

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: 4/23/25

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 Balaban Architects, PLLC for \$1,500,000.00 for term of three (3) years to provide new, on-call professional services conducting Category 3 - Roofing Design, citywide (DOTI-202578916).

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: Gabrielle Schuller	Name: Alaina Mcwhorter
Email: gabrielle.schuller@denvergov.org	Email: alaina.mcwhorter@denvergov.org

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

The City and County of Denver (City) Department of Transportation and Infrastructure solicited Requests for Proposals from Consultant Teams to provide On-call Professional Services: Specialty Services; Category 1- Landscape Architectural Services, Category 2- Sustainable Engineering Services (EV charging and building electrification), Category 3- Roofing Design. Architectural and/or Engineering firms are asked to partner with sub-consultants, when needed, creating a complete Design Team capable of providing specialty landscape architectural and engineering services in response to numerous and varied projects arising within the City.

6. **City Attorney assigned to this request (if applicable):** Jacob Crawford

7. **City Council District:** Citywide

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

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

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): Balaban Architects, PLLC

Contract control number (legacy and new): 202578916

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

Contract Amount (indicate existing amount, amended amount and new contract total): \$1,500,000.00

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$1,500,000.00	N/A	\$1,500,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Contract Execution + 3 Years	N/A	Contract Execution + 3 Years

Scope of work: The City and County of Denver (City) Department of Transportation and Infrastructure solicited Requests for Proposals from Consultant Teams to provide On-call Professional Services: Specialty Services; Category 1 – Landscape Architectural Services, Category 2 – Sustainable Engineering Services (EV charging and building electrification), Category 3 – Roofing Design. Architectural and/or Engineering firms are asked to partner with sub-consultants, when needed, creating a complete Design Team capable of providing specialty landscape architectural and engineering services in response to numerous and varied projects arising within the City. Projects will be initiated by issuing task orders to the contract with the aggregate fee for all task orders limited to \$3,000,000 for Category 1 and \$1,500,000 for Category 2 & 3. The City reserves the right to issue Proposal Requests to multiple On-Call Consultant Teams for a single Task Order. Task order scopes can include but will not be limited to:

Category 3: Roofing Design

- Roof design and engineering
- As-built documentation
- Code evaluation and compliance for exterior envelope
- Cost Estimating
- Historic Preservation
- Fire Protection and Life Safety
- Peer Review
- Project Management / Staff Augmentation
- Program Management / Staff Augmentation
- Structural evaluations, studies, and designs
- Construction administration
- Other design and engineering services required for the delivery of specialty services listed herein, but not explicitly described in above list.

Was this contractor selected by competitive process? Yes

If not, why not?

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Date Entered: _____

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): SBE 30% Self-performed

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

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