

## ORDINANCE/RESOLUTION REQUEST

Please email requests to Angela Casias  
at [angela.casias@DenverGov.org](mailto:angela.casias@DenverGov.org) by **12:00 pm on Monday**.

**\*All fields must be completed.\***  
*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: 1/5/18

Please mark one:  Bill Request or  Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes  No

If yes, please explain:

2. **Title:** (Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: **grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.**)

A resolution request for approval of an On-call Project Management Services contract with BBH Management Solutions, LLC; Contract 201839342.

3. **Requesting Agency:** Public Works

4. **Contact Person:** (With actual knowledge of proposed ordinance/resolution.)

- **Name:** Michael Sheehan
- **Phone:** 720-865-2664
- **Email:** [Michael.sheehan@denvergov.org](mailto:Michael.sheehan@denvergov.org)

5. **Contact Person:** (With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)

- **Name:** Angela Casias
- **Phone:** 720-913-8529
- **Email:** [angela.casias@denvergov.org](mailto:angela.casias@denvergov.org)

6. **General description/background of proposed ordinance including contract scope of work if applicable:**

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

All On-call project management services contracts will provide support and/or staff augmentation for project(s) as identified by the Department of Public Works. The term will be 3 years from contract execution with a maximum contract of \$3,000,000.

The proposed SBE on-calls would provide project management support and/or staff augmentation for project(s) as identified by the Department of Public Works and other Departments which Public Works supports.

Please note the approach of staff augmentation has been utilized at Denver International Airport (DEN) since its inception and is still utilized today.

Anticipated tasks may include but shall not be limited to:

- Dedicated Project Management professionals responsible for overseeing individual or a portfolio of projects.
- Managing the project scope, schedule and budgets during the design and construction phases as well as ensuring that all other aspects of the project, including environmental, real estate, utilities, permits and the parameters of the adopted schedule and budget.
- Provide management for any Design-Build component(s) of the Program, including management of cost, schedule, quality, scope and integration with other project and contract packages.

*To be completed by Mayor's Legislative Team:*

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Date Entered: \_\_\_\_\_

- Review and identification of projects needing support, improvement, recommendation of corrective action plans, and providing oversight to ensure compliance.

I have also attached the award letter and a letter listing the selection committee. Please let me know if you have any questions.

**\*\*Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. **Contract Control Number:** 201839342
- b. **Contract Term:** 3 years from contract execution
- c. **Location:** Citywide
- d. **Affected Council District:** Citywide
- e. **Benefits:** Provides support and/or staff for projects citywide.
- f. **Contract Amount (indicate amended amount and new contract total):** Maximum contract total of \$3,000,000

**7. Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?)* **Please explain.**

Nothing known at this time.

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