

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by 9 **a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: September 4, 2025

Please mark one: ☐ Bill Request or ☒ Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

1. Type of Request:

☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment

☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change

☐ Other:

2. **Title:** Approves a contract with James Chott Design Inc. for \$500,000.00 and for three years with two one-year options to extend for on-demand graphic design services to support Air Service Development at Denver International Airport, in Council District 11 (PLANE-202578564).

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

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: George Karayiannakis, SVP, Airline and Commercial Affairs	Name: Kevin Forgett, State and Local Legislative Advisor
Email: George.Karayiannakis@flydenver.com	Email: Kevin.Forgett@flydenver.com

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

James Chott Design Inc. will provide on-call graphic design services to support communication and marketing of air service development initiatives to recruit and retain air service. Graphic design and creative support are critical components of these efforts. Design work includes, but is not limited to, the following: a. Development of map visuals, infographics, graphic portrayals of statistical data including demographics, economic trends and air service supply and demand data. These graphics will be used primarily in PowerPoint presentations and ongoing updates. b. Collateral material development such as brochures, banners, flyers, etc. c. Other projects assigned to support air service development (i.e., campaign development to support air service milestones, anniversaries, new service announcements, etc.) d. Ad-hoc projects to support ongoing marketing and branding initiatives at DEN (i.e. newsletter graphics). e. Developing and/or introducing new ways to effectively display and communicate data.

Air Service Development is vital to DEN to attract and retain airlines and flights. Professional marketing materials, graphics, power point presentations and other visual displays are key elements of these materials to make our business cases to current and potential airline partners. In alignment with Vision 100, this ongoing engagement with airline partners supports the retention and expansion of air service that benefits all Denver citizens by providing global air service, generating economic activity and creating and retaining jobs.

The contract term is for \$500,000 for a period of three years with two one-year options to extend. The budget/fee structure is based on current graphic design contract structure and adjusted for inflation.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

6. **City Attorney assigned to this request (if applicable):** Austin Coad

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 \$500K

Vendor/Contractor Name (including any dba's): James Chott Design Inc.

Contract control number (legacy and new): PLANE- 202578564

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 years with two one-year options to extend

Contract Amount (indicate existing amount, amended amount and new contract total): \$500,000

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

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Three years with two one-year options to extend	N/A	Three years with two one-year options to extend

Scope of work:

James Chott Design Inc. will provide on-call graphic design services to support communication and marketing of air service development initiatives to recruit and retain air service. Graphic design and creative support are critical components of these efforts. Design work includes, but is not limited to, the following: a. Development of map visuals, infographics, graphic portrayals of statistical data including demographics, economic trends and air service supply and demand data. These graphics will be used primarily in PowerPoint presentations and ongoing updates. b. Collateral material development such as brochures, banners, flyers, etc. c. Other projects assigned to support air service development (i.e., campaign development to support air service milestones, anniversaries, new service announcements, etc.) d. Ad-hoc projects to support ongoing marketing and branding initiatives at DEN (i.e. newsletter graphics). e. Developing and/or introducing new ways to effectively display and communicate data. The contract term is for \$500,000 for a period of three years with two one-year options to extend. The budget/fee structure is based on current graphic design contract structure and adjusted for inflation.

Was this contractor selected by competitive process? Yes

If not, why not?

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

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Source of funds: Operations & Maintenance (O&M)

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

This project is covered under D.R.M.C. Chapter 28 Article V. In accordance with the D.R.M.C., DSBO has conducted an analysis examining the scope of work for this project, cost estimate and the existing availability of certified firms in the following NAICS code(s): 541430 to perform the specified services as stated in the business utilization request form. DSBO has established that no DSBO program will apply

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

Who are the subcontractors to this contract? N/A

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