

ORDINANCE/RESOLUTION REQUEST

Please email requests to Debra Baca at:
Debra.Baca@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: January 3, 2011

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 of OC11007 with Matrix Design Group for on call professional engineering services.

3. **Requesting Agency:** Public Works

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

- **Name:** Elizabeth Sample
- **Phone:** 720-913-1774
- **Email:** elizabeth.sample@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:** Kimberly Watanabe
- **Phone:** 303-446-3593
- **Email:** kimberly.watanabe@denvergov.org

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

This is an on-call professional engineering services contract which will be used to support the various needs of Public Works. These services may include, but are not limited to: hydraulic and hydrologic studies, feasibility analyses and full project design for storm sewer basins and facilities; sanitary sewer system analyses and full project design; utility coordination, relocation and permitting; surveying; traffic engineering; geotechnical investigations; and other Engineering related services. Contract term is 5 years, with a maximum contract amount of \$2.5M and an annual expenditure not to exceed \$500K. M/WBE goal of 12%, commitment to 13%.

*****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:** OC11007
- b. **Duration:** 5 years
- c. **Location:** TBD
- d. **Affected Council District:** TBD
- e. **Benefits:** On-call professional engineering services
- f. **Costs:** To be encumbered by task order

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

None.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____