



CONTRACT EXECUTIVE SUMMARY

1. Project Name: Project Controls Contract for Project Support & Management	Current Action Requested: Final Contract Approval
2. Division: <u>Airport Infrastructure Management (AIM)</u> Section# / Section Name: 1860 / Development	3. Project Manager: Kelli Arnold Attorney: Max Taylor Assigned CA: Jessica Encinias
4. Contract Type: Expenditure	Type of Process: Competitive RFP
5. Is City Council Approval Required: Yes	6. Is Term over 3 Years: Yes
7. Contractor/Consultant/Vendor: Faithful + Gould, Inc. Contractor Address: 7604 Technology Way, Suite 400 Contact Name: Paul Lewis Phone: 303-221-7275 Email Address: Paul.Lewis@fgould.com Entity type: Corporation	8. Estimated or Current Amount: \$25,000,000.00 New Total Amount: \$25,000,000.00
9. 90-DAY FORECAST INFORMATION Anticipated Advertisement: September 2016 If requesting a change to the Forecast List, state reason for the change: <u>Choose an item.</u>	<input type="checkbox"/> No Forecast (Professional Preference/Informal Bid/etc.) <input checked="" type="checkbox"/> 30 Day Forecast (Design/Professional Services) <input type="checkbox"/> 90 Day Forecast (Construction/Revenue) <input type="checkbox"/> Justification for Waiver: N/A
10. SELECTION INFORMATION Date placed on Forecast List: 5/19/2016 Date Advertised: 9/19/2016 Date Selection Made: 12/1/2016 Date Manager of Aviation approved: 1/6/2017	11. Current Term: <u>2/15/2017</u> to <u>2/14/2022</u> Total Term in Years: 5 years (two 1-year extensions)
12. Alfresco Contract #: 201628525 PeopleSoft Requisition #: 0000050851	13. DSBO Goals: MWBE/SBE Bid Preference % Established: 25% % Proposed: 30% % Achieved: TBD

A. Brief Project Description *(Describe briefly, and, if applicable, will be used for the 90-Day Forecast List)*

Staff augmentation consultant to provide project controls and management support services, to include: cost estimation; claims analysis; scheduling and schedule analysis; Oracle Primavera Unifier development; and contract administration support. Services are expected to cover a range of project controls and management related functions in support of the Project Management Office and Project Controls using a task order format. Typical examples of positions to be filled, but not limited to, are Contract Administrators, Estimators, Schedulers, Unifier Application Technicians/ Developer/ Administrator. Current systems include Oracle Primavera Unifier and Primavera P6 software project management systems for its project management software applications and expects to enhance these systems further to improve DEN's ability to minimize costs associated with implementation of capital projects.

B. Memorandum No. 8B to Mayoral Executive Order No. 8 *(Justification for deviation from Competitive Selection Policy, e.g. for Non-Competitive Process, Term > 3 Years, and Amendments)*

This procurement conforms to requirements set forth in Executive Order 8B.

C. Selection Process Details or Other Related Actions

The intended selection process will be based on a qualifications based proposal and a labor rate proposal. A diverse panel (to be approved) will be developed and trained for the selection process. The proposals will be reviewed and scored based on a defined scoring criteria. The proposal scoring may result in a shortlist of companies to be interviewed. The interviews are designed to familiarize staff with the qualifications of the firms by further exploring their proposals and the scope and nature of the consulting services they provide.

D. Provide in detail the Scope of Work, Agreement, Amendment, or Project *(Explain any changes in the term)*

Tasks are expected to cover the full range of responsibilities and perspectives handled by the PMO & Project Controls, which generally consists of but not limited to the following types:

1. Cost Estimating

a. Conceptual/Budgetary - Provide and/or review cost estimates for projects; including but not limited to construction cost, alternatives, extra work, design cost, CM/PM/QA cost or other specific items

b. Proposal analysis and negotiations – analysis cost proposals such as Change Notices, Task Orders, GMP proposals, and other related items. Participant in any review and/or negotiation meeting.

c. Change Pricing - Review of contractor change requests for delays, suspensions, differing site conditions, scope changes, and design errors & omissions to review the impacts on additional costs or time allocable toward construction management, mobilization, loss of efficiency or productivity, work schedule disruptions, extended overhead or other related impacts. Can also include negotiation participation, alternative dispute resolution support, or expert witness testimony.

d. Meetings – attend meetings, to gather information for cost updating, reporting, negotiating, or as directed

e. Reports – providing consistent and coordinated reporting and administrative documentation. Keep accurate and detailed project records using AIM Development electronic systems and prepare reports that may be required in the format and frequency requested by the Sr. Director.

2. Scheduling

a. Scheduling Analysis (Preliminary/Baseline/Updates/Changes) – Review of submitted schedules including, but not limited to, preliminary, baseline, monthly updates, changes associated with contractor change requests for delays, suspensions, differing site conditions, scope changes, and design errors & omissions to review the impacts on additional time allocable toward construction management, mobilization, loss of efficiency or productivity, work schedule disruptions, extended overhead or other related impacts. Can also include negotiation participation, alternative dispute resolution support, or expert witness testimony. Coordinate with and assist the AIM Development project controls staff in maintaining up to date schedule information.

- b. Design Schedule Analysis – review submitted schedule based on the scope of a submitted design package which must be validated and reviewed for completeness and feasibility during milestone submissions.
 - c. Project Schedules – assist Project Managers in developing project schedule in accordance with AIM Development’s Project Lifecycle
 - d. Meetings – attend meetings, to gather information for schedule updating, reporting, negotiating, or as directed
 - e. Reports –provide consistent and coordinated reporting and administrative documentation. Keep accurate and detailed project records using AIM Development electronic systems and prepare reports that may be required in the format and frequency requested by the Sr. Director.
3. Project Management Information Software and Business Process Development & Configuration - The consultant team should include the capability to configure and develop the DEN project management information software. Currently AIM Development employs Oracle Primavera Unifier (primary management tool) as well as SharePoint for all projects. Configuration and Development support for Primavera Unifier and the integration of Unifier with other systems. Integration with Primavera P6 are initially anticipated.
4. Contract Administration Support – The Consultant may be required to provide general contract administrative support in the form of staffing and personnel experienced in the administration of public sector contacts.
5. Document Management Support – The Consultant may be required to provide support for the management of project documentation, including the filing and coordinated distribution and collection of project paperwork within the project management software system as well as physical submittals for both design and construction projects.
6. Program and Project Analysis Support - The Consultant may be required to provide for either program-wide or specific projects various analyses including economic and financial analysis, risk assessment and mitigation, contingency analysis, earned value analysis and performance analysis.

Considering this potential range of assignments, the Consultant will be expected to provide a team that can be tailored to perform a myriad of project controls functions for individual projects as well as programmatic solutions.

E. Alternatives Considered

None

F. Goal Details *(Enter the goal, amount achieved to date, level of participation, and name of certified company)*

The Division of Small Business Opportunity originally established a 25% level of MBE/WBE participation

G. Expenditure Contract Funding (Please contact the Budget Group for assistance)

This contract is encumbered by (check all that apply) <input checked="" type="checkbox"/> O&M Annually <input checked="" type="checkbox"/> Task <input type="checkbox"/> At NTP <input type="checkbox"/> At Contract Execution	Funding Source: <input checked="" type="checkbox"/> O&M O&M Amount to be Encumbered 1st Year <input checked="" type="checkbox"/> CIP CIP Amount to be Encumbered 1st Year If CIP, PIRF#
Federally funded contract? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total amount to be encumbered for 2017: \$0.01

AMS GL String:

Fund	Division Code	Section #	Cost Center	AMS Account (4-digit)	Project # (CIP Only)
81	MAN	1860	Z50B	6027	

PeopleSoft GL String:

Fund	Org	PeopleSoft Account (6-digit)
73810	6013000	604600

SIGNATURES:

Contract Initiation Approval:

Karnes, Matthew - DIA
Digitally signed by Karnes, Matthew - DIA
DN: dc=dnvr, dc=dia, ou=Domain Users,
ou=Employees, cn=Karnes, Matthew - DIA
Date: 2016.05.11 14:36:50 -06'00'

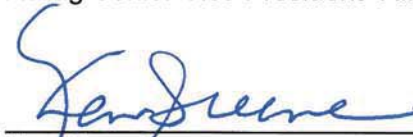
Finance Approval _____ Date

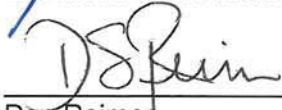
Usher, Keith - DIA
Digitally signed by Usher, Keith - DIA
DN: dc=dnvr, dc=dia, ou=Domain Users,
ou=Employees, ou=Engineering, cn=Usher, Keith -
DIA
Date: 2016.05.11 15:34:14 -06'00'

Keith Usher - 303.342.4568 _____ Date
Manager of AIM Development
Airport Infrastructure Management

 5-11-16
Mark H Adams _____ Date
Acting Senior Director of Development-AIM

 5/11/16
Mark Baker _____ Date
Acting Senior Vice President- AIM

 5/12/16
Ken Greene _____ Date
Executive Vice President, Chief Operations Officer

 5/12/16
Dan Reimer _____ Date
Assistant General Counsel
Airport Legal Services

SIGNATURES:

Final Contract Approval:

Giombetti, Adam
- DIA

Digitally signed by Giombetti, Adam - DIA
DN: dc=dnvr, dc=dia, ou=Domain Users,
ou=Employees, cn=Giombetti, Adam - DIA
Date: 2017.02.22 17:11:25 -07'00'

Finance Approval

Date



1-13-2017

Kelli Arnold

Date

Project Controls Supervisor, AIM Development



1-18-2017

Mark Baker

Date

Senior Vice President- AIM

Reimer, Dan -
DIA

Digitally signed by Reimer, Dan - DIA
DN: dc=com, dc=flydenver, dc=ad, ou=Domain
Users, ou=Employees, cn=Reimer, Dan - DIA,
email=Dan.Reimer@flydenver.com
Date: 2017.02.24 09:51:07 -07'00'

Dan Reimer

Date

Assistant General Counsel
Airport Legal Services