

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **9 a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: November 13, 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:** Amends a contract with Concession Planning International Australia PTY Ltd. by adding \$1,100,000.00 for a new total of \$2,079,000.00 and two one-year options to extend for a new end date of 11-20-2028 to complete, monitor, and support Denver International Airport's concession master plan in Council District 11 (PLANE-202368744/PLANE-202580138-01).

3. **Requesting Agency:** Department of Aviation

### 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: Pamela Dechant, SVP Concessions	Name: Kevin Forgett, State and Local Legislative Advisor
Email: <a href="mailto:Pamela.Dechant@flydenver.com">Pamela.Dechant@flydenver.com</a>	Email: <a href="mailto:Kevin.Forgett@flydenver.com">Kevin.Forgett@flydenver.com</a>

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

This request is for an amendment between Concession Planning International (CPI) Australia PTY Ltd. and Denver International Airport (DEN) to add two (2), one (1) year options and increase the contract capacity by \$1,100,000. The original contract capacity will be exhausted by year-end 2025 due to shifting priorities including re-prioritizing CPI consulting in support of the competitive 2025 Advertising RFP. The amended budget / fee structure is based on estimated time to support the work planned in 2026-2028.

CPI will complete the tasks, milestones, and deliverables as defined in the scope to finalize, implement, monitor, and optimize DEN's concession master plan over the next three years.

Given the need, DEN formally launched the master planning process in partnership with CPI pre-Covid. As a result, the program is delivering substantial positive impacts to both the customer experience and revenue to the airport. Through this contract, DEN will continue to implement the CPI program progressively across the entire DEN campus.

Additionally, as DEN explores to improve aging infrastructure built for 50 million annual passengers, CPI will continue consulting on the revenue generation feasibility to support potential studies as DEN prepares for 100 million annual passengers. CPI will create a fact based, data-led, forward-looking model for solutions DEN may consider in the future, centered on delivering the right amount of space in the right place with the right mix of food, beverage, and retail

6. **City Attorney assigned to this request (if applicable):** Austin Coad

7. **City Council District:** 11

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):** Concession Agreement

**Vendor/Contractor Name (including any dba's):** Concession Planning International PTY Ltd.

**Contract control number (legacy and new):** Legacy: 202368744-01; Amendment: PLANE-202580138-01

**Location:** Denver International Airport

**Is this a new contract?** ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** \_01\_

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**

Current Term: 3 years

Amended Term: 5 years

**Contract Amount (indicate existing amount, amended amount and new contract total):**

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$979,000	\$1,100,000	\$2,079,000

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3 years	2 one-year options to extend	5 years

### Scope of work:

The scope of work for the Concessions Planning International contract include but is not limited to:

- Develop commercial category mix (food and beverage, retail and services) for each concourse based on quality and quantity of available space in the context of the broader DEN concessions masterplan
- Create an evaluation of updated plans to include a cost benefit analysis
- Produce and present a report summarizing a comprehensive analysis with recommendations
- Work with DEN teams to develop advertising / digital plan across entire airport campus
- Ongoing assessment of best-in-class retail, Food and Beverage and experiential brands, products and services applicable to the DEN business - business development pipeline
- Continually review opportunities for local brands and operators, as well as supporting a program that enables DEN to achieve its Airport Concession Disadvantaged Business Enterprise goals
- Update leasehold space models based on square footage required in line with new passenger forecasts, including category (food & beverage, retail, passenger services) rebalancing as required

**Was this contractor selected by competitive process? No If not, why not?**

Their specialized expertise and continuity of services is necessary to properly and consistently plan for passenger needs, maximize non-airline concession revenue and implement a commercial master plan in support of DEN's strategic plan, Vision 100. under

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Memorandum 8B(3) Special Circumstances, which provides for special circumstances that would allow the City not to competitively bid a contract. One of the special circumstances would include: “situations where standardization of equipment or continuity of service is required.” CPI was engaged as a sub-contractor to support DEN Concessions in the development of a commercial planning strategy to support expected passenger and airport growth starting in September of 2018.

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

**Source of funds:** DEN Operations and Maintenance (O&M) Budget

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

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

**Who are the subcontractors to this contract?** N/A

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