

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Please mark one: Bill Request or Resolution Request Date of Request: 7/16/2021

1. Type of Request:

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

2. **Title:** Approves an Agreement with Northeast Transportation Connections (NETC) to provide a neighborhood transit service in Montbello. Contract Number 202159514.

3. **Requesting Agency:** Department of Transportation and Infrastructure (DOTI)

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Stephen Rijo	Name: Jason Gallardo
Email: Stephen.Rijo@denvergov.org	Email: jason.gallardo@denvergov.org

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

The proposed request is a contract agreement between DOTI and NETC to pilot operating a neighborhood transit service in Montbello. The service will be free to users, operate at least 12 hours a day M-F with 3 vehicles, and serve point to point trips within the Montbello neighborhood and between the neighborhood and the Peoria Rail Station. DOTI and CASR are partnering to completely electrify one of the vehicles.

6. **City Attorney assigned to this request (if applicable):** Jill Ferguson

7. **City Council District:** District 8 & 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: RR21 0838

Date Entered: _____

Key Contract Terms

Type of Contract: Professional Services > \$500K

Vendor/Contractor Name: Northeast Transportation Connections (NETC)

Contract control number: 202159514

Location: Montbello, Denver – Council Districts 8 & 11

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): Execution – 3/31/2023

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)
\$555,208.75		\$555,208.75

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Execution – 3/31/2023		Execution – 3/31/2023

Scope of work:

NETC shall deliver a service that meets or exceeds the items outlined in the tasks and requirements listed below:

- **NETC Administrative Fee:**
 - Contract management, Payment & Invoicing, Accounting, Insurance, over the full course of the contract.

Required Tasks: The sub-sections below outline the required tasks NETC is anticipated to provide and/or manage throughout the duration of the program:

- **Task 1 – Project Management & Oversight:**
 - Project management plan including project meetings, coordination, and communication.
 - Establish a work plan that ensures the project meets the preferred service launch date.
 - Provide a quality assurance/quality control plan/memo that outlines how the vendor will proactively manage the operations and ensure the highest quality service possible.
- **Task 2 – Service Design Verification and Refinement:**
 - Analyze, verify, and finalize the DOTI’s service area and characteristics based on technology capabilities, costs, vendor modeling, or additional/new data.
 - Make necessary final adjustments to the service plan to optimize service delivery.
- **Task 3 – Launch Service and Program Outreach:**
 - Recruiting and training of all necessary staff ahead of launch.
 - Field test technology and shuttle operations and make any additional service adjustments.
 - Help support program marketing through development of direct marketing materials.
 - Assist in ongoing program outreach utilizing existing relationships with local businesses and community organizations to help market the service to potential riders.
 - Provide vehicles to DOTI for vehicle wrap installation ahead of launch.
 - Participate in launch promotional event.

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- **Task 4 – Operation of Service:**
 - Daily service provision according to the service plan.
 - Continuous and ongoing service improvements.
 - Daily service oversight, management, monitoring, and troubleshooting.
 - Crashes, incidents, and complaint investigation and reporting.

- **Task 5 – Assessment and Evaluation:**
 - Ongoing meetings between the vendor and DOTI during the project period.
 - Regular reporting of key performance metrics and benchmarking of performance, along with associated dashboard, graphics, and data.
 - Quarterly written reports to DOTI on project progress, performance, challenges, and adjustments.
 - Service adjustment suggestions and associated service change implementation.

Was this contractor selected by competitive process? No

If not, why not? See Memorandum 8B, due to the following bidding exception rule provided in D.R.M.C. Sec. 20-64: these indispensable services to the City are only obtainable, for practical purposes, from a single vendor.

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

Source of funds: General Fund and Smart Cities Operating Budget

ELEVATE DENVER BOND:

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. Sole Source.

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