



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 URS for Public Works 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: JFM APPROVED

_____ NOT APPROVED

PLACED ON AGENDA FOR: 6/5/2012

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL: SM

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 URS for Public Works

Background

City Council approved the issuance of a Contract and Year One Task Order to URS for Public Works at the May 17, 2011 City Council meeting.

Discussion

During FY2012, URS has performed the services required under the contract and associated Task Order. For the proposed services during FY2013, which begins on July 1, 2012, URS reduced their approved escalator to 3.50%, for a not to exceed Task Order price of \$3,318,265.

Recommendation

Staff recommends the issuance of a Task Order to URS in the amount of \$3,318,265.

Attachment

Task Order for Public Works for URS.

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

Title:	Public Works	Task Order Number:	PW-FY13-01
Applicable CLIN:	0003, 0007, 0008	Issue Date:	June __, 2012
Period of Performance:	July 1, 2012 – June 30, 2013		
Issued To:	URS		
Requirements (SOW Reference):	WBS 8.0 – WBS 12.4 ¹		
Workload			
<i>Item and Quantity</i>			
Traffic Engineering (WBS 8.1)			
350 miles of roadway maintained in the City			
Approximately 25 work orders for traffic maintenance issued daily			
Approximately 50 work orders for road maintenance issued daily			
Approximately 1-2 plats reviewed weekly			
Approximately 2-3 safety audits performed weekly			
Approximately 2-3 unsafe condition reports investigated daily			
Approximately 212 traffic services work orders completed per month			
Traffic Management Center (WBS 8.2)			
Traffic monitoring managed 24 hours per day, 7 days per week by on-call employees, including monitoring up to 40 cameras at key intersections			
Approximately 38 after hours calls per month			
Traffic Studies (WBS 8.3)			
On major roadways in the City such as Roswell Road, turn movement counts are taken approximately every 2 years. There are 25 signalized intersections on Roswell Road that are split into 2 segments.			
Turn movement counts are taken for the AM, lunch and PM peak traffic times. Counts are taken through cameras and are recorded from approximately 6:00 AM to 7:00 PM depending on the location.			
Traffic counts are taken for all intersections in the City within a 3 year period. There are additional intersection improvements and traffic calming issues that require different kinds of studies that include traffic counts and other data.			
Various traffic studies require different types of equipment and analysis is an additional cost requiring specific request			
Approximately 1-2 reviews of accident data daily			
Approximately 20 field investigations daily			

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

Workload
<i>Item and Quantity</i>
Traffic Signal Maintenance(WBS 8.4)
120 stop and go traffic signals
25 flashing school beacons
26 intersection and other flashing beacons
Striping (WBS 8.5)
350 miles of pavement in the City
Sign Maintenance (WBS 8.6)
20 Inspections monthly
1 report monthly
Transportation Planning (WBS 9.0)
Annual capital program
Strategic Planning (WBS 9.1)
Quarterly monitoring report on project status and financial information
Monthly report on project management
Monthly report on real-time data for cost of planning and construction design
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)
Approximately 100 rights-of-way owned by the City
Up to 70 permits issued for curb-cuts, utility use and location and private use of City rights-of-way per month (approximately 8 utility permits issued per month)
Approximately 6 utilities companies
Approximately 15 telecommunications operations
Approximately 20 subcontractors involved in City rights-of-way use
Relationship Coordination (WBS 9.4)
Approximately 1-3 public meetings per month to determine transportation solutions
Mapping Support (WBS 9.5)
Weekly reports on number of requests for assistance by the department including details of requests
Monthly reports to provide GIS related information regarding roadways and rights-of-way
Monthly reports to provide GIS related information or data in response to requests and needs of City personnel
Monthly reports for uptime of GIS systems
Monthly reports for trend analysis and information on maintenance

Workload
<i>Item and Quantity</i>
Plan Review (WBS 9.6)
Approximately 11 development plan reviews per month
Stormwater Management (WBS 10.0) – Construction and Project Management (WBS 10.1)
Approximately 20-30 projects managed at any one time
City-Owned Infrastructure Management (WBS 10.2)
1,193 detention ponds in the City
1,391 outfalls in the City's stormwater system
6,284 drains or catch basins in the City right-of-way
4,467 structures on private property are attached to City's stormwater system
4,625 pipes in the drainage system in the City rights-of-way, equaling 64 miles of pipe
Approximately 20 inspections of stormwater infrastructure weekly
Approximately 2-3 enforcement issues relating to stormwater infrastructure weekly
Approximately 132 storm drains cleaned per month
Regulatory Compliance (WBS 10.3)
Approximately 20-25 contacts with regulatory agencies monthly in connection with stormwater infrastructure
Communication with the public regarding stormwater and clean water programs as required
Field Services (WBS 11.0)
Approximately 207 field services work orders completed per month
Approximately 41 road repairs made per month
Pavement Management (WBS 11.1)
350 miles of pavement in the City
Utility Coordination (WBS 11.2)
Coordinate with approximately six (6) utility companies operating in the City for capital improvement projects
Relocate and place utility equipment throughout the City as required
Right-of-Way Maintenance (WBS 11.3)
Approximately 40-260 miles of property to be mowed and maintained monthly; plant maintenance for all intersections, interchanges and interstates within the City on a daily, bi-weekly and monthly basis
Street sweeping and debris removal performed monthly; approximately 14 tons of debris removed monthly; average trash removal of over 916 (55 gallon bags) monthly
Bridge Maintenance (WBS 11.4)
Maintain over 22 bridges in the City; construction, preliminary inspections, repairs and testing performed monthly

Workload		
<i>Item and Quantity</i>		
Emergency Road Services (WBS 11.5)		
Approximately 10-20 emergency repairs performed monthly (emergency repairs vary by seasons)		
Tree removal, repair of potholes, light poles and signs		
Capital Improvement Program (WBS 12.0) – PM/CM Services (WBS 12.1)		
Over 60 capital projects, including design, paving, intersections, street construction, stormwater, GDOT grant projects and parks		
Contract Compliance (WBS 12.2)		
Approximately 60-85 capital construction projects		
Approximately 10-15 Georgia Department of Transportation (GDOT) contracts		
Approximately 3-5 Community Development Block Grant (CDBG) contracts		
Facilities Management (WBS 12.3)		
Approximately 100-150 pieces of mail and other transmittals/receipts processed per day		
Approximately 6 deliveries of supplies and inventory per day		
Over \$75,000 in furniture and fixtures		
Approximately 2 meetings monthly with City Hall building leasing agent regarding various matters, including lease issues and resolution		
Approximately 10-30 maintenance issues per week		
Approximately 2-3 City Hall building security issues per week		
Emergency and Disaster Planning and Response (WBS 12.4)		
Approximately 1 practice session conducted per month		
Approximately 2-5 activities coordinated with local, state and federal agencies per month		
Approximately 2-5 calls received regarding emergency preparedness per month		
Approximately 1 meeting per month		
Approximately 175 individuals, including professionals and citizens, trained in CPR and approximately 175 individuals, including professionals and citizens, trained in AED.		
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 Services (WBS 8.0) - Traffic Engineering (WBS 8.1)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Project Management Plan	DI-COSS-GS-009	Monthly
Subcontractor Progress Report	DI-COSS-GS-010	Weekly

Deliverables		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Traffic Management Center (WBS 8.2)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Signal Status and Repair Report	DI-COSS-GS-0011	Monthly
Traffic Studies (WBS 8.3)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Traffic Signal Maintenance (WBS 8.4)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Striping (WBS 8.5)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Sign Maintenance (WBS 8.6)		
Inspections Report	DI-COSS-GS-028	Monthly
Repairs Report	DI-COSS-GS-029	Quarterly
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
Miles and Refuse Report	DI-COSS-GS-015	Monthly
Relationship Coordination (WBS 9.4)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Mapping Support (WBS 9.5)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Plan Review (WBS 9.6)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Stormwater Management (WBS 10.0) - Construction and Project Management (WBS 10.1)		
Stormwater Strategy and Implementation Report	DI-COSS-GS-016	Monthly
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly

Deliverables		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
City-Owned Infrastructure Management (WBS 10.2)		
Stormwater Project Report	DI-COSS-GS-017	Annually
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Stormwater Emergency Preparedness Report	DI-COSS-GS-018	Annually
Private Property Inspection Report	DI-COSS-GS-019	Monthly
Subcontractor Progress Report	DI-COSS-GS-010	Weekly
Regulatory Compliance (WBS 10.3)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Field Services (WBS 11.0) - Pavement Management (WBS 11.1)		
Subcontractor Progress Report	DI-COSS-GS-010	Weekly
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Utility Coordination (WBS 11.2)		
Resident Resolution Report	DI-COSS-GS-020	Monthly
Utility Project Progress Report	DI-COSS-GS-021	Monthly
Right-of-Way Maintenance (WBS 11.3)		
Right-of-Way Maintenance Report	DI-COSS-GS-022	Monthly
Bridge Maintenance (WBS 11.4)		
Bridge Inspection and Maintenance Report	DI-COSS-GS-023	Monthly
Emergency Road Services (WBS 11.5)		
Emergency Road Service Report	DI-COSS-GS-024	Weekly
Performance Report	DI-COSS-GS-004	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
Contract Compliance (WBS 12.2)		
Performance Report	DI-COSS-GS-004	Monthly
Facilities Management (WBS 12.3)		
Facilities Management Report	DI-COSS-GS-026	Monthly
Emergency and Disaster Planning and Response (WBS 12.4)		
Emergency Preparedness Report	DI-COSS-GS-027	Monthly

Performance Standards <i>(completed by Offeror)</i>	
Performance Measures	
<u>Requirement</u>	<u>Performance Requirement</u>
	<ol style="list-style-type: none"> 1.) Accountability: URS conforms to the terms and conditions of the contract, including the delivery of products and reports, and adheres to cost and schedule constraints. URS demonstrates initiative in identifying and resolving performance deficiencies. 2.) Responsiveness: URS effectively manages a large number of varied tasks and is responsive in responding to short-term high demand requirements. URS provides experienced and effective on-site management and staffing. URS' on-site management operates with autonomy and is responsive to the City's requests 3.) Transparency: URS recruits, motivates, and retains a workforce with the appropriate skills for contract performance. 4.) Continuity: URS cooperates with other contractors to meet the City's requirements. 5.) Capabilities: URS utilizes innovative and resource-efficient solutions to satisfy contract requirements. URS identifies and mitigates risks associated with cost, schedule, deliverables, and milestones
Basis of Evaluation	
<u>Performance</u>	<u>Definition</u>
	<ol style="list-style-type: none"> 1.) Exceptional: URS's performance meets requirements and exceeds many (requirements) to the City's benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by URS were highly effective. 2.) Satisfactory: URS's performance meets contractual requirements. The contractual performance contained some minor problems for which corrective actions taken by URS were satisfactory. 3.) Marginal: Performance does not meet some contractual requirements. The contractual performance reflects a serious problem for which URS has not yet identified corrective actions or the URS's proposed actions appear only marginally effective or were not fully implemented. 4.) Poor: Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problem(s) for which the URS's corrective actions were ineffective.
Special Considerations	
Key personnel:	<i>Name(s) and position(s) completed by Offeror</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. For purposes of this Task Order, the Contractor shall include in its cost calculations the amount of \$62,500 for training.

Other:	A cost reimbursable item, 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	1.0	\$35.02	\$72,842
Civil Engineer II	1.0	\$52.56	\$109,325
Civil Engineer III	1.1	\$59.54	\$136,228
Civil Engineer IV	1.0	\$70.06	\$145,725
Civil Engineer V	1.0	\$78.83	\$163,966
Civil Engineer Supervisor I	1.0	\$83.19	\$173,035
Customer Service Representative	3.0	\$30.66	\$191,318
Deputy Public Works Director	1.0	\$91.95	\$191,256
Facilities Supervisor	1.0	\$39.40	\$81,952
Field Services Manager	1.0	\$65.68	\$136,614
Field Services Superintendent	3.0	\$52.56	\$327,974
Field Services Superintendent-CIP	1.0	\$48.16	\$100,173
Project Engineer IV	2.0	\$70.06	\$291,450
Project Engineer Manager	1.0	\$65.68	\$136,614
Public Works Director	1.0	\$109.48	\$227,718
Right-of-Way Agent	1.0	\$56.93	\$118,414
Transportation/Traffic Director	1.0	\$83.19	\$173,035
Transportation/Traffic Engineer II	1.0	\$52.56	\$109,325
Transportation/Traffic Engineer III	2.0	\$59.54	\$247,686
Transportation/Traffic Engineer IV	1.0	\$70.06	\$145,725
		\$	\$
		Premium for overtime and shift differential	\$37,890
Total FTE:	26.1	Total Fixed Price:	\$3,318,265
Issued To:		URS	
City of Sandy Springs Approval:		<i>Authorized signature</i>	
Date:			
Attest:			

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

**ATTACHMENT 1
TO PUBLIC WORKS
TASK ORDER**

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work