

ORDINANCE/RESOLUTION REQUEST

Please email requests to Stacie Loucks at
Nancy.Kuhn@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: June 13, 2013

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 execution for On Call Traffic Engineering Services, 201311549 Hartwig & Associates, Inc.

3. Requesting Agency: Public Works

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

- Name: Debby Gibson
- Phone: 720 913 8528
- Email: debby.gibson@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: Michael Finochio
- Phone: 720-913-0801
- Email: Michael.finochio@denvergov.org

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

On Call Traffic Engineering Services to support the Public Works Engineering program. 3 year agreement with a maximum contract capacity of \$1.5M over the three years. Services include, but are not limited to: design, pre-construction, construction, planning, and other miscellaneous Engineering related services. The referenced contract has a 10% DBE goal, with a ___% commitment.

****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:**
- b. **Duration:** 3 years
- c. **Location:** TBD
- d. **Affected Council District:** Citywide
- e. **Benefits:** To provide on call engineering services in support of federally funded work performed by Public Works Engineering program.
- f. **Costs:** No encumbrances will be entered until work is issued via individual Task Orders.

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

No conflicts exist that we are aware of.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____