

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: October 1, 2018

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 a contract with InterVISTAS Consulting Inc. for Air Service Development Consulting Services for the retention and expansion of DEN’s air service network. (201844396)

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: Laura Jackson	Name: Angela Casias
Email: laura.jackson@flydenver.com	Email: angela.casias@flydenver.com

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

Consulting services to support the retention and expansion of air service at Denver International Airport.

6. City Attorney assigned to this request (if applicable): Lisa Rorden

7. City Council District: 11

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR18 1135

Date Entered: _____

Key Contract Terms

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

Professional Services >\$500,000

Vendor/Contractor Name: InterVISTAS Consulting Inc.

Contract control number: 201844396

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):

3-year term, Date of Execution (DOE) to 3 years, plus two additional one-year options to extend.

Contract Amount (indicate existing amount, amended amount and new contract total):

\$750,000.00

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
N/A	N/A	\$750,000

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

Scope of work:

Scope of work to include, but not limited to, the following tasks:

- Develop passenger and revenue forecasts
- Develop Economic Impact studies
- Strategic planning as it relates to air service
- Contingency planning as it relates to air service
- Routine air service benchmarking, research and analysis
- Assist Denver International Airport in arranging appointments with senior airline representatives
- Monitor the profitability of airline routes and hubs
- Monitor bilateral and multilateral aviation agreements and their impact on air service at Denver International Airport

Was this contractor selected by competitive process? Yes, competitive RFP **If not, why not?**

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

Source of funds: 73810-6013020-Z50B-8016000, O&M

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

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

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Who are the subcontractors to this contract? None.

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