



CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council

DATE: December 9, 2011

FROM: John McDonough, City Manager

AGENDA ITEM: Revision of Task Order to Jacobs Engineering for
Gymnastics/Hammond Park Gymnasium

MEETING DATE: For Submission onto the December 20, 2011, 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: 12/20/2011

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL: SM

REMARKS:

TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: December 9, 2011 for submission on the Agenda of the December 20, 2011 City Council Regular Meeting

ITEM: Revision of Task Order to Jacobs Engineering for Gymnastics/Hammond Park Gymnasium

Background

City Council approved the issuance of a Task Order to Jacobs Engineering for the operations of the Gymnastics/Hammond Park Gymnasium at the August 2, 2011 City Council meeting. Under this Task Order, Jacobs hired two FTE staff to manage and oversee the Gymnastics program and manage the Hammond Park Gymnasium. The Task Order also included the addition of part time instructors who are paid on a percentage-of-fees basis as independent contractors with Jacobs. Jacobs was to provide administrative oversight of the instructors to include processing of payroll, tax forms and collection and remittance of taxes. The administrative oversight was to be provided at a rate of 4.5% of the total participant fees paid out to the part time instructors. Estimates placed this amount at \$14,625 per year (based on a total fee payout of \$325,000).

Discussion

After the Task Order was passed Jacobs Engineering later informed the City that they were not going to be in a position to provide the service to the City. In light of this change, the City would like to amend the previously issued Task Order to remove the administrative expense of \$14,625 as a billable cost.

Recommendation

Staff recommends amending the Task Order to Jacobs Engineering for Gymnastics/Hammond Park Gymnasium to remove the administrative cost provision. This does not reduce the amount of the Task Order from the approved \$222,830 as the administrative cost was an other direct cost.

Attachment

Task Order for Gymnastics/Hammond Park Gymnasium for Jacobs Engineering.

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

Title:	Recreation and Parks	Task Order Number:	RP-FY12-02
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 13.4 ¹	
Workload			
<i>Item and Quantity</i>			
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>
Gymnastics Programming (WBS 13.4)		
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

Performance Metrics <i>(completed by Offeror)</i>
<p>Customer Service:</p> <ul style="list-style-type: none"> • Number of citizen complaints received. <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>Timely Repairs:</p> <ul style="list-style-type: none"> • Time from need/complaint arrives to when repair/upgrade made.

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

General Government Services Task Order
Recreation and Parks – Gymnastics/Hammond Park Gymnasium

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.		
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 \$4,000 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 (completed by Offeror)			
Contract Labor Categories	FTE	FBR ²	Labor Category Price
Administrative Assistant	1.00	\$ 41.80	\$ 86,944
Assistant Director/Coordinator	1.00	\$ 65.33	\$ 135,886
		Premium for overtime and shift differential	\$ 0
Total FTE:	2.0	Total Fixed Price:	\$ 222,830
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 - GYMNASTICS
TASK ORDER**

STATEMENT OF WORK

RECREATION AND PARKS (WBS 13.0 SOW – WBS 13.4 SOW)

Recreation and Parks (WBS 13.0 SOW)

This task order shall be in addition to the Scope of Work set forth in the Task Order dated May 17, 2011 and the following shall be incorporated into the referenced Scope of Work.

WBS 13.4 SOW Gymnastics/Hammond Park Gymnasium

In connection with WBS 13.4 SOW, Gymnastics/Hammond Park Gymnasium, the Contractor shall assist and support the Recreation and Parks Director in the following:

- a) Manage, coordinate and direct gymnastic and other programs for the City in the City's Facilities, including, but not limited to Hammond Drive Gymnasium. Programming shall, at a minimum, not be less than the scope and magnitude as that provided by the City in the 2010 calendar year. All programming shall require prior approval in writing by the Recreation and Parks Director.
- b) Contractor shall operate at a minimum the following general recreation programs: dance, cheerleading, martial arts, etiquette for kids, Summer/Winter/Day Camps, as well as events like Birthday Parties, Shows and Workshops.
- c) Shall develop class rosters, hire and manage teaching and coaching staff for up to 1,200 participants.