

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

Please mark one: ☐ Bill Request or ☒ Resolution Request Date of Request: May 20, 2025 _____

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 Aptim Environmental and Infrastructure, LLC for \$23,500,000.00 for a term of three (3) years to provide program administration of CASR's rebate, incentive, and grant programs provided to the community, citywide (CASR-202579019).

3. **Requesting Agency:** Climate Action, Sustainability and Resiliency

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: Jonathan Rogers	Name: Jonathan Rogers
Email: Jonathan.Rogers@denvergov.org	Email: Jonathan.Rogers@denvergov.org

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

Aptim Environmental & Infrastructure, LLC – CASR-wide Incentive Program Administrator will enable the streamlined delivering of CASR rebate, incentive, and grant programs for the community. The maximum contract fee of 7% of rebates distributed is best-in-class for this service. The remaining 93% of the budget, up to \$21.8 million, may be distributed to recipient organizations in the community over the contract term. Funding for CASR rebate and incentive programs is subject to annual appropriations. Administration includes documenting program guidelines, vendor registration and oversight, incentive application processing, verification, incentive distribution, customer service support, data collection and reporting, and additional relevant services as directed by CASR.

This contract will reduce the city's administrative burden. It enables the Administrator to process awards and distribute payments on behalf of CASR as opposed to requiring the city to enter direct contracts with each program recipient, which currently can take 12-16 weeks to process and requires numerous touchpoints throughout the City. CASR offered over two-dozen rebate, incentive, and grant programs in 2024 and 2025 with a total value of nearly \$40 million invested in or committed to Denver households, non-profits, small businesses, and building owners. This contract will enable CASR to consolidate its program offerings, replace similar existing/expiring contract mechanisms, and increase consistency across CASR programs.

6. **City Attorney assigned to this request (if applicable):** Kristin Brainerd

7. **City Council District:** Citywide

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

Vendor/Contractor Name (including any dba's): Aptim Environmental & Infrastructure, LLC

Contract control number (legacy and new): CASR-202579019-00

Location: Citywide

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):

Date of execution plus three years

Contract Amount (indicate existing amount, amended amount and new contract total): \$23,500,000.

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$23,500,000.00	\$0.00	\$23,500,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Date of Execution + 3 Years	n/a	Date of Execution + 3 Years

Scope of work:

Aptim Environmental & Infrastructure, LLC – CASR-wide Incentive Program Administrator will enable the streamlined delivering of CASR rebate, incentive, and grant programs for the community. The maximum contract fee of 7% of rebates distributed is best-in-class for this service. The remaining 93% of the budget, up to \$21.8 million, may be distributed to recipient organizations in the community over the contract term. Funding for CASR rebate and incentive programs is subject to annual appropriations. Administration includes documenting program guidelines, vendor registration and oversight, incentive application processing, verification, incentive distribution, customer service support, data collection and reporting, and additional relevant services as directed by CASR.

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:

Climate Protection Fund

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

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

Who are the subcontractors to this contract?

Lotus Engineering & Sustainability

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