

## 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: \_\_\_\_\_