

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: 11/8/2025

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:** Amends contract with Base Tactical Disaster Recovery, LLC to add \$1,551,782 for a new total of \$2,025,642 to cover costs associated with administration of the City and County of Denver's funding from the Federal Emergency Management Agency (FEMA) and adding one year to the term of the contract for a new end date of January 31, 2026. (FINAN-202472728/FINAN-202476142)

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

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Dan Fechter	Name: Carolina Flores
Email: Daniel.Fechter@denvergov.org	Email: Carolina.Flores@denvergov.org

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

Base Tactical Disaster Recovery, LLC assists the City with the management of State and Federal funding related to FEMA funding. Services are provided to assist with FEMA current awards stemming from COVID-19, newcomers, and 2013 floods. The current award for FEMA public assistance consumes most of their work, which is reimbursed by FEMA as allowable management costs.

6. **City Attorney assigned to this request (if applicable):** N/A

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 > \$500K

Vendor/Contractor Name (including any dba's): Base Tactical Disaster Recovery, Inc.

Contract control number (legacy and new): FINAN-202472728 | FINAN-202476142

Location: Citywide

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 1

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): see below

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
473,860.00	\$1,551,782.00	\$2,025,642.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
02/01/2024 – 01/31/2025	12MO.	02/01/2024 – 01/31/2026

Scope of work: The Consultant shall assist the City with the management of State and Federal funding related to FEMA funding. Specifically, pursuant to this Agreement, the Consultant shall provide the following deliverables:

- Assist with applications for FEMA grants.
- Provide subject matter expertise on eligibility.
- Review all documents prior to submission to ensure completeness and eligibility requirements are met.
- Prepare and submit quarterly reports and all other reports necessary/required.
- Interact directly with City Departments/Agencies providing services eligible for reimbursement under all grants to obtain required documentation.
- Provide a format for storage and filing of all required documentation and costs.
- Assist in presentations to leadership including creation of presentation content on costs, approved expenses, denied expenses, etc.
- Assist with disputes and rejected submissions.
- Attend stakeholder meetings as directed by the City.
- Assist in all audits as directed by the City.
- Lead regular status meetings with City personnel, including the preparation of agendas and the recording of minutes.
- If specific costs are questioned, advocate for reimbursement to Federal and to State personnel on the City's behalf.
- Review, and assist the City in selecting contracts, purchase orders and task orders to ensure the terms and conditions align with grantor requirements.
- Develop memos and position papers summarizing the City's stance on a specific concern for submission to FEMA, the State or other parties, as needed.

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Date Entered: _____

Was this contractor selected by competitive process? Yes No If not, why not?

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

Source of funds: FEMA Public Assistance Grant and General Funds

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

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

Who are the subcontractors to this contract? N/A

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