

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

****All fields must be completed.****

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

Date of Request: September 16, 2014

Please mark one: ☒ Bill Request or ☐ Resolution Request

1. Has your agency submitted this request in the last 12 months?

☐ Yes ☒ No

If yes, please explain:

2. Title: *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

Amends existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program, increasing funding by \$625,000 for a total revised contract amount not to exceed \$1,075,000. (FINAN-201310571)

3. Requesting Agency: Department of Finance

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Cary Kennedy / Michelle Wang
- **Phone:** (720) 913-1514 / 720-913-9353
- **Email:** Cary.Kennedy@denvergov.org / michelle.wang@denvergov.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Michelle Wang
- **Phone:** 720-913-9353
- **Email:** michelle.wang@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

Approves additional funding of \$625,000 for existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program. As contemplated in the originating agreement, this additional funding will allow for Phase 2 services under the project through 12/31/2015. Total new contract amount not to exceed \$1,075,000. No change to scope of services or duration of the original contract. Funding for services is by Denver International Airport; there is no impact to the City General Fund.

This amendment to the existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program (previously known as the South Terminal Redevelopment Program or "STRP"). Scott Hergenrader serves as the lead senior program manager under this contract.

*****Please complete the following fields:*** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

- a. **Contract Control Number:** FINAN-201310571-01
- b. **Duration:** No change to contract duration; remains through 3/30/2016
- c. **Location:** Denver International Airport
- d. **Affected Council Districts:** Citywide
- e. **Benefits:** Provides continuity of program financial assurance and change management oversight services for the Hotel and Transit Center Program and related projects.
- f. **Costs:** Increase contract funding by \$625,000 for a revised total of \$1,075,000.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

Is there any controversy surrounding this ordinance? *(Groups or individuals who may have concerns about it?)* **Please explain.** None

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____



Michael B. Hancock
Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF FINANCE

CASH RISK AND CAPITAL FUNDING
201 WEST COLFAX AVE.
DENVER, COLORADO 80202
PHONE: (720) 913-5500

Executive Summary

Amends existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program, increasing funding by \$625,000 for a total revised contract amount not to exceed \$1,075,000. (FINAN-201310571)

The Department of Finance is seeking approval to increase funding for an existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program (previously known as the South Terminal Redevelopment Program). Scott Hergenrader serves as the lead senior program manager for this contract.

The original contract, executed 5/24/2013, had a final term of 3/30/2016, but contemplated funding for the services in phases in order to best assess service requirements on a periodic basis. The original contract provided funding of \$450,000 for Phase 1 services which were anticipated to last through March 2014 (Phase 1 funding actually lasted until August 2014).

The proposed amendment will provide additional funding of \$625,000, for a total revised contract amount not to exceed \$1,075,000. This additional funding will allow for Phase 2 services under the project, anticipated to last through 12/31/2015. Service requirements will be re-evaluated after Phase 2 services are complete to determine whether another Phase will be required.

There is no change to the scope of services or duration of the original contract. The scope of services already being provided and which will continue to be provided with the proposed funding request above include:

- Establish change management oversight committee, governance model and processes
- Develop program change management system and database
- Perform independent review of proposed changes, and present to the Change Management Oversight Committee's review and concurrence
- Facilitate monthly Change Management Oversight committee meetings
- Produce monthly program cost forecasts and analytical reports
- Perform detailed contract status reviews, and produce contract risk registers and analysis
- Participate in numerous executive and operational meetings to present and review findings

The key benefit of this service is having an independent oversight, analysis, and reporting process of potential changes to DIA's Hotel and Transit Center Program cost and schedule.

Funding for services is by Denver International Airport; there is no impact to the City General Fund.

To be completed by Mayor's Legislative Team:

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Date Entered: _____

Revised 08/16/10