



4800 Ashford Dunwoody Road  
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## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Richard McLeod, Community Development Director

**Date:** March 13, 2023

**Subject:** Contract Amendment to the Municipal Services Contract for Planning & Zoning Services

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### **ACTION**

Authorize the mayor, city manager, or designee to execute all documents necessary and proper to amend the contract with the Collaborative to reflect internal staffing changes and the addition of a subcontract for professional engineering services to staff the Safe Streets Program.

### **SUMMARY DETAILS**

The contract for Planning & Zoning services has been previously amended twice. The attached third amendment will formalize the following changes to accommodate departmental staffing needs:

1. Remove the Deputy Community Development Director/Planning & Zoning Manager position from the contract. The position has been City-staffed since the beginning of 2023.
2. Return the Senior Planner position from 30 to 40 hours per week while removing the 16 hours per week Planner I position in Community Development. This change is revenue-neutral and better provides flexibility for future staffing.
3. By eliminating the part-time Planner I position, the part-time Economic Development position is classified as a stand-alone Planner II position. Previously, a single person staffed both part-time positions.
4. Add the staffing for the City's Safe Streets Program Manager position. This will be staffed through an engineering subcontract with AECOM.

### **STAFF RECOMMENDATION**

Staff recommends **APPROVAL**.

### **ATTACHMENTS**

Contract Amendment

**Lynn Deutsch** Mayor  
**Eric Linton** ICMA-CM City Manager  
**Sharon Lowery** CMC City Clerk

**Catherine Lautenbacher** City Council Post 1  
**Rob Price** City Council Post 2  
**Tom Lambert** City Council Post 3

**Stacey Harris** City Council Post 4  
**Joe Seconder** City Council Post 5  
**John Heneghan** City Council Post 6

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**MULTI-YEAR CONTRACT**  
**The Collaborative SERVICE PROVIDER CONTRACT**  
**RFP 20-04 MUNICIPAL SERVICE PROVIDER**  
**AMENDMENT No. 3**  
**PLANNING AND ZONING (P&Z) STAFF MODIFICATIONS and**  
**SUBCONTRACT ADDITION**

The Contract is hereby amended in accordance with the Contract, Appendix D—Cost Table, paragraph three as follows:

The purpose of Amendment No. 3 is to:

1. Delete P&Z/Deputy CD Director labor category effective 2023 through 2025
2. Replace Planner I labor category with Planner II labor category to provide part-time dedicated support to Economic Development at the level of 16 hours per week
3. Delete part-time Planner I (Com. Dev.) support 2023 through 2025
4. Restore the Senior Planner position from 30 to 40 hours per week beginning May 2023.
5. Provide for a subcontract with AECOM, 1360 Peachtree Street NE, Suite 500, Atlanta, Georgia 30309, U.S.A. to provide professional engineering services in support of Dunwoody's Safe Streets Program. The total not-to-exceed subcontract value for the period 2023 to 2025 is \$450,000 inclusive of Collaborative's administrative burden. The 2023 estimated budget is \$141,400.

The following cost table reflects the above labor category changes.

Position	FTE Equiv.	2021 Direct Labor	2022 Direct Labor	2023 Direct Labor	2024 Direct Labor	2025 Direct Labor	Burden Ratio	Profit Ratio	Not-To- Exceed Price
<b>P&amp;Z/Deputy CD Director</b>		\$105,000	\$107,625				67.50%	13.23%	\$384,282
<b>Senior Planner</b>	.75 to 1.0	\$75,000	\$72,070	\$71,508	\$80,767	\$82,786	67.50%	13.23%	\$690,635
<b>Planner II</b>	1.0	\$65,000	\$66,625	\$68,291	\$69,998	\$71,748	67.50%	13.23%	\$617,493
<b>Planner I</b>	1.0	\$52,000	\$53,300	\$54,633	\$55,998	\$57,398	67.50%	13.23%	\$493,994
<b>Planner II (Econ. Dev.)</b>	.4		\$21,320	\$26,000	\$26,650	\$27,316	67.50%	13.23%	\$183,057
<b>Planner I (Com. Dev.)</b>	.36 to 0		\$4,805				67.50%	13.23%	\$8,684
<b>Planning Tech/Admin</b>	1.0	\$50,000	\$51,250	\$52,531	\$53,845	\$55,191	67.50%	13.23%	\$474,995
<b>Arborist (On- demand)</b>	.30	\$18,000	\$18,450	\$18,911	\$19,384	\$19,869	67.50%	13.23%	\$170,998
<b>Code Enforcement Officer</b>	1.0		\$105,000	\$107,625	\$110,316	\$113,073	67.50%	13.23%	\$788,019
<b>Total</b>	<b>5.7 approx</b>	<b>\$365,000</b>	<b>\$500,445</b>	<b>\$399,499</b>	<b>\$416,957</b>	<b>\$427,381</b>			<b>\$3,812,158</b>

All other contract terms and conditions remain unchanged.

**IN WITNESS WHEREOF**, the parties have executed this Agreement through their duly authorized representatives.

**CITY OF DUNWOODY, GEORGIA**

By: \_\_\_\_\_  
Lynn P. Deutsch

Title: Mayor

Date of Execution \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
City Attorney

Attest:

\_\_\_\_\_  
City Clerk

THE COLLABORATIVE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution \_\_\_\_\_