

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. For any questions please contact Skye Stuart.

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

Date of Request: March 7, 2016

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:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

A resolution to amend the existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program; to increase funding by \$480,000 for a total revised contract amount not to exceed \$1,555,000 and to extend the term by one year through 3/31/2017 for program completion and closeout. (FINAN-201310571-01)

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

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

- **Name:** Beth Strauss
- **Phone:** 720-913-5208
- **Email:** [beth.strauss@denvergov.org](mailto:beth.strauss@denvergov.org)

**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:** Beth Strauss
- **Phone:** 720-913-5208
- **Email:** [beth.strauss@denvergov.org](mailto:beth.strauss@denvergov.org)

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

The resolution approves additional funding of \$480,000 and extension of the term by one year for the existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program. This additional funding will extend existing services through March 2017 to allow for program completion and closeout. The total new contract amount will not exceed \$1,555,000. No change to the scope of services of the original contract is required. Funding for these services is paid by Denver International Airport; there is no impact to the City's General Fund.

***\*\*Please complete the following fields:*** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

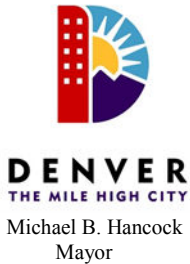
- a. **Contract Control Number:** FINAN-201310571-02
- b. **Duration:** Extends contract 12 months through 3/31/2017 to complete program
- c. **Location:** Denver International Airport
- d. **Affected Council Districts:** 11
- e. **Benefits:** Provides continuity of program financial assurance and change management oversight services for the Hotel and Transit Center Program and related projects through program completion and closeout.
- f. **Costs:** Increase contract funding by \$480,000 for a revised total of \$1,555,000

**Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?)* **Please explain.** None

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_



**DEPARTMENT OF FINANCE**

BRENDAN J. HANLON  
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**Executive Summary**

**A resolution to amend the existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program; to increase funding by \$480,000 for a total revised contract amount not to exceed \$1,555,000 and to extend the term by one year through 3/31/2017 for program completion and closeout. (FINAN-201310571-01)**

The Department of Finance is seeking approval to increase funding for an existing contract with i3 Integration LLC for Program Financial Assurance and Change Management oversight services for the Denver International Airport Hotel and Transit Center Program (HTC), previously known as the South Terminal Redevelopment Program. Scott Hergenrader serves as the lead senior program manager for this contract.

The original contract, executed May 24, 2013, had a final term of March 30, 2016, but contemplated funding for the services in phases in order to best assess service requirements on a periodic basis. This amendment will allow for program completion and closeout given that The Westin Denver International Airport hotel is operating (opened November 2015) and the Transit Center is nearing completion (commuter rail from Denver International Airport to Denver Union Station is scheduled to begin service in April 2016). No additional phases are anticipated. The extension of existing services is expected to last through March 30, 2017, and will require an additional \$480,000 of funding resulting in a total new not to exceed contract amount of \$1,555,000.

**Funding for services is by Denver International Airport; there is no impact to the City General Fund.**

There is no change to the scope of services of the original contract. The scope of services already provided and which will continue to be provided with the proposed funding request above include:

- Establish change management oversight committee, governance model and processes
- Develop program change management system and database
- Perform independent review of proposed changes, and present to the Change Management Oversight Committee's review and concurrence
- Facilitate monthly Change Management Oversight committee meetings
- Produce monthly program cost forecasts and analytical reports
- Perform detailed contract status reviews, and produce contract risk registers and analysis
- Participate in numerous executive and operational meetings to present and review findings

The key benefit of this service is having an independent oversight, analysis, and reporting process of potential changes to DIA's HTC Program cost and schedule.

- As a result of i3 Integration LLC's oversight of the HTC since 2013, all HTC program costs, including the Hotel, remain well within the cost forecast range communicated and presented to City Council in April 2014
- Funding for the extension of existing services will ensure a successful program closeout and completion, which will include the opening of the new Transit Center, finalization of construction, negotiation and documentation of changes, reconciliation of fixtures, furniture, equipment and art, closeout of contracts, warranty work tracking and actions, and documentation for financial reporting and asset capitalization

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