

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **11 a.m. Friday**. Contact the Mayor's Legislative team with questions

Please mark one: Bill Request or Resolution Request Date of Request: 8/31/2023

1. Type of Request:

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

2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves an On-Call SBE Project Management contract with Circuit Media, LLC, contract number 202369766.

3. Requesting Agency:

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Patience Reuter	Name: Jason Gallardo
Email: patience.reuter@denvergov.org	Email: jason.gallardo@denvergov.org

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

On-Call project management services contract to provide support and/or staff augmentation for project(s) as identified by the Department of Transportation and Infrastructure. Term will be 3 years from contract execution with a maximum contract of \$3,000,000.

6. City Attorney assigned to this request (if applicable): Jacob Crawford

7. City Council District: Citywide

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property): Professional Services

Vendor/Contractor Name (including any dba's): Circuit Media, LLC

Contract control number (legacy and new): 202369766

Location: Citywide

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): 3 years

Contract Amount (indicate existing amount, amended amount and new contract total): \$3,000,000

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work: Project management support issued by individual task orders to support Dept. of Transportation project delivery.

Was this contractor selected by competitive process? Yes, DOTI issued RFQ in April 2023. **If not, why not?**

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

Source of funds: Funds will be identified when Task Orders are issued.

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): 30% SBE requirement.

Who are the subcontractors to this contract?

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