

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: 3/7/2016

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 concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

Amendment to the Parsons Brinckerhoff, Inc. (PLANE-201309306-00) contract, extending it by one year to 3/31/17 plus an additional 1 year option.

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:** Adam Giombetti
- **Phone:** (303) 342-2456
- **Email:** Adam.Giombetti@flydenver.com

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

This Amendment would extend the term of the Agreement from March 31, 2016 to March 31, 2017 with an additional 1 year option for continuity of service. Parsons Brinckerhoff, Inc. was originally procured in compliance with executive order 8B, this is an amendment to modify the length of the term. As a financial consultant to the Airport for the past three years, Parsons Brinckerhoff will continue to provide professional consulting services to assist the Finance team in projects including but not limited to capital planning, process improvement, reporting, database development, etc.

Parsons Brinckerhoff would assist the Airport in with the following during the extension:

- A. Consultant will provide consulting services to Capital Planning Staff, including detailed analysis of projects in the Airports' capital plan, specific projects and processes, and support for reporting, administration, and data compilation, including:
 - a. General and Aviation Consulting Services
 - b. Strategic Consulting Services
 - c. Program Management Information System
 - d. Other – Work Order Amendments shall describe in further detail the scope of services, schedule for work, and budgets for professional fess

- B. Consultant will, after it receives instruction from the Project Manager, furnish all of the technical, administrative, professional, and other labor; all supplies and materials, equipment, printing, vehicles, local travel, office space, and facilities, testing and analyses, calculations, and any other facilities or resources required to perform and complete the work included in each project which is assigned hereunder.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

- C. Consultant shall faithfully perform the work required under this Agreement in accordance with standards of care, skill, training, diligence, and judgment provided by competent professionals who perform work of a similar nature to the work described in this Agreement.
- D. Consultant agrees to perform its work under this Agreement in accordance with the operational requirements of DIA, and all work and movement of personnel or equipment on areas included within the DIA site shall be subject to the regulations and restrictions established by the City or its authorized agents.
- E. Consultant agrees that, upon request of the CEO, at any time during the term of the Agreement or three years thereafter, it will make full disclosure to the City of the means, methods, and procedures used in performance of services hereunder.

****Please complete the following fields:** (Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)

- a. **Contract Control Number:** PLANE-201309306-00
- b. **Duration:** 4 years plus option for 1 additional year
- c. **Location:** DEN
- d. **Affected Council District:** 11
- e. **Benefits:** Continuity of service
- f. **Costs:**

<i>Current Contract Amount</i> <i>(A)</i>	<i>Additional Funds</i> <i>(B)</i>	<i>Total Contract Amount</i> <i>(A+B)</i>
\$2,000,000	\$-	\$2,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3 years	1 year	3/31/17

- g. **Date Goals Assigned:** N/A
- h. **Goals:** The Division of Small Business Opportunity has determined that this contract's Scope of Services does not fall under provisions of Denver's CEI (Construction Empowerment Initiative) Ordinance.

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

None.

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Date: _____

Key Contract Terms

Vendor/Contractor Name: Parsons Brinckerhoff, Inc.

Contract control number: PLANE-201309306-00

City's contract manager: Adam Giombetti, Director of Fiscal Policy

Was this contractor selected by competitive process? Was it the low bid? Non-Competitive Amendment (Original contract was procured in compliance with executive order 8B)

Term/Duration of contract/project: Current Term: 4/1/2013 to 3/31/2016 (3 years)

Renewal terms: 4/1/2016 to 3/31/2017 (1 year)

Purpose: The Consultant will provide professional consulting services to assist the Finance team in projects including but not limited to capital planning, process improvement, reporting, database development, etc.

Scope of services to be provided with performance bench marks:

Parsons Brinckerhoff would assist the Airport in with the following during the extension:

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 - a. General and Aviation Consulting Services
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 - c. Program Management Information System
 - d. Other – Work Order Amendments shall describe in further detail the scope of services, schedule for work, and budgets for professional fess
- B. Consultant will, after it receives instruction from the Project Manager, furnish all of the technical, administrative, professional, and other labor; all supplies and materials, equipment, printing, vehicles, local travel, office space, and facilities, testing and analyses, calculations, and any other facilities or resources required to perform and complete the work included in each project which is assigned hereunder.
- C. Consultant shall faithfully perform the work required under this Agreement in accordance with standards of care, skill, training, diligence, and judgment provided by competent professionals who perform work of a similar nature to the work described in this Agreement.
- D. Consultant agrees to perform its work under this Agreement in accordance with the operational requirements of DIA, and all work and movement of personnel or equipment on areas included within the DIA site shall be subject to the regulations and restrictions established by the City or its authorized agents.

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- E. Consultant agrees that, upon request of the CEO, at any time during the term of the Agreement or three years thereafter, it will make full disclosure to the City of the means, methods, and procedures used in performance of services hereunder.

Cost/value: Current: \$2,000,000/Amendment Amount \$0/New Total \$2,000,000

Source of funds: O&M

Benefit: Continuity of service

Termination provision for City and for contractor: Yes

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract?

Metrix Advisors/KHO Consulting (no longer a subcontractor but in Exhibit A)

Location: Denver, CO

Affected Council District: 11

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