

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

Date of Request: 3/7/2023

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: (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Amends the on-call contract with CTM Inc. to extend the terms by 12 months to continue tree planting and watering services on city property. No change to the contract amount.

3. Requesting Agency: Denver Parks and Recreation

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Ben Rickenbacker	Name: Jesus Orrantia
Email: Benjamin.rickenbacker@denvergov.org	Email: jesus.orrantia@denvergov.org

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

This contract provides services to the Office of the City Forester, which includes tree planting and tree watering on City property. This contract helps The Office of the City Forester plant and establish water trees throughout the city at a number of different locations. The original contract was for 2 years and we are requesting to extend this for an additional year.

6. City Attorney assigned to this request (if applicable): Megan Waples

7. City Council District: City Wide

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):

On- Call

Vendor/Contractor Name: CTM Inc.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Contract control number: 202158458/202366370

Location: City Wide

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 1

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

Current Contract: 7/1/2021-7/1/2023

Amended Contract: 7/1/2021-7/1/2024

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

Current Contract: \$2,000,000

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

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
7/1/2021-7/1/2023	1 Year	7/1/2024

Scope of work:

This contract is for tree planting and watering on city owned property. Tree Planting will include: Planting holes shall be round, two to three times wider than the root ball, with sloped sides and flat bottoms. Rotating augers cannot be used to excavate holes, yet stump grinders and front-end loaders can be used. **HAND DIGGING IS THE PREFERRED METHOD.** The bottom and sides of all planting pits will be scarified. Excavation shall not be undertaken when the ground is frozen, unless approved by the Forestry Representative.

Watering will include:

All trees shall be thoroughly watered, consistently soaking at least (12") twelve inches in depth, throughout dripline. With that said, all trees shall receive a minimum of 25 gallons of water per caliper, or diameter, inch at each watering.

Was this contractor selected by competitive process? Yes – RFP Issued 2/3/2021 **If not, why not?**

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

Source of funds:

CIP and Legacy Funds

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

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

90%

Who are the subcontractors to this contract?

N/A

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