

ORDINANCE/RESOLUTION REQUEST

All Fields must be completed

Incomplete request forms will be returned to sender which may cause a delay in processing.

Please mark one: ☐ Bill Request or ☒ Resolution Request

Date of Request: July 1, 2019

1. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☐ Other:

2. **Title:** Approves a Contract with Crowe LLP, to provide financial consulting services to Denver International Airport (DEN), as needed. (Contract No. 201949098)

3. **Requesting Agency:** Department of Aviation

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Adam Giombetti	Name: Angela Casias
Email: Adam.Giombetti@flydenver.com	Email: Angela.Casias@flydenver.com

5. General description or background of proposed request. Attach executive summary if more space needed:

This is a contract to provide consulting services to Denver International Airport (DEN) Financial Assurance and Risk Management, primarily on DEN's five-year capital improvement program (CIP Program). Work may include, but is not limited to: providing a systematic review and independent assessment of the CIP Program's scope, progress, performance and financial status and forecasts as measured against program schedules and budgets; identifying potential issues, risks and cost exposures, and seek to provide early warning of issues in order to mitigate or minimize impacts; assessing and measuring likelihood of CIP Program financial success and identifying and proposing improvements to ensure the quality of financial information available; reporting and communicating key issues and opportunities related to cost to the DEN Chief Financial Officer in order to manage expectations and needs with affected parties; supporting DEN Finance with documentation and reporting in support of internal or external audit needs; participating as technical advisor on DEN's Risk Management committee to provide transparency to stakeholders; and providing an independent review of the airport's capital program projects.

This contract is not subject to the Minimum Wage Ordinance.

6. **City Attorney assigned to this request (if applicable):** Everett Martinez

7. **City Council District:** 11

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR19 0697

Date Entered: _____

Key Contract Terms

Type of Contract: Professional Services > \$500,000

Vendor/Contractor Name: Crowe LLP

Contract control number: 201949098

Location: Denver International Airport

Is this a new contract? ☒ Yes ☐ No **Is this an Amendment?** ☐ Yes ☒ No **If yes, how many?** _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Three years from Date of Execution (DOE).

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
N/A	N/A	\$2,000,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
N/A	N/A	DOE + 3 years

Scope of work:

The selected firms will provide consulting services to Denver International Airport (DEN) Financial Assurance and Risk Management, primarily on DEN's five-year capital improvement program, and will: provide a systematic review and independent assessment of the CIP Program's scope, progress, performance and financial status and forecasts as measured against program schedules and budgets; identify potential issues, risks and cost exposures, and seek to provide early warning of issues in order to mitigate or minimize impacts; assess and measure likelihood of CIP Program financial success, and identify and propose improvements to ensure quality of financial information available; report and communicate key issues and opportunities related to cost to the DEN Chief Financial Officer in order to manage expectations and needs with affected parties; support DEN Finance with documentation and reporting in support of internal or external audit needs; participate as technical advisor on DEN's Risk Management committee to provide transparency to stakeholders; and provide an independent review of the airport's capital program projects.

Was this contractor selected by competitive process? Yes, a competitive Request for Proposals (RFP).

Has this contractor provided these services to the City before? ☐ Yes ☒ No

Source of funds: Capital Improvements Program (CIP) and Operations and Maintenance (O&M)

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): The Division of Small Business Opportunity (DSBO) has determined that this contract's Scope of Services does not fall under provisions of Denver's Construction or Purchasing Ordinance.

Who are the subcontractors to this contract?

Not applicable.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR19 0697

Date Entered: _____

Revised 03/02/18