

ORDINANCE/RESOLUTION REQUEST

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

Date of Request: 3/2/2017

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: **Second Amendment to On-Call Financial Consulting Services**

3. Requesting Agency: Department of Aviation

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

- Name: Aaron Barraza
- Phone: (303) 342-2261
- Email: Aaron.Barraza@flydenver.com

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: **Matthew Karnes, DEN Director of Financial Planning & Analysis**
- Phone: (303) 342-2218
- Email: Matthew.Karnes@flydenver.com

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

- *This is an amendment to the term of the agreement to extend the agreement for one year. There is no request for additional funding. The on-call financial consulting services provided in this agreement may include: General and Aviation consulting services related to DEN capital planning efforts; strategic consulting services including financial planning evaluation, documentation, process improvement, best practices, etc.; Program management information system development and support of capital planning tool. All tasks will be completed by individual task order.*

a. Contract Control Number:

201309306-02

b. Duration: One year extension from April 1, 2017 to March 31, 2018.

c. Location: DEN

d. Affected Council District: 11

e. Benefits: This contract is for professional consulting services with an emphasis on financial planning best practices, evaluation and assessment of current financial processes, and capital planning prioritization and data analysis expertise. It is in place on an as-needed basis to ensure financial planning efforts are managed and maintained efficiently and to best practice standards as DEN expands its capital planning efforts.

f. Costs: \$2,000,000

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$2,000,000	\$0	\$2,000,000

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Approximately 4 years (April 1, 2013 to March 31, 2017)	1 Years (April 1, 2017 to March 31, 2018)	Approximately 5 years (April 1, 2013 to March 31, 2018)

g. **Date Goals Assigned:** N/A

h. **Goals:** The Division of Small Business Opportunity (DSBO) determined that this contract is not subject to the DSBO ordinance and, therefore, no M/WBE goal was assigned

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

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Key Contract Terms

Type of Contract:

Professional Services > \$500K Lease Design or Construction for airport improvements > \$5M
 Grant IGA Sale of Real Property Sale of Personal Property

Vendor/Contractor Name: Parsons Brinckerhoff, Inc.

Contract control number: 201309306

City's contract manager: Matthew Karnes

Was this contractor selected by competitive process? Yes, Competitive RFP Selection Process

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

Term/Duration of contract/project: Five (5) Years total

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 2

Renewal terms: Extend the term for one year. No additional \$ requested

Purpose:

This is an amendment to the term of the agreement to extend the agreement for one year. There is no request for additional funding. The on-call financial consulting services provided in this agreement may include: General and Aviation consulting services related to DEN capital planning efforts; strategic consulting services including financial planning evaluation, documentation, process improvement, best practices, etc.; Program management information system development and support of capital planning tool. All tasks will be completed by individual task order.

Cost/value: \$2,000,000

Source of funds: On an as-needed basis within the airport's Operating Budget

Benefit: This contract is for professional consulting services with an emphasis on financial planning best practices, evaluation and assessment of current financial processes, and capital planning prioritization and data analysis expertise. It is in place on an as-needed basis to ensure financial planning efforts are managed and maintained efficiently and to best practice standards as DEN expands its capital planning efforts

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

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

Who are the subcontractors to this contract? N/A

Location: DEN

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____