

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm 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: 12/11/2013

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: Airport & Aviation Professionals, Inc. Contract # 201311731

3. Requesting Agency: Department of Aviation

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

- Name: Amy Raaz
- Phone: (303) 342-2201
- Email: amy.raaz@flydenver.com

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: Patrick Heck
- Phone: (303) 342-2207
- Email: Patrick.Heck@flydenver.com

6. General description of proposed ordinance including contract scope of work if applicable: Contractor will provide general airline liaison office (ALO) services. The ALO represents the airlines’ collective views while working for, or with, the airport to address the airline/airport relationship as a business partnership. The ALO function is intended to provide a common point of contact for the airport and the airlines to facilitate the constructive working relationship necessary to address many of the complex issues in the current aviation environment.

***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: 201311731
- b. Duration: 3 years – January 1, 2014 to December 31, 2016
- c. Location: DIA
- d. Affected Council District: 11
- e. Benefits: Provides a common point of contact for the airport and airlines to address many complex issues
- f. Costs: Contract is based on time & materials not to exceed \$1,000,000

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$1,000,000		\$1,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
January 1, 2014		December 31, 2016

- g. Date Goals Assigned: There are not any goals as this is a professional services contract not related to construction.
- h. Goals: not applicable

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) Please explain. There are not any controversial issues.

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date: _____

Key Contract Terms

Vendor/Contractor Name: Airport & Aviation Professionals, Inc.

Contract control number: 201311731

City's contract manager: Patrick Heck

Was this contractor selected by competitive process? The selection process was done through a RFP. Was it the low bid? Not applicable

Term/Duration of contract/project: 3 years

Renewal terms: Not applicable

Purpose: Provide airline liaison office (ALO) services

Scope of services to be provided with performance bench marks: The ALO represents the airlines' collective views while working for, or with, the airport to address the airline/airport relationship as a business partnership. The ALO function is intended to provide a common point of contact for the airport and the airlines to facilitate the constructive working relationship necessary to address many of the complex issues in the current aviation environment.

Cost/value: Contract is based on time & materials not to exceed \$1,000,000.00

Source of funds: Airport Revenue Funds

Benefit: stated above under scope

Termination provision for City and for contractor: The City has the right to terminate this Agreement without cause on thirty (30) days prior written notice to Consultant, and with cause on ten (10) days prior written notice to Consultant.

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): not applicable as this is a professional services contract

Who are the subcontractors to this contract? none

Location: Denver International Airport

Affected Council District: 11

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date: _____