

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: 10/22/2025

Please mark one: ☐ Bill Request or ☒ Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

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.)

Approves a contract with DIG Studio, Inc for \$1,200,000.00 with a term of 3 years with the option to extend to 5 years, to conduct category on-call professional services, Citywide (DOTI-202580791).

3. **Requesting Agency:** Department of Transportation & Infrastructure

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: Jennifer Williams / Brittany Price	Name: Alaina McWhorter
Email: jennifer.williams@denvergov.org / brittany.price@denvergov.org	Email: alaina.mcwhorter@denvergov.org

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

This set of Professional Services On-Call contracts is to support the various capital projects for the DOTI Project Delivery Administration and to supplement the City's Design, Planning and/or Construction Engineering forces as needed. The Professional Services On-Call contracts will use 14 specific category-based scopes, see attached list of scope descriptions. Each category has a specific MWBE goal assigned, and all awarded firms have committed to these goals. Contracts are structured to include all scopes for selected categories. Category 10 Green Infrastructure/Landscape Architecture apply to this contract.

6. **City Attorney assigned to this request (if applicable):** John McGrath

7. **City Council District:** Citywide

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): **Professional Services**

Vendor/Contractor Name (including any dba's): **DIG Studio, Inc**

Contract control number (legacy and new): **DOTI-202580791**

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): **Contract Execution + 3 years with option to extend to 5 years**

Contract Amount (indicate existing amount, amended amount and new contract total): **\$1,200,000.00**

<i>Current Contract Amount</i> <i>(A)</i>	<i>Additional Funds</i> <i>(B)</i>	<i>Total Contract Amount</i> <i>(A+B)</i>
\$1,200,000.00	N/A	\$1,200,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Contract Execution + 3 years with option to extend to 5 years	N/A	Contract Execution + 3 years with option to extend to 5 years

Scope of work: Please see attached category scope definitions.

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: The Department of Transportation and Infrastructure Program Resource Office will manage the utilization and day-to-day administration of this portfolio of contracts. Specific task orders may be assigned by individual City project managers and Citywide local funding may be utilized.

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): **Category 10: 30% M/WBE**

Who are the subcontractors to this contract? **Individual Task Orders. Compliance Plan Specified.**

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