

James N. Bartl, AIA

Consultant

Consulting Service Proposal

November 12, 2018

Mr. Greg Pace, Interim Director
Department of City Planning; Office of Buildings
City of Atlanta
55 Trinity Avenue SW
Atlanta, GA 30303

Mr. Pace,

This communication responds to the Department's request to submit a year two proposal for Permitting Technical Assistance Service to the Office of Buildings (OOB). Similar to year one, the service I will perform generally involves working with your leadership team to advance the next level of service improvement for customers. Since year one of my consulting work confirmed the OOB Fy2019 Work Plan and developed supporting strategies on communication, training and inspections, I propose that year two will focus primarily on the following.

- a) Ongoing monitoring of progress advancing the communication, training and inspections strategies.
- b) In late Fy19, review of the OOB Fy19 Work Plan, noting appropriate changes (either deducts or adds) to create the OOB Fy2020 Work Plan.
- c) Coaching discussions with the Directors and senior staff regarding line staff accountability, effective performance reviews and effective use of the Individual Work Plans-Individual Development Plans (IWP-IDP).
- d) Mentoring discussions with the Interim Director, as appropriate.

To execute the above work, I propose the following meeting schedule for year two of the agreement.

- 6 months with two trips per month, one at mid-month and another evaluating end of month data.
- 6 months with one trip evaluating end of month data, and one conference call meeting at mid-month.

The following Part 1 summary on *estimated time* is based on the above meeting/trip schedule. Deliverables from each trip will include a meeting report, similar to those generated to date in year one, however you or the Planning Commissioner may periodically expand the deliverables list as meeting content dictates. The proposal ends with a Part 2 summary of the total budget, based on the 12 month meeting schedule noted above, including eighteen on site visits at OOB and six conference call meetings. I have also included an estimate of related travel expenses. Should either you or the Planning Commissioner choose to modify the meeting or visit schedule, those estimates would be adjusted accordingly.

I'm available to answer any questions you have on the following. Thank you for your consideration and for the opportunity to submit this proposal.

Very truly yours,



James N. Bartl, AIA

Part 1: meeting schedule, time estimates and deliverable details

Proposed meeting schedule:

- Six months with two trips per month:
 - Trip/meeting set 1A: on site meetings reviewing end of month SLA data and technology development.
 - Trip/meeting set 1B: on site meetings reviewing communication-training-inspections strategy progress.
- Six months with one trip per month plus one conference call meeting at mid-month:
 - Trip/meeting set 2A: on site meetings reviewing end of month SLA data and technology development.
 - Meeting 2B: conference call reviewing communication-training-inspections strategy progress.

Trip/meeting set 1A: on site, focusing on end of month SLA data and technology development.

- Review end of month SLA data and performance.
- Review progress on process changes.
- Review progress on tech development supporting the vision/message and strategy.
- Mentoring discussions with Interim Director.
- *Estimated time: 3 hours prep, 13 hours on site meetings, 5 hours follow up; 21 hours total.*
- **Deliverable details:**
 - Meeting report per visit: to Interim Director and Deputy Director, summarizing key points discussed in each session, conclusions drawn and recommended follow up, assignments or action required.

Trip/meeting set 1B: on site, focusing on communication, training and inspections strategy progress.

- Review staff support of the vision/message, performance measures and three-part strategy.
- Review use of accountability tools by senior staff.
- Review training schedule progress.
- Mentoring discussions with Interim Director.
- *Estimated time: 3 hours prep, 10 hours on site meetings, 5 hours follow up; 18 hours total.*
- **Deliverable details:**
 - Meeting report per visit: to Interim Director and Deputy Director, summarizing key points discussed in each session, conclusions drawn and recommended follow up, assignments or action required.

Trip/meeting set 2A: on site, focusing on end of month SLA data and technology development.

- Review end of month SLA data and performance.
- Review progress on process changes.
- Review progress on tech development supporting the vision/message and strategy.
- Mentoring discussions with Interim Director.
- *Estimated time: 4 hours prep, 14 hours on site meetings, 6 hours follow up; 24 hours total.*
- **Deliverable details:**
 - Meeting report per visit: to Interim Director and Deputy Director, summarizing key points discussed in each session, conclusions drawn and recommended follow up, assignments or action required.

Meeting 2B: by remote conference call, focusing on strategy progress since last trip/meeting set.

- Review staff support of the vision/message, performance measures and process changes.
- Review progress on communication, training and inspections strategies.
- *Estimated time: 1-hour prep, 1.5 hour conference call, 1 hour follow up meeting notes; 3.5 hours total.*
- **Deliverable details:**
 - Conference call notes: to Interim Director and Deputy Director, summarizing key points discussed including the status of the three part strategy and notes on follow up assignments or action required.

Part 2: proposed budget and related expenses

This budget assumes a twelve-month meeting schedule as noted in Part 1 above. In brief that includes;

- six semi-monthly Department visits (trip/meeting sets 1A and 1B).
- On the other six months, one Department visit per month (trip/meeting set 2A) plus a mid-month conference call (meeting 2B).

As indicated on page one, either you or the Planning Commissioner may propose changes to these meeting or visit schedule assumptions as you deem appropriate, and the estimates will be adjusted accordingly

- Basic fee: work billed at \$195.00 per hour.
- **Consulting time estimated cost**
 - Trip/meeting schedule 1A: 21 hours/mo for 6 months; 126 hours @ \$195/h..... \$24,570
 - Trip/meeting schedule 1B: 18 hours/mo for 6 months; 108 hours @ \$195/hr..... \$21,060
 - Trip/meeting schedule 2A: 24 hours/mo for 6 months; 144 hours @ \$195/hr \$28,080
 - Meeting schedule 2B: 3.5 hours/mo for 6 months; 21 hours @ \$195/hr..... \$4,095
 - **Total consulting time estimated 12-month cost..... \$77,805**
- **Travel reimbursable estimated cost**
 - Assumptions:
 - Six months with semi-monthly visits, and six months with monthly visits, for a total of 18 trips in the 12-month proposal period, plus 6 conference call sessions.
 - Trips are scheduled at least 3 weeks in advance.
 - Estimated travel cost:
 - Airfare; \$340 per visit x 18..... \$6,120
 - Hotel (2 nights); \$335 per visit x 18..... \$6,030
 - Meals (2 days at \$45); \$90 per visit x 18..... \$1620
 - Misc. (Marta, CLT airport parking, etc); \$35 per visit x 18..... \$630
 - **Total: estimates 12-month travel cost..... \$14,400**
- **Total estimated 12-month budget..... \$92,205**