



**DENVER**  
THE MILE HIGH CITY

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## MEMO

DATE: April 25, 2018

TO: All City Council

FROM: Cara Hlad, Engineer/Architect Supervisor  
Public Works Facilities Capital Project Management

SUBJECT: Architectural On-Call Contract Procurement Information

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The purpose of this memo is to document the selection process, justification and general policies related to the proposed architectural on-call contracts being procured by Denver Public Works – Facilities Capital Projects Management (PW-FCPM).

This new group of Architectural on-calls with a capacity of \$4M dollars (3-yr term) be selected.

### Selection Process:

Public Works publicly advertised the RFQ for new Architectural On-Calls in January 2018

- 30 proposals were received
- Public Works selected 16 firms to be awarded on-call contracts
  - 10 selected firms have an existing architectural on-call contract with Public Works
  - 6 selected firms will be new to Public Works' architectural on-call contracts
- MWBE Participation
  - 6 MWBE firms submitted proposals as the prime architectural consultant
  - Public Works selected 3 MWBE firms to be awarded contracts as prime architectural consultants
  - All 16 selected firms, including non-Prime MWBE firms, committed to meet the DSBO goal of 16% or more
  - Within the 16 contracts proposed to be awarded, 26 MWBE firms are represented as prime consultants or sub-consultants throughout the selected design teams
- SBE Participation
  - 9 SBE firms submitted proposals as the prime architectural consultant
  - Public Works selected 5 SBE firms to be awarded contracts as prime architectural consultants
  - Within the 16 contracts proposed to be awarded, 44 SBE firms are represented as prime consultants or sub-consultants throughout the design teams



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Diversity, Teamwork, Respect, Excellence, Safety



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Justification for Contract Capacity and Quantity of Selected Firms

- A larger pool and increased capacity of consultant teams will better support this volume of work. As Public Works prepares for increased base workload from many customer agencies beginning in 2018, this set of architectural on-call contracts will allow Facilities Capital Projects Management to be prepared to accommodate future City project needs.
- Increased capacity more appropriately matches the contract duration, scope, and project quantity/volume.
- The selected 16 design teams enable work to be shared among **114 individual firms, 26 of which are M/WBE and 44 are SBE.**
- The quantity of selected firms enables Public Works to draw from varying levels of expertise as needed for different project types and sizes (library, safety, mental health, etc.).
- Competitively procured on-call contracts develop local firms who understand the City process and are dedicated to acting as partners in the delivery of City projects.
- These on-call contracts will support early action efforts related to programming and site selection services required for preparation of larger projects, including 2017 GO Bond projects that require early investigative and programmatic work. Large, complex projects will still be procured through the Public Solicitation process.
- Schedule
  - On call contracts allow work to be contracted in as little as 4 weeks compared to 5 months for stand-alone contracts, enabling PW FCPM to efficiently address City design/construction project needs including expansion, repair, and renovation to support ongoing Operations and Programs
  - The decreased contracting duration for on call contracts assists the City in better meeting seasonal operation needs/installations