

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to Angela Casias at  
Angela.Casias@denvergov.org by **NOON on Monday.**

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

**Date of Request:** 12/02/2016

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.)

Contract  
2016 On-Call Professional Services for Capital Projects  
Matrix Design Group, Inc.

\*(This is 1 of 14 firms who was awarded a contract for this project)

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

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

- **Name:** Deb Turner
- **Phone:** 720.913.4512
- **Email:** deborah.turner@denvergov.org

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:** Angela Casias
- **Phone:** 720.913.8529
- **Email:** angela.casias@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:** Contract for 2016 On-Call Professional Engineering Services for Capital Projects Management. The City wishes to secure professional engineering services and related services to support the Department's Capital Projects Management Division on an "as needed" basis to provide comprehensive engineering services to support the various capital projects for the Engineering Division. These services are also intended to supplement the City's Design, Planning and/or Construction Engineering forces. In this respect, the Consultant has the present capacity, experience and qualifications to perform professional engineering services for the City in connection with the planning, design and construction of the various projects. Task orders will be executed as needed for these projects. Maximum contract amount is \$4,000,000.00. Multiple task orders will be issued, and the sum of them will not exceed the contract amount.

***\*\*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:** 201631679
- b. **Duration:** NTP + 3 Years
- c. **Location:** Citywide
- d. **Affected Council District:** Citywide
- e. **Benefits:** Additional resources to assist in the implementation of capital improvement projects.
- f. **Costs:** Maximum contract amount is \$4,000,000.00

7. **Is there any controversy surrounding this ordinance?** (Groups or individuals who may have concerns about it?) **Please explain.** None that we are aware of.

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_