

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: 7/23/2013

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:** Lean Enterprise Initiative – contract execution request for The North Highland Company to provide professional services and assistance with implementing LEAN business practices, a culture of continuous improvement, and individual process-improvement initiatives at DIA (contract control number RFP 201208555).

3. **Requesting Agency:** Department of Aviation

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

- **Name:** Amy Raaz
- **Phone:** (303) 342-2201
- **Email:** amy.raazz@flydenver.com

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:** Patrick Heck
- **Phone:** 303/342-2207
- **Email:** Patrick.Heck@flydenver.com

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

To contract with the best apparent proposer based on the combination of Lean implementation methodology, cost, and team members that would be a good fit for working with Denver International Airport (DIA), in support of the Mayor’s Peak Performance Initiative.

***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:** RFP 201208555
- b. **Duration:** 3 years
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** Support for a successful Lean transformation from professionals with a proven track record of success
- f. **Costs:** \$1,500,000

| <i>Current Contract Amount</i> (A) | <i>Additional Funds</i> (B) | <i>Total Contract Amount</i> (A+B) |
|---------------------------------------|--------------------------------|---------------------------------------|
| \$1,500,000 | 0 | \$1,500,000 |

| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
|------------------------------|-------------------|------------------------|
| 08/12/13 | 0 | 08/11/16 |

g. **Date Goals Assigned:** N/A

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Date: _____

h. **Goals:** Contract Scope of Services does not fall under the Definition of Division of Small Business Opportunity CEI (Construction Empowerment Initiative) Ordinance. Professional Services for design, construction or reconstruction are subject to the goals ordinance. Anything outside of these services, including professional services not related to construction are reviewed on a case-by-case basis. Professional Services not related to construction usually do not have assigned goals.

7. **Is there any controversy surrounding this ordinance?** (*Groups or individuals who may have concerns about it?*) **Please explain.** No.

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Key Contract Terms

Vendor/Contractor Name: The North Highland Company / Chrissy Winkler

Contract control number: RFP 201208555

City's contract manager: John Smithwick

Was this contractor selected by competitive process? Yes Was it the low bid? No

Term/Duration of contract/project: 3 years / 08/12/13 – 08/11/16

Renewal terms: By amendment if necessary

Purpose: A professional services contract to assist with implementing LEAN business practices, a culture of continuous improvement, and individual process-improvement initiatives

Scope of services to be provided with performance bench marks:

Phase 1 – Governance

- Develop high-level plan for Lean at DIA
- Develop governance model, prioritization tools, and DIA-wide KPIs
- Initial communications & training
- Expand training & communications

Phase 2 – Management

- Establish departmental deployment methods
- Refresh master event schedule

Phase 3 – Events

- Select & run pilot events
- Full deployment

Cost/value: \$1,500,000

Source of funds: Fund number 73810, org number 601300, account number 604600

Benefit: Support for a successful Lean transformation from professionals with a proven track record of success based on the combination of Lean implementation methodology, cost, and team members that would be a good fit for working with Denver International Airport (DIA), in support of the Mayor's Peak Performance Initiative.

Termination provision for City and for contractor: City has right without cause on 30 days written notice, and with cause on 10 days written notice; Consultant has right with or without cause on not less than 30 days prior written notice.

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): None

Who are the subcontractors to this contract? None

Location: Denver International Airport

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Affected Council District: 11

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