

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: 1/25/2024

Please mark one: **Bill Request** or **Resolution Request**

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other:**

2. Title: Approves an intergovernmental agreement with Regional Transportation District (RTD) for \$1,211,800 and for one year to provide reduced-rate EcoPass options for all concessionaire employees at Denver International Airport (PLANE-202370322).

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: Pamela Dechant, Senior Vice President Concessions	Name: Kevin Forgett, Manager of Legislative Affairs
Email: Pamela.Dechant@flydenver.com	Email: Kevin.Forgett@flydenver.com

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

This request is for a non-competitive intergovernmental agreement between Regional Transportation District (RTD) and Denver International Airport (DEN). On behalf of the concessionaires at DEN, this agreement will provide an equitable EcoPass price for all concessionaire employees at DEN. This contract will be for one year. The price for each EcoPass will be \$365 and DEN is requesting 3,320 EcoPasses which will amount to \$1,211,800. Concessionaire(s) will pay in full the amount billed for its Eligible Employees within 30 days from the date of the City’s invoice.

6. City Attorney assigned to this request (if applicable): Deb Overn

7. City Council District: District 11

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): IGA

Vendor/Contractor Name (including any dba's): Regional Transportation District (RTD)

Contract control number (legacy and new): PLANE- 202370322

Location: Denver International Airport

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** N/A

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

1 Year

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$1,211,800.00	N/A	\$1,211,800.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1 Year	N/A	1 Year

Scope of work:

This contract request will help support the concessionaire(s) and their workforce by providing a reduced EcoPass for all, regardless of the size of their organization.

Was this contractor selected by competitive process? No **If not, why not?** This procurement qualifies for the situation where competition does not exist exception under Memorandum No. 8B and will not be competitively procured.

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

Source of funds: Operations and 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): No goals were assigned to this project due to Memorandum No. 8B

Who are the subcontractors to this contract? None

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