

ORDINANCE/RESOLUTION REQUEST

All Fields must be completed

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: April 13, 2020

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
 Dedication/Vacation Appropriation/Supplemental DRMC Change
 Other:

2. Title: Approves Airport & Aviation Professionals, Inc. PROPWorks Re-Implementation Contract

3. Requesting Agency: Department of Aviation

4. Contact Person:

| | |
|--|---|
| Contact person with knowledge of proposed ordinance/resolution | Contact person to present item at Mayor-Council and Council |
| Name: Michael Biel | Name: Angela Casias |
| Email: Michael.biel@flydenver.com | Email: angela.casias@flydenver.com |

5. General description or background of proposed request. Attach executive summary if more space needed:

PROPWorks is the leading software application used by most of the large hub airports. Denver International Airport (DEN) is re-implementing PROPWorks, an airport specific revenue contract management software application. As a revenue contract management software application, PROPWorks allows DEN to monitor the terms and conditions the Airline Space and Use Agreements, Concession Agreements, and other permits and combines this information to space management along with valuable data. The current PROPWorks version used by DEN was initially established for a small portion of the airport operations. The re-implementation takes a global and future strategic approach to the software applications functionality structure. It will allow for more complex data information, including concession revenue and airlines statistics and allow for measurements against the space management. It will also allow DEN to maximize efficiencies with space management, revenues, and passenger trends by connecting those data points with contracts. The re-implementation will centralize the monitoring of all airport revenue contracts. By re-implementing the software system now, it will prepare the airport for future opportunities.

This consultant has assisted with implementing PROPWorks at other large hub airports including Hartfield-Jackson International Airport (ATL), Los Angeles World Airports (LAX), Dallas-Fort Worth International Airport (DFW), and Clark County Department of Aviation (LAS). The consultant brings more than 20 years of experience implementing and operating PROPWorks. The consultant also has experience with the implementation of Workday.

Why Now: With the current situation, now is a good opportunity to start down the path of establishing a more robust structure to capture valuable data against revenue contracts and space management. Gaining efficiencies will help streamline and mitigate potential risk of inconsistencies across the agency. By having the benefits and efficiencies listed below, DEN will be able to react more nimbly to changes in passenger trends and maximize revenue opportunities across the agency. Because this funding comes from DEN's capital program, it does not have an impact on our operations and maintenance budget.

- Benefits:
 - o More complex data points (i.e. detailed concession revenue data, airlines statistics, etc.)
 - o Flexibility within the software to adjust for operational changes (i.e. quick adjustments to billings as a result new customer payment and billing policies for COVID-19 relief)

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR20 0358

Date Entered: _____

- Maximize revenue concepts to passenger trends by using the data points
- Associating data points to space management
- Efficiencies:
 - All revenue contracts will be centrally managed in PROPWorks
 - Space management will be linked to revenue contracts
 - Customer billings and payments will be centralized into one location
 - New design structure will allow for future grow and changes within the industry

6. **City Attorney assigned to this request (if applicable):** Ema Medic

7. **City Council District:** District 11

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

Type of Contract: Professional Services

Vendor/Contractor Name: Airport & Aviation Professionals, Inc.

Contract control number: 202053264-00

Location: Denver International Airport

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** ____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): Three (3) years from the Date of Execution (DOE)

Contract Amount (indicate existing amount, amended amount and new contract total): \$2,500,000.00

| <i>Current Contract Amount</i> | <i>Additional Funds</i> | <i>Total Contract Amount</i> |
|--------------------------------|-------------------------|------------------------------|
| (A) | (B) | (A+B) |
| N/A | N/A | \$2,500,000 |

| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
|------------------------------|-------------------|------------------------|
| N/A | N/A | DOE + 3 years |

Scope of work:

The consultant will provide assistance throughout the re-implementation of PROPWorks. The assistance will include training, guidance, and performing task with the DEN team. The services will occur from the design phase through post implementation. The consultant will assist DEN with the development of integrations both into and out of PROPWorks, including those into and out of the City’s system Workday. The consultant will also assist the DEN Finance team with other projects on an as needed basis.

Was this contractor selected by competitive process? No **If not, why not?** Professional Preference contract.

Has this contractor provided these services to the City before? Yes No

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Source of funds: Airport Capital Fund

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? Davidson Consulting

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