

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

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1. Please mark one: ☐ Bill Request or ☒ Resolution Request **Date of Request:** 7-16-2026
2. Does this request directly impact property within .5 miles of the South Platte River (Check map [HERE](#)) ☐ Yes ☒ No
3. Does this item fall under XO 66 (Prop 123) requiring it to skip Mayor-Council ☐ Yes ☒ No
4. Do you need to request a Waiver Request for this item ☐ Yes ☒ No
5. Type of Request:
- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
- ☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change ☐ Other:
6. **Title:** (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)
- Amends an on-call contract with CIRCUIT MEDIA LLC to add two years for a new end date of 10-12-2028 for SBE Project Management Services. No change to contract capacity, citywide (DOTI-202369766/DOTI-202684550-01).
7. **Requesting Agency:**
8. **Contact Person:**
- | | |
|---|---|
| Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert) | Contact person for council members or mayor-council |
| Name: Janelle Martinez
Krystal Guerra | Name: Alaina McWhorter |
| Email: Janelle.Martinez@denvergov.org
Krystal.guerra@denvergov.org | Email: Alaina.McWhorter@denvergov.org |
9. **General description or background. Attach executive summary if more space needed:** (who, what, why)
- On-Call project management services contract to provide support and/or staff augmentation for project(s) as identified by the Department of Transportation and Infrastructure. Term will be extended for two years from contract execution with a maximum contract of \$3,000,000.
10. **City Attorney assigned to this request (if applicable):** John McGrath
11. **City Council District:** Citywide
- **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: On-Call Professional Services

Vendor/Contractor Name (including dba): CIRCUIT MEDIA LLC

Contract control number (legacy and new): DOTI-202684550-01 (202369766-01)

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): 10/13/2023 – 10/12/2028

Contract Amount (indicate existing amount, amended amount and new contract total): \$3,000,000.00

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$3,000,000.00	N/A	\$3,000,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
10/13/2023 – 10/12/2026	2 years	10/12/2028

Scope of work:

On-Call project management services contract to provide support and/or staff augmentation for project(s) as identified by the Department of Transportation and Infrastructure. Term will be extended for two years from contract execution with a maximum contract of \$3,000,000.

Was this contractor selected by competitive process? Yes

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

Source of funds: Funds will be identified when Task Orders or issued.

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): 30% SBE requirement.

Who are the subcontractors to this contract? N/A

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