

ORDINANCE/RESOLUTION REQUEST

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

Date of Request: 6/28/2017

Please mark one: [ ] Bill Request or [x] Resolution Request

1. Has your agency submitted this request in the last 12 months?

[ ] Yes [x] No

If yes, please explain:

2. Title: Agreement for Professional Services with Metrix Advisors, LLC for a Third Party Administrator Services associated with Denver International Airport's Premium Value Concession Program. (Contract No.201630022)

3. Requesting Agency: Department of Aviation

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

- Name: Aaron Barraza
Phone: (303) 342-2261
Email: Aaron.Barraza@flydenver.com

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: Neil Maxfield
Phone: (303) 342-2574
Email: Neil.Maxfield@flydenver.com

6. General description of proposed ordinance including contract scope of work if applicable: This is a 5 year professional services agreement with Metrix Advisors, LLC for third party administer services associated with Denver International Airport's Premium Value Concession Program governed by Rules 45 and 46 of the Denver Airport Rules and Regulations.

- a. Contract Control Number: 201630022
b. Duration: 5 years
c. Location: DEN
d. Affected Council District: 11
e. Benefits: The DEN Premium Value Concession Program is governed by Rules 45 and 46 of the DEN Airport Rules and Regulations. The Rules require the use of a third party administrator to manage compliance with the Rules and this contract and the services provided by Metrix Advisors pursuant to this contract fulfill those requirements. The goals of the Premium Value Concession Program are to identify DEN concession that, within their assigned merchandise categories, achieve and maintain the highest level of sales, given their leased square feet and concourse locations. Additionally, the Premium Value Concession Program seeks to recognize concession sales growth, recognize customer service, and maintain concession agreement compliance. Concessions distinguishing themselves in these areas will earn the Program benefit.
f. Costs: \$2,757,000 maximum obligation.

Table with 3 columns: Current Contract Amount (A), Additional Funds (B), Total Contract Amount (A+B). Values: \$2,757,000.00, N/A, \$2,757,000.00

Table with 3 columns: Current Contract Term, Added Time, New Ending Date. Values: 5 years, N/A, 5 years

g. Date Goals Assigned: The Division of Small Business Opportunity has determined that this contract's Scope of Services does not fall under the Denver's Construction Empowerment Initiative Ordinance.

To be completed by Mayor's Legislative Team:

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

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

h. **Goals:** N/A

7. **Is there any controversy surrounding this ordinance?** (*Groups or individuals who may have concerns about it?*) **Please explain.** N/A

### Key Contract Terms

Type of Contract:

Professional Services > \$500K     Lease     Design or Construction for airport improvements > \$5M  
 Grant     IGA     Sale of Real Property     Sale of Personal Property     Revenue

Vendor/Contractor Name: Metrix Advisors, LLC

Contract control number: 201630022

City's contract manager: Neil Maxfield

Was this contractor selected by competitive process? Yes, Competitive Request for Proposal (RFP)

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

Term/Duration of contract/project: 5 years

Is this a new contract?  Yes     No    Is this an Amendment?  Yes     No    If yes, how many? \_\_\_\_\_

Renewal terms: N/A

Purpose: The proposer will provide third party administrator services in accordance with the contract scope of services and Rules 45 and 46 of the Denver Airport Rules and Regulations.

Cost/value: \$2,757,000.00 maximum contract value.

Source of funds: Expenditure Contract – O & M Fund

Benefits: The DEN Premium Value Concession Program is governed by Rules 45 and 46 of the DEN Airport Rules and Regulations. The Rules require the use of a third party administrator to manage the compliance with the Rules and this contract and the services provided by Metrix Advisors pursuant to this contract fulfills those requirements. The goals of the Premium Value Concession Program are to identify DEN concession that, within their assigned merchandise categories, achieve and maintain the highest level of sales, given their leased square feet and concourse locations. Additionally, the Premium Value Concession Program seeks to recognize concession sales growth, recognize customer service, and maintain concession agreement compliance. Concessions distinguishing themselves in these areas will earn the Program benefit.

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

Location: Denver International Airport (DEN)

Affected Council District: 11

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