

# ORDINANCE/RESOLUTION REQUEST

All Fields must be completed

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

Date of Request: November 4, 2019

Please mark one:  Bill Request or  Resolution Request

## 1. Type of Request:

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

2. **Title:** Amends the contract with WJ Advisors, LLC, to provide financial consulting services to Denver International Airport (DEN). (Contract No. 201952412)

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:

WJ Advisors, LLC, is currently providing professional airport system consulting services for the financial and economic management of the Airport and for the planning and development of Airport facilities, including: development and review of the calculation of airline rates, fees, and charges; conducting an annual Year-End Settlement process and preparing an annual Year-End Settlement Report; creating a manual and documentation for rate model; preparing a financial feasibility report regarding financing the airport's capital plan; reviewing and advising upon the annual capital plan for the Denver Airport System for compliance with the Bond Ordinance and Airline Use and Lease Agreements; review and advise the DEN CEO on different financial situations and requested analysis; and perform other special projects as assigned. This first amendment will extend the contract for two additional years and will add \$1,000,000.00 to the total contract amount.

6. **City Attorney assigned to this request (if applicable):** Deb Overn

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 1249

Date Entered: \_\_\_\_\_

## Key Contract Terms

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

**Vendor/Contractor Name:** WJ Advisors LLC

**Contract control number:** 201952412 (original Alfresco contract # 201629561)

**Location:** Denver International Airport

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?** 1

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

Original term: 1/1/2017 – 12/31/2019, 3 years  
Current request: 1/1/2020 – 12/31/2021, 2 additional years

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$3,000,000.00	\$1,000,000.00	\$4,000,000.00

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2017 – 12/31/2019	2 years	12/31/2021

**Scope of work:**

WJ Advisors, LLC, provides professional airport system consulting services for the financial and economic management of the Airport and for the planning and development of Airport facilities, including: development and review of the calculation of airline rates, fees, and charges; conducting an annual Year-End Settlement process and preparing an annual Year-End Settlement Report; creating a manual and documentation for rate model; preparing a financial feasibility report regarding financing the airport's capital plan; reviewing and advising upon the annual capital plan for the Denver Airport System for compliance with the Bond Ordinance and Airline Use and Lease Agreements; review and advise the DEN CEO on different financial situations and requested analysis; and perform other special projects as assigned.

**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:** 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):** N/A

**Who are the subcontractors to this contract?** N/A

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