

**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](mailto: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: \_\_\_\_\_