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**CITY COUNCIL AGENDA ITEM**

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**TO:** Mayor & City Council

**DATE:** April 5, 2013

**FROM:** John McDonough, City Manager

**AGENDA ITEM:** Request for No Cost Task Order Change - Community Development

**MEETING DATE:** For Submission onto the April 16, 2013, City Council Regular Meeting Agenda

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

See attached:

Memorandum  
Task Order Change

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APPROVAL BY CITY MANAGER: JFM APPROVED

PLACED ON AGENDA FOR: 4/16/13

CITY ATTORNEY APPROVAL REQUIRED: (  ) YES (  ) NO

CITY ATTORNEY APPROVAL: [Signature]

REMARKS:

TO: John McDonough, City Manager

FROM: Eden Freeman, Assistant City Manager

DATE: April 8, 2013 for submission on the Agenda of the April 16, 2013 City Council Meeting

ITEM: No-cost Task Order Change for the Collaborative for Community Development

### Background

In June 2012, the City issued the FY13 Task Order to the Collaborative to provide Community Development services in the amount of \$2,805,185.

### Discussion

A review of building inspection requests reveals a significant increase in the number of requests for building inspections when compared to 2011 and 2012 numbers. Under the City's current operating procedure, requests for building inspections are called in by contractors by 2 pm each day and inspections are conducted the following business day. Should the City not promptly conduct requested inspections, the project may experience delays, as the contractor cannot move to the next phase of construction and resolve items that require an inspector's approval.

The table below illustrates the increase in building inspections since 2011:

Year	1 <sup>ST</sup> Quarter	Annual Total
2011	1,811	9,511
2012	2,406	10,857
2013	2,942	2,942

Additional staff capacity is needed through the end of the fiscal year to meet this increased demand for building inspections. This capacity can be provided with no increase in the overall contract amount. Due to delays in filling vacancies for approved Code Enforcement Officer I and Code Enforcement Officer II positions (now filled), the Collaborative did not bill the City for the hours that the positions were unfilled, resulting in a balance remaining on the FY13 Task Order.

## **Recommendation**

Staff recommends a one-time ***No-Cost Task Order Change*** to the FY13 Task Order issued June 6, 2012. This change will reduce the number of hours charged for Code Enforcement Officer I and Code Enforcement Officer II by 570.72 hours, or \$21,906. At the same time, the number of hours for Building Inspector will be increased by 450 hours or \$21,906. No additional funds will be added to the FY13 Task Order through this change.

## **Attachment**

1. Task Order

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

<b>Title:</b>	Community Development	<b>Task Order Number:</b>	CD-FY13-03
<b>Applicable CLIN:</b>	0007, 0008	<b>Issue Date:</b>	April ____, 2013
<b>Period of Performance:</b>	January 1, 2013 – June 30, 2013		
<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 45 total permit reviews by zoning processed per month			
Approximately 4 variance requests processed per month			
Approximately 3 rezoning requests processed per month			
Approximately 1 use permit requests processed per month			
Approximately 2 zoning modification requests processed per month			
Approximately 3 minor application requests (administrative modifications, minor variances, noise variances, special kennel permits, etc.) 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 30 temporary sign permit reviews per month, completed within 5 business days			
Approximately 20 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 the City’s annual allocation of approximately \$500,000 in CDBG funds			

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

<b>Workload</b>		
<i>Item and Quantity</i>		
<b>Permitting (WBS 15.1)</b>		
Approximately 35 commercial building permits issued per month		
Approximately 45 residential building permits issued per month		
Approximately 7 land disturbance permits issued per month		
<b>Plan Review (WBS 15.2)</b>		
Approximately 130 site development plan reviews per month		
Approximately 120 building plan reviews per month		
<b>Building Inspection (WBS 15.3)</b>		
Approximately 500-800 building inspections performed per month		
Approximately 40 certificates of occupancy issued per month		
<b>Land Development Management (WBS 15.4)</b>		
Approximately 120 land development inspections performed per month		
Approximately 250 applications processed per month		
<b>Code Enforcement (WBS 16.0)</b>		
Approximately 135 code enforcement cases per month		
Approximately 35 sign removals in the right-of-way per month		
Approximately 10 sign code violations issued per month		
Approximately 2 multi-family dwelling code enforcement sweeps per month		
Average of 80 code violations adjudicated per month		
Approximately 35 code violation cases resolved per month through voluntary compliance		
Total case resolution of 95% 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

Deliverables		
<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><b>Contract Management:</b></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><b>Customer Satisfaction:</b></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>		

<b>Community Development:</b>			
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Applications, reviews, and violations processed and given to supervisor for QC within 1-day of milestone requiring less than 5% rework (Internal metric)</li> <li>• Inspections performed within 24 hours of receipt of request 90% of time, and within 48 hours 100% of time</li> <li>• Inspection requests entered into on-line schedule same day as request receipt 100% of time</li> <li>• Results of inspection entered into schedule within 24 hours of completion 100% of time</li> <li>• Review, permit, and application milestones met 95% of time</li> <li>• Permitting services, development review, and enforcement to conform 100% to all applicable building, zoning, development environmental codes and ordinances.</li> <li>• High-quality, graphically engaging, clearly written public information products related Community Development activities that meet all deadlines</li> <li>• High expressed customer satisfaction with planning products and presentations</li> <li>• Number of meetings per month, approximate attendance figures, feedback from participants</li> <li>• Public meetings to conform to Open Meetings Act 100% of time</li> <li>• Notice of public meetings published on website 7-days from meeting 95% of time</li> </ul>			
<b>Special Considerations</b>			
<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 Base Contract.		
<b>Special Considerations</b>			
<b>Training:</b>	N/A		
<b>Other:</b>	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.		
<b>Level of Effort and Fixed Price (completed by Offeror)</b>			
<b>Contract Labor Categories</b>	<b>Hours</b>	<b>FBR<sup>2</sup></b>	<b>Labor Category Price</b>
Building Inspector	450	\$ 48.68	\$ 21,906
Code Enforcement Officer I	(100.72)	\$ 36.25	\$ (3,651)
Code Enforcement Officer II	(470)	\$ 38.84	\$(18,255)
		Premium for overtime and shift differential	\$
<b>Total Hours:</b>		<b>Total Fixed Price:</b>	<b>\$ 0</b>

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

General Government Services Task Order  
Community Development

<b>Issued to:</b>	The Collaborative
<b>City of Sandy Springs Approval:</b>	<i>Authorized signature</i>
<b>Date:</b>	
<b>Attest:</b>	