



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 Jacobs Engineering for Recreation and Parks 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: _____

A handwritten signature in black ink, appearing to be "J.M.", written over a horizontal line.

APPROVED

_____ NOT APPROVED

PLACED ON AGENDA FOR: _____

A handwritten date "6/5/2012" in black ink, written over a horizontal line.

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL: _____

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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 Jacobs Engineering for Recreation and Parks Services

Background

City Council approved the issuance of a Contract and Year One Task Order to Jacobs Engineering for Recreation and Parks Services at the May 17, 2011 City Council meeting.

Discussion

During FY2012, Jacobs Engineering has performed the services required under the contract and associated Task Order. For the proposed services during FY2013, which begins on July 1, 2012, Jacobs has reduced their approved escalator to 1.00%, for a not to exceed Task Order price of \$1,023,571.

Recommendation

Staff recommends the issuance of a Task Order to Jacobs Engineering in the amount of \$1,023,571.

Attachment

Task Order for Recreation and Parks Services for Jacobs Engineering.

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

Title:	Recreation and Parks	Task Order Number:	RP-FY13-01
Applicable CLIN:	0004, 0007, 0008	Issue Date:	
Period of Performance:	July 1, 2011 – June 30, 2012		
Issued To:	Jacobs Engineering Group		
Requirements (SOW Reference):	WBS 13.0 – WBS 13.4 ¹		
Workload			
<i>Item and Quantity</i>			
Recreation Programming (WBS 13.1)			
Approximately 32 various programs provided through Hammond Park Facility			
Approximately 11 various programs at Morgan Falls Athletic Fields			
Approximately 9 rental facilities			
Approximately 11 various programs provided through Sandy Springs Tennis Center for children and adults			
Approximately 7 intergovernmental agreements with schools			
1 memorandum of understanding with a community group			
Park Development and Design (WBS 13.2)			
Approximately 15 park areas including new development and design currently in progress at Morgan Falls Park, Overlook Park and Big Trees Park			
Park Maintenance (WBS 13.3)			
Daily maintenance for 15 current park facilities			
Gymnastics/Hammond Park Gymnasium (WBS 13.4)			
Approximately 32 various programs provided through Hammond Park Facility.			
Deliverables			
In addition to the specific data item descriptions below, for all WBS elements under Recreation and Parks, 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>	
Recreation Programming (WBS 13.1)			
Subcontractor Progress Report	DI-COSS-GS-010	Monthly	
Recreational Programming Report	DI-COSS-GS-028	Monthly	
Intergovernmental Status Report	DI-COSS-GS-029	Monthly	
Registration Fee Reconciliation Report	DI-COSS-GS-030	Daily	
Park Maintenance Report	DI-COSS-GS-031	Daily	
Performance Report	DI-COSS-GS-004	Monthly	
Park Development and Design (WBS 13.2)			

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

Performance Report	DI-COSS-GS-004	Monthly
Departmental Progress Report	DI-COSS-GS-032	Annually

Deliverables		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Park Maintenance (WBS 13.3)		
Performance Report	DI-COSS-GS-004	Monthly
Subcontractor Progress Report	DI-COSS-GS-010	Monthly

Performance Metrics <i>(completed by Offeror)</i>
<p>Customer Service:</p> <ul style="list-style-type: none"> • Number of citizen complaints received. Decreasing number of repeat citizen complaints about all aspects of Recreation programming, parks maintenance and design. <p>Maintenance and Repair Efficiency:</p> <ul style="list-style-type: none"> • Number of repeat and ongoing repairs made to park facilities, grounds, fences, etc. <p>Improved Program Participation</p> <ul style="list-style-type: none"> • Number of participants in the various programs provided through the City's facilities/fields. <p>Timely Repairs:</p> <ul style="list-style-type: none"> • Time from need/complaint arrives to when repair/upgrade made. <p>Augmented Program Offerings</p> <ul style="list-style-type: none"> • New recreation programming offering participating and frequency.

Special Considerations	
Key personnel:	<i>Ronnie Young, Independent Contractor</i>
City-Furnished Property:	All furniture, fixtures, equipment, 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 \$21,000 for training.
Other:	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.

General Government Services Task Order
Recreation and Parks

Level of Effort and Fixed Price <i>(completed by Offeror)</i>			
Contract Labor Categories	FTE	FBR²	Labor Category Price
Administrative Assistant	2.0	\$42.22	\$175,636
Assistant Director/Coordinator	2.0	\$65.98	\$274,477
Athletic Director	1.0	\$59.11	\$122,949
Facilities Supervisor	1.0	\$58.28	\$121,223
Part Time Park Worker	3.0	\$31.66	\$197,559
Recreation Specialist	1.5	\$42.22	\$131,727
		\$	\$
		\$	\$
		\$	\$
		Premium for overtime and shift differential	\$
Total FTE:		Total Fixed Price:	\$1,023,571
Issued To:		Jacobs Engineering Group	
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 RECREATION AND PARKS
TASK ORDER**

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work