

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: 10/14/2014

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:** Denver International Airport requests this contract execution 201414896 to engage services of Capital Hotel Management for the implementation, start-up and first full year operation of the DIA-Westin hotel.

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

4. **Contact Person:** (With actual knowledge of proposed ordinance/resolution.)

- **Name:** Amy Raaz
- **Phone:** (303) 342-22201
- **Email:** amy.raaz@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:** John Ackerman
- **Phone:** (303) 342-2568
- **Email:** john.ackerman@flydenver.com

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

Capital Hotel Management will act as the Owner’s representative on key business reviews and decisions related to the implementation and operation of the DIA-Westin Hotel. The scope of work will include, but not be limited to following: 1) serve as primary liaison to third party property management and brand representatives; 2) conduct analyses of hotel financial statements and operating performance and challenge hotel management to respond where areas of opportunity exist; 3) evaluate brand or operating initiatives to reduce cost while still maintaining the highest guest satisfaction, and; ensure third party management’s compliance with management contracts and strategically negotiate with management to maximize return on investment.

***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:** 201414896
- b. **Duration:** 11/01/2014 – 10/31/2017
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** Highly specialized hotel asset management services
- f. **Costs:** \$900,000.00

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$900,000.00	\$0.00	\$900,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
11/01/2014	\$0.00	10/31/2017

g. **Date Goals Assigned:** N/A

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date: _____

h. Goals: We have contacted the Division of Small Business Opportunity and they have determined that this contract's Scope of Services does not fall under the definition of DSBO's CEI (Construction Empowerment Initiative) Ordinance. Professional Services for design, construction or reconstruction are subject to the goals ordinance. Anything outside of these services, including professional services not related to construction are reviewed on a case-by-case basis. Professional Services not related to construction usually do not have assigned goals.

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

No Controversy

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____

Key Contract Terms

Vendor/Contractor Name: Capital Hotel Management, LLC

Contract control number: 201414896

City's contract manager: Francisco Alonzo

Was this contractor selected by competitive process? Yes

Was it the low bid?

The selection was done through a RFP evaluation and scoring process. CHM emerged as the proposer with the highest ranked score.

Term/Duration of contract/project: 11/01/2014 – 10/31/2017

Renewal terms: N/A

Purpose: Capital Hotel Management will aid DEN in the implementation, start-up, and first full year operation of the DIA-Westin hotel. Capital Hotel Management will act as the Owner's representative on key business reviews and decisions related to the implementation and operation of the DIA-Westin Hotel.

Scope of services to be provided with performance bench marks: The scope of work will include, but not be limited to following: 1) Serve as primary liaison to third party property management and brand representatives; 2) Conduct analyses of hotel financial statements and operating performance and challenge hotel management to respond where areas of opportunity exist; 3) Evaluate brand or operating initiatives to reduce cost while still maintaining the highest guest satisfaction, and; ensure third party management's compliance with management contracts and strategically negotiate with management to maximize return on investment.

Cost/value: \$900,000.00

Source of funds: Operations and Maintenance Budget

Benefit: Highly specialized hotel asset management services

Termination provision for City and for contractor: The City has the right to terminate this Agreement without cause on thirty (30) days written notice to the Consultant and with cause on ten (10) days written notice to the Consultant.

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

Who are the subcontractors to this contract? N/A

Location: Denver International Airport

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____