

MEMORANDUM

To: Mayor and City Council

From: Chris Pike, Finance Director

Date: December 08, 2014

Subject: **Approval of a Contract Amendment with Lowe Engineers**

ITEM DESCRIPTION

With the adoption of the 2015 operating budget, three positions were approved to address the increased workload at various departments in the City. One of these positions was a Parks Operations Supervisor, as provided by the Lowe Engineers contract. Since the contract was initially placed in 2011, the City has significantly added to our parks and other covered area to be maintained under the contract. These improvements have consequentially added to the work load of the one Parks employee. The addition of the Parks Operations Supervisor will perform the responsibilities outlined in the proposal and report directly to the Parks Manager (Brent Walker).

The salary and burden rate of the contractor is consistent both with comparable salaries paid at other jurisdictions. Also, the quote is within the budgeted amount approved by Council in October. This is the second change order to the Lowe contract.

BACKGROUND

RECOMMENDED ACTION

It is respectfully requested Council approved the contract amendment to Lowe Engineers in the amount of \$82,800.



July 31, 2014

Chief Billy Grogan
City Manager
City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Re: Dunwoody Parks Staffing for 2015 – Park Operations Supervisor

Dear Chief Grogan:

Good day. In accordance with our recent discussions concerning Parks staffing, I offer this letter and attachments for your consideration.

Appendix D – Cost Table, Page 106 (labeled page 52 of 52) of our contract, copy attached, states:

“the Contract may be amended to include additional staffing requirements when the scope changes. The amount of the amendment will be actual costs to the Contractor plus a multiplier for overhead and profits. The City will negotiate with the Contractor to establish a reasonable multiplier if the services are requested.”

We believe the Dunwoody Parks scope has changed and is continuing to change. The City has invested significantly in Parks, including new facilities and enhancements at the existing facilities. Accordingly we are recommending the City allow us to add a staff position entitled “Park Operations Supervisor”. A position description is attached. This position would report to Brent Walker, the Parks Director and be selected by him.

Our anticipated direct labor cost for this position will be \$46,000 per year. We are proposing a multiplier of 1.8 for benefits, overhead and profit. The proposed amendment would be \$82,800. We are proposing this to be approved for the year and budget beginning January 1, 2015.

Please let me know what you think of this request and if you have any questions.

Regards,
Lowe Engineers, LLC

Jon W. Drysdale, Jr., PE
Partner

Cc: Mr. Chris Pike

Attachments:

1. Contract – Appendix D – Cost Table
2. Job Description

Appendix D - Cost Table

Page I

Submitted by Lowe Engineers, LLC

Throughout the term of the contract, changes to the scope of work may cause the need to include additional staffing to the contract. The Contract may be amended to include additional staffing requirements when the scope changes. The amount of the amendment will be actual costs to the Contractor plus a multiplier for overhead and profits. The City will negotiate with the Contractor to establish a reasonable multiplier if the services are requested. (Please include pricing for

	Price by Year				
	2012 ¹	2013 ¹	2014 ¹	2015 ¹	Total 2012 – 2015
PUBLIC WORKS AND PARKS & RECREATION	\$550,000	\$500,000	\$500,000	\$445,000	\$1,995,000.00

¹ City shall pay the Contractors in twelve payments for each month in accordance with the Contract's General Conditions (see Appendix B, section 11.2.)

Additionally, Bidder should provide hourly rates for all team members for any additional related services that may be required beyond the scope of this RFP. Alternatively, proposals may include one single blended rate for all team members.

Representative Signature  Date September 2, 2011

Printed Name and Title Jon Drysdale, Partner

Telephone Number (404)312-1843

Fax Number (770)857-8401

Email Address jon.drysdale@loweengineers.com

Park Operations Supervisor

ESSENTIAL DUTIES:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Coordinates the development of bid specifications, proposal review and evaluation, and the award process
- Oversees a section of the department budget and monitors expenditures.
- Reviews development and construction plans and ensures compliance with specifications
- Develops and adjusts park or field maintenance schedules and oversees the completion these activities on site.
- Inspects parks and community facilities to ensure safety, cleanliness, and project tasks are competed properly.
- Oversees the maintenance of parks or fields such as mowing, trimming, and related grounds maintenance.
- Oversees the maintenance of recreational fields such as applying top dressing, dragging, aerating, and lining fields.
- Oversees the cleaning, mopping, and maintenance of supplies in community and department facilities.
- Monitors the safe environment and cleanliness of an assigned site(s).
- Oversees electrical, carpentry, plumbing repairs, and other maintenance on facilities, fences, and equipment.
- Completes forms and paperwork regarding daily operations.
- Reviews forms completed by lower level staff, advises staff on operations, and develops supplemental reports.
- Attends staff meetings to discuss department needs and objectives.
- Performs other duties of a similar nature or level.

TYPICAL QUALIFICATIONS:

Training and Experience

- Associate's Degree in Parks and Recreation or a related field

- Four years of grounds maintenance experience, including two years of supervisory experience;
- or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):
Some positions may require:

- Valid Georgia Driver's License from state of residency.

Knowledge (position requirements at entry):
Knowledge of:

- Supervisory principles;
- Grounds maintenance principles and practices;
- Grounds maintenance equipment;
- Basic business administration principles;
- Basic electrical, carpentry, and plumbing principles;
- Basic construction principles;
- Fertilizers, herbicides, and other grounds maintenance chemicals;
- Landscape principles

Skills (position requirements at entry):
Skill in:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Overseeing grounds maintenance activities
- Inspecting facilities and grounds;
- Ensuring the safety of parks and facilities;

- Operating a computer and applicable software;
- Developing operating reports;
- Scheduling grounds maintenance activities;
- Performing grounds maintenance;
- Operating grounds maintenance equipment;
- Performing basic electrical, carpentry, and plumbing;
- Trimming trees, shrubs, and other vegetation;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class require:

- talking, hearing, and seeing.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Incumbents may be subjected to fumes, odors, dusts, gases, and chemical