

ORDINANCE/RESOLUTION REQUEST

All Fields must be completed

Incomplete request forms will be returned to sender which may cause a delay in processing.

Please mark one: ☐ Bill Request or ☒ Resolution Request

Date of Request: November 4, 2019

1. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☐ Other:

2. **Title:** Amends the contract with WJ Advisors, LLC, to provide financial consulting services to Denver International Airport (DEN). (Contract No. 201952412)

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

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Adam Giombetti	Name: Angela Casias
Email: Adam.Giombetti@flydenver.com	Email: Angela.Casias@flydenver.com

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

WJ Advisors, LLC, is currently providing professional airport system consulting services for the financial and economic management of the Airport and for the planning and development of Airport facilities, including: development and review of the calculation of airline rates, fees, and charges; conducting an annual Year-End Settlement process and preparing an annual Year-End Settlement Report; creating a manual and documentation for rate model; preparing a financial feasibility report regarding financing the airport's capital plan; reviewing and advising upon the annual capital plan for the Denver Airport System for compliance with the Bond Ordinance and Airline Use and Lease Agreements; review and advise the DEN CEO on different financial situations and requested analysis; and perform other special projects as assigned. This first amendment will extend the contract for two additional years and will add \$1,000,000.00 to the total contract amount.

6. **City Attorney assigned to this request (if applicable):** Deb Overn

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: RR19 1249

Date Entered: _____

Revised 03/02/18

Key Contract Terms

Type of Contract: Professional Services > \$500,000

Vendor/Contractor Name: WJ Advisors LLC

Contract control number: 201952412 (original Alfresco contract # 201629561)

Location: Denver International Airport

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 1

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

Original term: 1/1/2017 – 12/31/2019, 3 years

Current request: 1/1/2020 – 12/31/2021, 2 additional years

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

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$3,000,000.00	\$1,000,000.00	\$4,000,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2017 – 12/31/2019	2 years	12/31/2021

Scope of work:

WJ Advisors, LLC, provides professional airport system consulting services for the financial and economic management of the Airport and for the planning and development of Airport facilities, including: development and review of the calculation of airline rates, fees, and charges; conducting an annual Year-End Settlement process and preparing an annual Year-End Settlement Report; creating a manual and documentation for rate model; preparing a financial feasibility report regarding financing the airport's capital plan; reviewing and advising upon the annual capital plan for the Denver Airport System for compliance with the Bond Ordinance and Airline Use and Lease Agreements; review and advise the DEN CEO on different financial situations and requested analysis; and perform other special projects as assigned.

Was this contractor selected by competitive process? Yes, a competitive Request for Proposals (RFP).

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

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

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

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

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR19 1249

Date Entered: _____