SANDY SPRINGS
GEORGIA

CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council **DATE:** May 17, 2013

FROM: John McDonough, City Manager

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

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

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum
Task Order

APPROVAL BY CITY MANAGER: JJM *APPROVED*

PLACED ON AGENDA FOR: 5/21/2013

CITY ATTORNEY APPROVAL REQUIRED: (✓) *YES* ( ) *NO*

CITY ATTORNEY APPROVAL: WKW

REMARKS:

SANDY SPRINGS
GEORGIA

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 Jacobs Engineering for Municipal Court Services

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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.

Discussion

During FY2013, Jacobs Engineering has performed the services required under the contract and associated Task Order. For the proposed services during FY2014, which begins on July 1, 2013, Jacobs has reduced their approved escalator to 1.00%, for a not to exceed Task Order price of $1,093,219.

Recommendation

Staff recommends the issuance of a Task Order to Jacobs Engineering in the amount of $1,093,219.

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-FY14-01
Applicable CLIN:	0002, 0007, 0008	**Issue Date:**	June __, 2013
Period of Performance:		July 1, 2013 – June 30, 2014	
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 1500-2000 defendants appearing in court per month.
Approximately 15-20 court sessions per month.
$200,000-$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 15th of each month.
Reports and remittances are provided to outside agencies each month within the appropriate time frame for each agency.
The City is implementing an e-ticket system for Municipal Court Services, which could reduce staffing.

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

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

Performance Metrics *(completed by Offeror)*
•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.

Special Considerations	
Key personnel:	*Name(s) and position(s) completed by Offeror*
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 *(completed by Offeror)*

Contract Labor Categories	***FTE***	***FBR[2]***	***Labor Category Price***
Court Clerk	1.25	$53.01	$137,824
Court Docket Coordinator	1.0	$49.33	$102,607
Court Docket Specialist	7.0	$45.36	$660,442
Data Entry Clerk I	1.0	$40.57	$84,386
Data Entry Clerk II	1.0	$51.90	$107,960
		Premium for overtime and shift differential	$ 0
Total FTE:		**Total Fixed Price:**	$ 1,093,219
Issued To:		Jacobs Engineering Group	

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

City of Sandy Springs Approval:	*Authorized signature*
Date:	
Attest:	

ATTACHMENT 1
TO MUNICIPAL COURT SERVICES
TASK ORDER

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work