



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 Municipal Court 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 Jacobs Engineering for Municipal
Court Services

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.

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 \$1,082,368. This amount includes the annualization of 3.0 FTE that were added effective January 1, 2012.

Recommendation

Staff recommends the issuance of a Task Order to Jacobs Engineering in the amount of \$1,082,368.

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-FY13-01 |
| Applicable CLIN: | 0002, 0007, 0008 | Issue Date: | June __, 2012 |
| Period of Performance: | July 1, 2012 – June 30, 2013 | | |
| Issued To: | Jacobs Engineering Group | | |
| Requirements (SOW Reference): | WBS 7.0 WBS 7.1 ¹ | | |
| Workload | | | |
| <i>Item and Quantity</i> | | | |
| 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 15 th 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. | | |
| <i>Data Item Description</i> | <i>Data Item Number</i> | <i>Submission Frequency</i> |
| 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 <i>(completed by Offeror)</i> | | | |
|--|---|---|--|
| <ul style="list-style-type: none"> • 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: | <i>Tyra Little</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. | | |
| 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 <i>(completed by Offeror)</i> | | | |
| Contract Labor Categories | FTE | FBR² | Labor Category Price |
| Court Clerk | 1.25 | \$52.48 | \$136,447 |
| Court Docket Coordinator | 1.0 | \$48.84 | \$101,587 |
| Court Docket Specialist | 7.0 | \$44.91 | \$653,889 |
| Data Entry Clerk I | 1.0 | \$40.17 | \$83,554 |
| Data Entry Clerk II | 1.0 | \$51.39 | \$106,891 |
| | | | |
| | | Premium for overtime and shift differential | \$ 0 |
| Total FTE: | | | Total Fixed Price: \$ 1,082,368 |
| Issued To: | | Jacobs Engineering Group | |

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

General Government Services Task Order
Municipal Court Services

| | |
|--|-----------------------------|
| City of Sandy Springs Approval: | <i>Authorized signature</i> |
| Date: | |
| Attest: | |

**ATTACHMENT 1
TO MUNICIPAL COURT SERVICES
TASK ORDER**

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work