

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team
at MileHighOrdinance@DenverGov.org by NOON on Tuesday.

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: August 18, 2010

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 one sentence description that clearly indicates the type of request – grant acceptance, contract execution, municipal code change, supplemental request, etc.)

OC91217, On-Call Contract Amendment between the City and County of Denver and University of Colorado – Denver for annual professional services agreement.

3. Requesting Agency: **Public Works, Engineering Division**

4. Contact Person: (with actual knowledge of proposed ordinance)

- Name:
- Phone:
- Email: james.barwick@denvergov.org

5. Contact Person: (with actual knowledge of proposed ordinance who will present the item at Mayor Council and who will be available for first and second reading, if necessary)

- Name:
- Phone:
- Email: james.barwick@denvergov.org

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

This ordinance will approve the first (1st) amendment to the On-Call annual professional services agreement with University of Colorado – Denver for 1 (one) year with option of yearly renewals for three (3) more years. Maximum amount per year not to exceed \$500,000, with total not to exceed \$2,500,000. All work will be accomplished on a Task Order basis. The City will identify and define projects and funding as the need arises and the University will provide a scope of work, schedule, cost estimate, and deliverables. Work will proceed only after the submittal is approved and a Notice to Proceed is issued.

The work will primarily be for the following (but may include other tasks):

Inventory and condition assessment of City owned infrastructure, GIS tasks, data entry, pavement management and assessment, Safety/Accident database entry/cleanup, Planning Department Assistance, Traffic management Center; Bridge data management/entry (Pontis); collection, sorting, QA, labeling of bridge documents, bridge deterioration/nondestructive evaluation; photography, document scanning, and updating of bridge files; other miscellaneous duties as assigned.

Please include the following:

- a. Duration: One Year
- b. Location: Citywide
- c. Affected Council District: Citywide

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date: _____

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Date: _____

d. **Benefits:** Student Intern Services available when needed

e. **Costs:** Maximum contract amount of \$500,000.00

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?) **Please explain.** None

EXECUTIVE SUMMARY

Annual On-Call Service Agreement

Contractor: University of Colorado - Denver
Grants & Contracts, MS428
Anschutz Medical Campus, Bldg 500, Rm. W1126
13001 E. 17th Place, Box 6508
Aurora, CO 80045-0508

Proposed contract amount: N/A

Project Title: On-Call Services Agreement

Contract Control Number OC91217

Term of this proposed contract Execution – 8/28/11

Term of the original contract (start/end date):8/29/10 – 8/28/11

MBE/WBE Compliance: MBE/WBE goals: N/A, **Contractor commitment:** N/A

Selection process: Sole Source

(a) Date of RFQ/RFP process: N/A

(b) How many proposals were received? N/A

(c) Who was on the selection panel? N/A

Source of funds: Various, both CIP and Operating depending on task order work

Background: On-Call Services:

The Public Works Department, during its normal course of business, does not have the required staff and other resources on hand to perform all the infrastructure inventories, assessments, data management, GIS tasks, accident and safety data quality assurance and input, pavement management assessment and data input, miscellaneous clerical and office services, document scanning, Bridge Deterioration/ Nondestructive Evaluation (NDE) portion, assist in the annual minor structure inspection, updating databases and files as needed, QA/QC, renaming, and storage of bridge documentation and other support tasks. The City and County of Denver - Public Works has had a long relationship with the University of Colorado – Denver in the utilization of students for tasks that support the infrastructure assets in a very cost effective manner. Previous contracts were not structured as On-Call contracts did not allow flexibility in the assigning of work that was not known at the onset of the contract. This contract will allow work assignments to be given as the need arises.

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