	Monthly
<b>Building Inspection (WBS 15.3)</b>		
Performance Report	DI-COSS-GS-004	Monthly
<b>Land Development Management (WBS 15.4)</b>		
Performance Report	DI-COSS-GS-004	Monthly
<b>Code Enforcement (WBS 16.0)</b>		
Performance Report	DI-COSS-GS-004	Monthly

<b>Performance Metrics</b> <i>(completed by Offeror)</i>
<p>Contract Management:</p> <ul style="list-style-type: none"> <li>• Respond to City management and administrative staff requests within 2 hours</li> <li>• Respond to internal GGS inquiries within 24 hours</li> <li>• 100% timely response to emergency directives within specified time period</li> <li>• All reports to City provided according to Task Order schedule</li> <li>• Account for GGS contract property at a rate-of-loss less than the dollar amount identified in City inventory</li> <li>• 95% achievement of yearly staff training goals</li> <li>• 100% re-certification and license renewal of professional staff</li> <li>• Conformance to company’s Safety and Health Plan policies to manage to Case Incident Rate of 0%</li> </ul> <p>Customer Satisfaction:</p> <ul style="list-style-type: none"> <li>• Customer satisfaction with prompt, courteous service to the public</li> <li>• Respond to public calls within 24 hours during normal working hours</li> <li>• Gather information from ‘Customer Satisfaction and Suggestion Surveys’ by close of each month and present formal report within 7 days</li> <li>• Awards received</li> <li>• Letters, emails, and phone calls of appreciation, as well as concerns</li> </ul>

Community Development:

- Monthly statistics to compare to Task Order estimates for numbers of permits issued, plans reviewed, inspections performed, occupancy certificates issued, land development inspections performed, land development plans reviewed and processed, and code enforcement actions.
- Fee revenue by type generated by Building and Development
- Applications, reviews, and violations processed and given to supervisor for QC within 1-day of milestone requiring less than 5% rework (Internal metric)
- Inspections performed within 24 hours of receipt of request 90% of time, and within 48 hours 100% of time
- Inspection requests entered into on-line schedule same day as request receipt 100% of time
- Results of inspection entered into schedule within 24 hours of completion 100% of time
- Review, permit, and application milestones met 95% of time
- Permitting services, development review, and enforcement to conform 100% to all applicable building, zoning, development environmental codes and ordinances.
- High-quality, graphically engaging, clearly written public information products related Community Development activities that meet all deadlines
- High expressed customer satisfaction with planning products and presentations
- Number of meetings per month, approximate attendance figures, feedback from participants
- Public meetings to conform to Open Meetings Act 100% of time
- Notice of public meetings published on website 7-days from meeting 95% of time

Special Considerations			
<b>Key personnel:</b>	Angela Parker, Community Development Director		
<b>City-Furnished Property:</b>	All office supplies, furniture, fixtures, equipment, motor vehicles, and computer hardware and software will be provided by the City.		
<b>Travel:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Contract.		
Special Considerations			
<b>Training:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0008 of the General Government Services Contract. For purposes of this Task Order, the Contractor shall include in its cost calculations the amount of \$65,000 for training.		
<b>Other:</b>	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Contract.		
Level of Effort and Fixed Price <i>(completed by Offeror)</i>			
Contract Labor Categories	FTE	FBR <sup>4</sup>	Labor Category Price
Administrative Assistant	1	\$39.70	\$82,576
Administrative Assistant	1	\$39.70	\$82,576
Arborist/Landscape Architect	.6	\$49.75	\$62,089
Arborist/Landscape Architect	.4	\$49.75	\$41,393
Building Inspector	1	\$49.75	\$103,482

<sup>4</sup> See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

Building Inspector	.8	\$49.75	\$82,786
Building Officer	1	\$43.47	\$90,418
Building Plan Reviewer	1	\$43.47	\$90,418
Building Technician I	1	\$33.14	\$68,938
Building Technician II	1	\$37.05	\$77,059
Building Technician II	1	\$37.05	\$77,059
Chief Arborist	1	\$51.73	\$107,606
Chief Building Plan Inspector	1	\$55.71	\$115,875
Code Enforcement Manager	1	\$59.70	\$124,166
Code Enforcement Officer II	.2	\$39.70	\$16,515
Code Enforcement Officer I	1	\$37.05	\$77,059
Code Enforcement Officer II	.8	\$39.70	\$66,061
Code Enforcement Officer II	1	\$39.70	\$82,576
Community Development Director	1	\$117.00	\$243,357
Executive Assistant	1	\$43.47	\$90,418
Land Development Inspector	1	\$37.05	\$77,059
Land Development Inspector	1	\$37.05	\$77,059
Plan Review Engineer	1	\$64.07	\$133,264
Plan Review Engineer	1	\$64.07	\$133,264
Plan Review Engineer	.6	\$64.07	\$79,958
Planner I	1	\$43.47	\$90,418
Planner II	1	\$60.02	\$124,846
Planner II	.6	\$60.02	\$74,908
Planning and Zoning Manager	1	\$63.67	\$132,435
Senior Planner	1	\$51.73	\$107,606
Code Enforcement Officer II	1	\$39.70	\$82,576
Arborist/Landscape Architect	1	\$49.75	\$103,482
Economic Development Manager	1	\$66.19	\$137,685
Planning Technician	1	\$31.24	\$64,985
Labor categories are shown by individual staff FTE amounts. Like categories will be combined for total category price purposes.		Premium for overtime and shift differential	\$
<b>Total FTE:</b>	<b>31.0</b>	<b>Total Fixed Price:</b>	\$3,201,969
<b>Total Fixed Price and Base Fee (if any):</b>			<b>\$</b>
<b>Issued to:</b>	The Collaborative		
<b>City of Sandy Springs Approval:</b>	<i>Authorized signature</i>		
<b>Date:</b>			
<b>Attest:</b>			

**ATTACHMENT 1  
TO COMMUNITY DEVELOPMENT  
TASK ORDER**

**STATEMENT OF WORK**

See Section J – Attachment 01 for  
Statement of Work