

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto: MileHighOrdinance@DenverGov.org) by 9 **a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: July 10, 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 a contract with Merchant Aviation LLC by adding \$2,000,000.00 for a new total of \$3,000,000.00 to provide on-call airport planning services for projects at Denver International Airport (DEN). No change to duration, in Council District 11 (PLANE-202266041/PLANE-202578703-01).

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: Bill Poole, SVP of Planning + Design | Name: Kevin Forgett, State and Local Legislative Advisor |
| Email: bill.poole@flydenver.com | Email: Kevin.Forgett@flydenver.com |

5. **General description or background of proposed request. Attach executive summary if more space needed:**
(who, what, why)

DEN is seeking approval of a contract amendment with Merchant Aviation LLC (Merchant). Merchant has been providing on-call airport planning services to DEN. During this time, Merchant has developed DEN's North Terminal Expansion concept, a high priority project for DEN and our airline partners that will move forward in the next one to two years with additional procurements for a Program Management Team, designer of record, and contractor. By amending this contract, DEN will be able to continue the planning efforts into preliminary design, so that we can successfully complete the required environmental reviews for compliance with the National Environmental Policy Act (NEPA), as well as to create Program Definition Documents required for future procurements. This amendment will ensure that the North Terminal Program remains on schedule so that DEN can meet its continued growth needs.

6. **City Attorney assigned to this request (if applicable):** David Steinberger

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: _____

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): Merchant Aviation, LLC

Contract control number (legacy and new):

Legacy: 202266041; Amendment: PLANE-202578703

Location: Denver International Airport

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

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): 5/30/2023 – 5/29/2026 with two 1-year options

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

| <i>Current Contract Amount (A)</i> | <i>Additional Funds (B)</i> | <i>Total Contract Amount (A+B)</i> |
|--|---------------------------------|--|
| \$1,000,000 | \$2,000,000 | \$3,000,000 |

| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
|------------------------------------|-------------------|---|
| 3 years with two 1-year options | N/A | 3 years with two 1-year options ;5/29/2026 |

Scope of work:

Continuation of planning efforts related to the North Terminal Expansion in advance of upcoming procurements for a Program Management Team and a designer of record, as well as support and preparation of documents required for National Environmental Policy Act (NEPA) efforts.

Was this contractor selected by competitive process? Yes

If not, why not?

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

Source of funds: DEN Capital Improvement Plan (CIP) funds and Operations & Maintenance funds.

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): 8% requirements, 15% proposed, 21.2% achieved so far

Who are the subcontractors to this contract?

HG Consult

Connico

Woolpert

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____