

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by NOON on Monday.

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

Date of Request: October 5, 2010

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 one sentence description that clearly indicates the type of request – grant acceptance, contract execution, municipal code change, supplemental request, etc.)*

OC71223(3), On-Call General Engineering Services Agreement, Amendment 3, between the City and Huitt Zollars

3. **Requesting Agency: Public Works, Engineering Division**

4. **Contact Person:** *(with actual knowledge of proposed ordinance)*

- **Name:** Jim Barwick
- **Phone:** 34535
- **Email:** james.barwick@denvergov.org

5. **Contact Person:** *(with actual knowledge of proposed ordinance who will present the item at Mayor Council and who will be available for first and second reading, if necessary)*

- **Name:** Jim Barwick
- **Phone:** 34535
- **Email:** james.barwick@denvergov.org

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

This ordinance will approve a third (3rd) amendment to the On-Call annual professional services agreement with Huitt Zollars, for 1 year with option of a yearly renewal for one (1) more year. Maximum amount per year not to exceed \$500,000, with total not to exceed \$2,500,000. All work will be accomplished on a Task Order basis. The City will identify and define projects and funding as the need arises and the Consultant will provide a scope of work, schedule, cost estimate, and deliverables. Work will proceed only after the submittal is approved and a Notice to Proceed is issued.

The work will be primarily for any of the following engineering tasks: Full Range of Civil Design Services, including, Hydraulic studies and design, Street and pavement design, Utility design (including permitting), Land Surveying, Traffic Engineering, Geotechnical Engineering, Materials testing, Environmental and hazardous materials work, Electrical and Lighting Engineering, and Plan Review Assistance.

**Please include the following:**

- a. **Duration:** Contract Execution until completion of purchase
- b. **Location:** Citywide
- c. **Affected Council District:** N/A
- d. **Benefits:** Engineering Services available when needed
- e. **Costs:** Maximum possible is \$500,000.00

7. **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:*

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

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# EXECUTIVE SUMMARY

Amendment to an Annual On-Call General Engineering Services Agreement

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**Contractor:** Huitt-Zollars  
4582 South Ulster St.  
Denver, CO 80237-2639

**Proposed contract amount:** N/A

**Project Title:** On-Call General Engineering Services Agreement

**Contract Control Number** OC71223

**Term of this proposed contract** Execution –11/27/11

**Term of the original contract** (start/end date): 11/27/07 – 11/26/08

**MBE/WBE Compliance:** MBE/WBE goals: 10%, Contractor commitment 10%

**Selection process:** RFP

(a) **Date of RFQ/RFP process:** June 4, 2007 (issue date)

(b) **How many proposals were received?** - 21

(c) **Who was on the selection panel?** Mayor’s Office of Contract Compliance (DSBO), Traffic Engineering Services, Capital Projects Management, Infrastructure Planning and Programming,

**Source of funds:** Various, both CIP and Operating depending on task order work

**Background: On-Call General Engineering Services:**

The Public Works Department, during its normal course of business, does not have the required staff and other resources on hand to perform all the studies, designs, inspections and other engineering tasks that become necessary. For those instances when a situation or event requires some type of engineering service and there is a short time frame to solve or design a solution for the situation or event, it is necessary to use a consultant to provided these services.

Due to the time frame, it is not feasible to go through a normal process of issuing a Request for Proposals (RFP) and executing a contract for each situation or event. Therefore it is necessary to use a consultant that is already under contract. In order to obtain consultants with the required expertise and team composition and have them under contract, Public Works issued a RFP June 4, 2007 requesting firms submit a proposal outlining their expertise and team organization. Twenty One (21) firms responded. Additionally, in order to assure flexibility to the City and be able to have a consultant, with the required expertise and personnel, available on little notice, to begin the design process, the Engineering Division determined that multiple consultant teams would be necessary to comply with the City’s obligations for the federal funds. Eight (8) teams were selected through the interview process

The selected firms furnish experienced engineering personnel or supply the necessary services to supplement the City’s Project Management forces. In this respect, the Consultant agrees to maintain on its payroll, or have access to outside subconsultants at all times during the term of the agreement, engineers and technicians in sufficient strength to

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meet the requirements of the City. The selected firm or consortium must possess some or all of the following capabilities, or be able to provide the remainder of the services, depending on the project needs: general civil engineering and traffic engineering services, geotechnical engineering, materials testing, structural and bridge design services, environmental and hazardous materials work, electrical and lighting engineering and land surveying.

This On-Call General Engineering Services Agreement will allow the Engineering Division the flexibility to provide engineering designs for anticipated projects on a timely basis. The design services encompass a wide range of Civil Engineering Disciplines allow for possible use on the multitude of projects that are generated in the normal course of business in Public Works.

There are no funds encumbered under the Master Contract until a consultant is issued a Task Order by the City identifying the scope, the fee, the schedule and the deliverables.

Huitt-Zollars has proposed the participation of 11 subconsultants: Centennial Engineering, Inc., Goodbee & Assoc., HCL, Ordonez & Vogelsgang, Parametrix, Pinyon Environmental, Kumar & Assoc, Inc., Romero & Wilson, Shalkey & Team, Szynskie Group and ZGL Engineering Services.

Goodbee & Assoc., HCL, Ordonez & Vogelsgang, Pinyon Environmental, Kumar & Assoc, Inc., Romero & Wilson and ZGL Engineering Services are MBE/WBE firms. Huitt-Zollars has committed to the 10% MBE/WBE goals.

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