

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

Date of Request: 11/6/2025

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:** (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.)

Approves a contract with Urban Alchemy for \$30,421,129.90 with an end date of 12-31-2028 to provide shelter operation and programmatic services at Non-Congregate Shelter - Aspen, in Council District 8 (HOST-202581857).

3. **Requesting Agency:** HOST

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: Israel Cruz	Name: Polly Kyle
Email: israel.cruz@denvergov.org	Email: Polly.Kyle@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Urban Alchemy will operate and provide programmatic services at Aspen (4040, Denver CO 80216) a 289-unit Non-Congregate Shelter. Urban Alchemy will utilize low-barrier, Housing First Model designed to encourage shelter entry through progressive engagement and maximize exits into permanent and stable housing. Case Management includes, but are not limited to assessing needs of guests, client-centered provision of supportive service through effective and efficient use of resources to reduce the risk of homelessness, and help guests achieve housing stability.

6. **City Attorney assigned to this request (if applicable):** Fernandez, Ubaldo

7. **City Council District:** Council District 8

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): Urban Alchemy

Contract control number (legacy and new): HOST-202581857

Location: P.O. Box 425509, San Francisco, CA 94142-5509

Is this a new contract? ☒ Yes ☐ No **Is this an Amendment?** ☐ Yes ☒ No **If yes, how many?** 0

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

- HOST-202581857 01/01/2026 – 12/31/2028

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

<i>Current Contract Amount</i> <i>(A)</i>	<i>Additional Funds</i> <i>(B)</i>	<i>Total Contract Amount</i> <i>(A+B)</i>
\$30,421,129.90	N/A	N/A

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/01/2026 – 12/31/2028	N/A	N/A

Scope of work:

SERVICES DESCRIPTION

- Contractor will be responsible for adhering to the Shelter Program Standards document to be provided by HOST.
- Contractor will provide full operations and programming at 4040 Quebec St, Denver CO 80216, must be accessible to all guests, including those with Limited English Proficiency, equitable, inclusive, and hospitable.
- Partners are expected to make accommodations in accordance with the Americans with Disabilities Act (ADA), provide Language Access to persons with Limited English Proficiency (LEP), and ensure designated shelter sites comply with all applicable building codes, health regulations, and safety laws and regulations.
- Shelter Programming Services
 - Shelter Intake Services:** Contractor must accept approved referrals and offer intake services Monday through Friday between 9:00 am and 5:00 pm.
 - New clients must be entered into the Homeless Management Information Systems (HMIS).
 - During intake, the Client is expected to review community guidelines and sign a guest agreement that includes each element required by HOST. A sample guest agreement is provided here:
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:d247cd07-ad34-4d7c-87cb-25a0a1a36253>
 - Housing First:** Utilize low-barrier, Housing First Model programming that is designed to encourage shelter entry through progressive engagement and maximize successful exits into permanent and stable housing.
 - Housing Focused Case Management and Navigation:** Primary activities will include conducting housing assessment, coordinating co-living opportunities, promoting successful housing retention education and skills development, landlord outreach and engagement, other services that promote long-term stability and well-being.
 - Pre-Critical Time Intervention (Pre-CTI)** services will be offered to all guests. Pre-CTI are early, time-limited support services offered to individuals before they exit shelter to permanent housing. Services include securing all vital documents needed to apply for housing, mapping support systems, training on living in permanent housing, and a warm handoff to housing navigators or housing Partners.
 - General Case Management:** Partners are expected to clearly outline the case management activities that constitute successful program participation by the shelter guest. These activities include, but are not limited to, life skills and

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healthy relationships development and education, housing search and placement, peer navigation, transportation assistance, comprehensive benefit enrollment, and obtaining vital documents.

- f. **Rapid Resolution:** Contractor must engage in a Rapid Resolution conversation with shelter guests. Specifically, Rapid Resolution focuses on:
- Divert clients from shelters at the point of entry when appropriate.
 - Explore immediate housing options, such as reuniting with family, moving in with friends, or finding other safe and appropriate alternatives.
 - Provide limited financial or problem-solving support, like transportation costs, security deposits, short-term mediation with landlords or family members, or small rent payments.
- g. **Mental, Behavioral, Medical, and Substance Dependency:** Activities may include referrals or direct services such as counseling, crisis intervention services, access to substance dependency groups, treatment, and detox programs, on-site or off-site health services including physician-level care and pharmacy services, and referrals for tests.
- h. **Benefits Assistance:** Assist guests with applying for, or maintaining, benefits such as health insurance, income support, and/or food assistance.
- i. **Workforce Development:** Partners should include activities that promote employment education and expand job opportunities.

E. NCS Operations

- Shelter Operations will facilitate environments that are safe, hygienic, accessible, equitable, inclusive, and hospitable to all eligible shelter guests.
- Services must provide regular and emergency general building repair and maintenance services such as trash removal from premises to exterior dumpsters, exterior litter removal, pest control, snow removal from sidewalks and egress/regress areas, changing light bulbs, minor repairs to plugged toilets and leaky faucets, and others as necessary.
- Custodial and Janitorial services, including sanitation, cleaning, and other activities and responsibilities required to facilitate shelter environments that are safe and hygienic.
- Contractor must conduct inspections of the facility on a weekly basis and report back to HOST. Inspections include the exterior of the building, building systems, common areas, and individual units.
- Laundry Services must provide laundered linens at minimum every seven (7) consecutive days of guests' stay.
- Contractor will communicate regularly with HOST if they are unable to meet the expectation of rooms being turned over within a week of client discharge.
- Contractor will provide, or coordinate meals that meet the appropriate public health requirements. Food safety and transportation, and meals must be prepared with Serve Safe Guidelines. Services must be inclusive of
 - Full meals which includes three daily meals that meet adult daily nutritional needs;
 - Food transportation, delivery and utensils; and/or
 - Meal preparation which includes bulk purchases of ingredients necessary to prepare meals.
 - Contractor will provide security services including, but not limited to security personnel (patrolling), and the timely reporting of critical incidents to HOST representatives. Partners must provide a security plan that includes patrolling requirements (hourly walk-about, times of operations); emergency evacuation plans (including critical incident in case of violent crimes); provided trainings related to staff and guest safety and security (active shooter drills, conflict de-escalation, lock-down procedures, etc.)
- Community Relations: Collaborate with community stakeholders, the City, and other organizations to foster positive relationships with the local community to reduce any negative impacts associated with the site and address any concerns. Partners will be expected to:
 - Attend one monthly meeting of the local Registered Neighborhood Organization(s) where the site is located.
- Provide community members a phone number to call to report concerns
- Monitor the perimeter of the site to ensure it remains safe and clean, reporting any concerns to the City by contacting 311 or 911

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: General Fund & Homelessness Resolution Funds

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

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WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? N/A

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