

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: January 16, 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:** Approves a contract with AtkinsRéalis USA, Inc. for \$1,000,000.00 and for three years with two one-year options to extend, for on-call financial management consulting services to support Denver International Airport (DEN) in Council District 11 (PLANE-202475706).

3. **Requesting Agency:** Department of Aviation

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: Chayot Ing-Aram, SVP Financial Planning	Name: Kevin Forgett, State and Local Legislative Advisor
Email: chayot.ing-aram@flydenver.com	Email: Kevin.Forgett@flydenver.com

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

DEN seeks to expand its opportunities to receive grant funding beyond the standard FAA grant programs. In addition to the standard elements of drafting a single application (research, grant writing, and application review), DEN seeks programmatic services (strategic planning, monitoring grant opportunities, developing quality control standards, maintaining a current roster of grant application technical resources, expert consultation on sponsorships and donations) to best position itself to secure external funding. It is critical for DEN to maximize the amount of external funding, in order for it to achieve its strategic goals outlined in Vision 100, particularly growing its infrastructure and expanding its global connections.

The AtkinsRéalis grant team brings a diverse and complementary set of skills to competitive funding opportunities. Combined with a thoughtful, repeatable approach to application development that is laser-focused on the Notice of Funding Opportunity (NOFO) and the critical awarding agency staff evaluators, AtkinsRéalis-developed applications consistently reach the critical 'Highly Recommended' threshold for award consideration. AtkinsRéalis strives to provide great value and act in its clients' best interests.

6. **City Attorney assigned to this request (if applicable):** Kevin Cain

7. **City Council District:** District 11

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

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): AtkinsRéalis USA, Inc.

Contract control number (legacy and new): PLANE-202475706

Location: Denver International Airport

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

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

Total Term: 3 years, plus two optional one-year extensions

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$1,000,000	N/A	\$1,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3 years, plus two optional one-year extensions	N/A	3 years, plus two optional one-year extensions ;12/1/2029

Scope of work:

Grant Consulting Services:

The contractor may provide specialized grant writing services to the Airport. Key responsibilities include drafting grant applications to various funding sources—Federal, State, corporate, and foundations—and assisting in developing logic models, evaluation plans, and gathering necessary data for proposals. The contractor may review grant applications prepared by Airport personnel to enhance their quality, including grammar and syntax improvements.

They may conduct research on prospective grant opportunities, providing comprehensive evaluations of program details, funding availability, requirements, and the Airport's readiness. The contractor may proactively inform the Airport of relevant active grants, deliver quarterly reports detailing work and accomplishments, and maintain an updated list of all grant writers.

Additional services include implementing a quality control process for all submitted documents, offering training to Airport staff on grant writing and preparation, hosting annual strategic planning sessions for grants staff, and providing expert consultation in areas like donor management and sponsorships to optimize grant application and management processes.

Was this contractor selected by competitive process? Yes **If not, why not?**

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

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Source of funds: Operations & Maintenance (O&M)

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): 14%

Who are the subcontractors to this contract?

Bright Fox Analytics, Conventum Group, Hg Consult

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