

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

Date of Request: 6/6/24

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.)

Example 1: Approves a map amendment to rezone property from I-B, UO-2 to C-MX-16, DO-7, located at 3275 and 3315 Denargo Street in Council District 9.

Example 2: Authorizes the purchase of a RIZO printer from the Department of Transportation and Infrastructure Wastewater Operations Fund to support high-volume printing needs for programs requiring paper billing and communications, citywide.

Authorizes an on-call contract between Community Planning and Development and OV Consulting for professional services in support of the Neighborhood Planning Initiative for a period of 3 years.

3. Requesting Agency: Community Planning and Development

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: Courtland Hyser	Name: Courtland Hyser
Email: courtland.hyser@denvergov.org	Email: courtland.hyser@denvergov.org

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

(who, what, why)

The Neighborhood Planning Initiative (NPI) program was created in 2017 with the goal of providing updated plan guidance for all 78 Denver neighborhoods. In 2023, CPD evaluated the program to identify improvements for future plans. A key process improvement identified by the NPI Program Evaluation was to establish an on-call system for delivering consultant services for the entire NPI program. This approach will replace the previous system of soliciting competitive bids from consultant teams individually for each NPI plan. By transitioning to an on-call system, CPD expects to gain efficiency by spending less time procuring and contracting for consultant services. The on-call contract utilizes NPI's existing funding stream of \$600,000 in professional services funding that is renewed annually as part of CPD's budget.

6. City Attorney assigned to this request (if applicable): Nathan Lucero

7. City Council District: This on-call contract will initially be used to support the Southwest and Far Southwest NPI plans in Council districts 2, 3, and 7. After that, the contract will be used to support future NPI plans in other council districts that have not yet been determined.

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):
 On-call professional services contract >\$500k

Vendor/Contractor Name (including any dba's):
 OV Consulting, LLC

Contract control number (legacy and new): CPLAN-202474282

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):
 Three years

Contract Amount (indicate existing amount, amended amount and new contract total):
 \$1.8 million maximum (\$600k annual funding for 3 years)

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
n/a	n/a	n/a

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
n/a	n/a	n/a

Scope of work:

The scope of work for NPI is broad and touches on all aspects of long-range planning. Consultant services can be sorted into three broad categories: Ongoing Support Services (such as community engagement support and meeting facilitation), Topic Expertise (such as land use planning and transportation planning), and Targeted Services (such as survey support and document production). A detailed scope of work is included in the contract. CPD will collaborate with the consulting team to deliver NPI area plans over the term of the contract. NPI's program goal is to complete individual plans within 18 months. Within the 3-year term of this on-call contract, CPD expects to undertake a total of 6 NPI plans.

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: CPD Planning Services- Annual Professional Services Budget (\$600,000 set aside for NPI annually)

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): 25% MWBE

Who are the subcontractors to this contract? Alta, Anderson Hallas, ArLand Land Use Economics, Civitas, EPS, GBSM, HNTB, Livable Cities Studio, MIG, Root Policy, Sasaki, Studio Seed

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