

To: Members
Dunwoody City Council

From: Richard Platto
Finance Director

Subject: Contract Amendment No. 2 with Jacobs for Finance and Administrative Services

Date: February 12, 2024

Action

Authorize the City Manager or designee to execute all documents necessary and proper to amend the current contract with Jacobs for Financial and Administrative Services. This will be the second amendment and will account for the Finance positions that were removed from the contract and converted to City positions.

Details

The City has contracted with Jacobs since 2021 for various positions within the Finance & Administration Department. The City Council converted two Accountants and one Accounts Receivable position on July 24, 2023.

Contract Amendment No. 2 will remove these positions from the existing contract, leaving the following positions as contracted equivalent to full-time unless noted:

- Executive Assistant – City Manager
- Receptionist
- Purchasing Support
- Risk Manager
- Senior Advisor (25% time)
- Floater(s)/Extraordinary Help (Contracted at full-time, but more for on demand services throughout the year).

The City Manager or designee will work with Jacobs to establish the hourly rates for each position, provided that the FY2024 total amount spent does not exceed \$577,173, and the FY2025 total amount spent does not exceed \$594,488. These amounts were included as part of the approved FY2024 Operating and Capital Budget. This means there is no net change in total obligation for the City in approving this amendment.

Recommendation

Authorize the City Manager or designee to execute all documents necessary and proper to amend the current contract with Jacobs for Financial and Administrative Services. This will be the second amendment and will account for the Finance positions that were removed from this contract and converted to City positions.

AMENDMENT NO. 2
to the
SERVICE PROVIDER CONTRACT RFP 20-04
for CITY OF DUNWOODY, GEORGIA

This Amendment No. 2 (the “Amendment”) to the Multi-Year Service Provider Contract for RFP 20-04 Municipal Service Provider for the City of Dunwoody, Georgia (the “Contract”) is made effective as of this ____ day of _____ 2024 by and between the **City of Dunwoody, Georgia** (hereinafter “City”) and **CH2M HILL Engineers, Inc.** (hereinafter “Service Provider”), collectively referred to herein as the “Parties”.

NOW THEREFORE, City and Service Provider agree to amend the Contract as follows:

1. To clarify a clerical error in the original Contract, the Parties agree that this Contract will terminate on December 31, 2025, and not December 31, 2026. This contract will then run through December 31, 2025, unless terminated per the existing contract.
2. Per Contract Section 2. Attachments, certain documents contained in Exhibit A are hereby deleted and replaced:
 - a. Detailed Cost Table by Year and Positions
3. Per Contract Section 2. Attachments, “Detailed Cost Table by Year and Positions” is hereby replaced with the following.
 1. The positions will be provided by the Service Provider to the City:
 - A. Executive Assistant – City Manager (2080 hours/year);
 - B. Receptionist (2080 hours/year);
 - C. Purchasing Support (2080 hours/year);
 - D. Rick Manager (2080 hours/year);
 - E. Senior Advisor (416 hours/year);
 - F. Floater(s)/Extraordinary Help (2080 hours/year) at the request of the Finance Director.
 2. The City Manager and or designee will establish with the Service Provider, in writing, the hourly rates for the City to be charged for each position with the Service Provider, provide that in Fiscal Year 2024 the total amount spent shall not exceed \$577,173; and in Fiscal Year 2025 shall not exceed \$594,488.
4. The Parties agree to terminate and conclude the Service Agreement signed by both Parties on November 9, 2020, for Request for Proposal – RFP NO. 20-04 for Municipal Government Services with the City, utilizing the Dunwoody Small Business Assistance Grant Fund, under the CARES Act (hereinafter “Dunwoody Cares Contract”).

The Parties agree that the Dunwoody Cares Contract is rightly terminated because the current Contract, which no longer utilizes the CARES Act, is a current and formalized version of the Dunwoody Cares Contract.

This **Amendment No. 2** together with the Contract constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Contract shall remain in full force and effect. Neither this **Amendment No. 2** nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this **Amendment No. 2** by their signatures below.

CH2M HILL ENGINEERS, INC.

CITY OF DUNWOODY, GEORGIA

Name:
Title:

Name:
Title:

Date:_____

Date:_____