
CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council

DATE: May 30, 2012

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 June 5, 2012, City Council Regular Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum
Task Order

APPROVAL BY CITY MANAGER:



APPROVED

NOT APPROVED

PLACED ON AGENDA FOR:

6/5/2012

CITY ATTORNEY APPROVAL REQUIRED:

() YES

() NO

CITY ATTORNEY APPROVAL:



REMARKS:



TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: May 30, 2012 for submission on the Consent Agenda of the June 5, 2012
City Council Meeting

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

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.

Discussion

During FY2012, The Collaborative has performed the services required under the contract and associated Task Order. For the proposed services during FY2013, which begins on July 1, 2012, The Collaborative used their approved escalator of 2.20%, for a not to exceed Task Order price of \$2,805,185. This amount represents the realignment of 1.0 FTE from the Communications Task Order, the annualization of positions added during FY2012 and a six month addition of a 0.6 FTE Site Inspector.

Recommendation

Staff recommends the issuance of a Task Order to The Collaborative in the amount of \$2,805,185.

Attachment

Task Order for Community Development Services for The Collaborative.

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

Title:	Community Development	Task Order Number:	CD-FY13-01
Applicable CLIN:	0007, 0008	Issue Date:	June ____, 2012
Period of Performance:	July 1, 2012 – June 30, 2013		
Issued To:	The Collaborative		
Requirements (SOW Reference):	WBS 14.0 – WBS 16.0 ¹		
Workload			
<i>Item and Quantity</i>			
Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)			
Administer City Zoning Ordinance, review and recommend revisions and updates as needed. The City Zoning Ordinance can be found at http://www.sandyspringsga.org/City-Government/Adopted-Ordinances/Zoning-Ordinances.aspx			
Applications Review (WBS 14.2)			
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			
Comprehensive Planning (WBS 14.3)			
Maintain City Comprehensive Plan and draft updates as needed. The City Comprehensive Plan can be found at http://www.sandyspringsga.org/City-Government/Comprehensive-Plan.aspx			
Administrative and Sign Permitting (WBS 14.4)			
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			
Economic Development (WBS 14.5)			
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			

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

Workload		
<i>Item and Quantity</i>		
Permitting (WBS 15.1)		
Approximately 35 commercial building permits issued per month		
Approximately 45 residential building permits issued per month		
Approximately 7 land disturbance permits issued per month		
Plan Review (WBS 15.2)		
Approximately 130 site development plan reviews per month		
Approximately 120 building plan reviews per month		
Building Inspection (WBS 15.3)		
Approximately 500-800 building inspections performed per month		
Approximately 40 certificates of occupancy issued per month		
Land Development Management (WBS 15.4)		
Approximately 120 land development inspections performed per month		
Approximately 250 applications processed per month		
Code Enforcement (WBS 16.0)		
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		
Deliverables		
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>
Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)		
Performance Report	DI-COSS-GS-004	Monthly
Comprehensive Land Use Report	DI-COSS-GS-033	Annually
Application Review (WBS 14.2)		
Performance Report	DI-COSS-GS-004	Monthly

Deliverables		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Comprehensive Planning (WBS 14.3)		
Performance Report	DI-COSS-GS-004	Monthly
Administrative and Sign Permitting (WBS 14.4)		
Performance Report	DI-COSS-GS-004	Monthly
Economic Development (WBS 14.5)		
Performance Report	DI-COSS-GS-004	Monthly
CDBG Programmatic and Financial Progress Report	DI-COSS-GS-035	Monthly
Building and Development (WBS 15.0) – Permitting (WBS 15.1)		
Performance Report	DI-COSS-GS-004	Monthly
Pending Permit Application Report	DI-COSS-GS-034	Monthly
Plan Review (WBS 15.2)		
Performance Report	DI-COSS-GS-004	Monthly
Building Inspection (WBS 15.3)		
Performance Report	DI-COSS-GS-004	Monthly
Land Development Management (WBS 15.4)		
Performance Report	DI-COSS-GS-004	Monthly
Code Enforcement (WBS 16.0)		
Performance Report	DI-COSS-GS-004	Monthly
Performance Metrics <i>(completed by Offeror)</i>		
<p>Contract Management:</p> <ul style="list-style-type: none"> • Respond to City management and administrative staff requests within 2 hours • Respond to internal GGS inquiries within 24 hours • 100% timely response to emergency directives within specified time period • All reports to City provided according to Task Order schedule • Account for GGS contract property at a rate-of-loss less than the dollar amount identified in City inventory • 95% achievement of yearly staff training goals • 100% re-certification and license renewal of professional staff • Conformance to company’s Safety and Health Plan policies to manage to Case Incident Rate of 0% <p>Customer Satisfaction:</p> <ul style="list-style-type: none"> • Customer satisfaction with prompt, courteous service to the public • Respond to public calls within 24 hours during normal working hours • Gather information from ‘Customer Satisfaction and Suggestion Surveys’ by close of each month and present formal report within 7 days • Awards received • Letters, emails, and phone calls of appreciation, as well as concerns 		

Community Development:			
<ul style="list-style-type: none"> • 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. • 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			
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 \$65,000 for training.		
Other:	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.		
Level of Effort and Fixed Price (completed by Offeror)			
Contract Labor Categories	FTE	FBR²	Labor Category Price
Administrative Assistant	1	\$ 38.84	\$ 80,787
Administrative Assistant	1	\$ 38.84	\$ 80,787
Administrative Assistant	.2	\$ 38.84	\$ 16,157
Arborist/Landscape Architect	.4	\$ 48.68	\$ 40,502
Arborist/Landscape Architect	.6	\$ 48.68	\$ 60,753
Building Inspector	1	\$ 48.68	\$101,254
Building Inspector	.21	\$ 48.68	\$ 21,263
Building Officer	1	\$ 42.54	\$ 88,483

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

General Government Services Task Order
Community Development

Building Plan Reviewer	1	\$ 42.54	\$ 88,483
Building Technician I	1	\$ 32.43	\$ 67,454
Building Technician II	1	\$ 36.25	\$ 75,400
Building Technician II	1	\$ 36.25	\$ 75,400
Chief Arborist	1	\$ 50.62	\$105,290
Chief Building Inspector	1	\$ 54.51	\$113,381
Code Enforcement Manager	1	\$ 58.41	\$121,493
Code Enforcement Officer II	.2	\$ 38.84	\$ 16,157
Code Enforcement Officer I	1	\$ 36.25	\$ 75,400
Code Enforcement Officer II	.8	\$ 38.84	\$ 64,630
Code Enforcement Officer II	1	\$ 38.84	\$ 80,787
Community Development Director	1	\$114.48	\$238,118
Executive Assistant	1	\$ 42.54	\$ 88,483
Land Development Inspector	1	\$ 36.25	\$ 75,400
Land Development Inspector	.8	\$ 36.25	\$ 60,320
Plan Review Engineer	1	\$ 62.69	\$130,395
Plan Review Engineer	1	\$ 62.69	\$130,395
Plan Review Engineer	.6	\$ 62.69	\$ 78,237
Planner I	1	\$ 42.54	\$ 88,483
Planner II	1	\$ 58.73	\$122,158
Planner II	.6	\$ 58.73	\$ 73,295
Planning and Zoning Manager	1	\$ 62.30	\$129,584
Senior Planner	1	\$ 50.62	\$105,290
Code Enforcement Officer II	1	\$ 38.84	\$ 80,787
Arborist/Landscape Architect*	.6	\$ 48.68	\$ 30,376
<ul style="list-style-type: none"> * Funding through December 31, 2012 only 			
		Premium for overtime and shift differential	\$
Total FTE:	28.0	Total Fixed Price:	\$2,805,185
Total Fixed Price and Base Fee (if any):			\$
Issued to:		The Collaborative	
City of Sandy Springs Approval:		<i>Authorized signature</i>	
Date:			
Attest:			

**ATTACHMENT 1
TO COMMUNITY DEVELOPMENT
TASK ORDER**

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work

