

## MEMORANDUM

**TO:** Members of City Council

**FROM:** Jason Gallardo, Government Affairs

**DATE:** August 6, 2021

**SUBJECT:** Department of Transportation and Infrastructure – 2016 DBE Transportation and Mobility Professional Services On-Call Contract Fact Sheet

This memo is intended to serve as a fact sheet for the extension of the 2016 DBE Transportation and Mobility Professional Services On-Call contracts (12 total contracts). It describes the purpose and use of the contracts, differences from other professional services on-call contracts, information on the procurement, selection and usage, a description of the current contract terms, proposed changes with justification, and proposed reporting of on-call usage.

### **What is the purpose and use of these contracts?**

The purpose of these On-Call contracts is to establish and maintain a pool of qualified on-call consultants available to respond to proposal requests in support of horizontal transportation projects throughout the City and County of Denver. These contracts provide an expedient contracting mechanism for those projects with DBE assigned goals. This typically applies to projects with Federal funding. DOTI has been successful, both traditionally and recently, in being selected for grants supporting these types of projects. It is, however, less predictable than projects based on City funding.

### **How are these contracts different from previous professional services on-calls?**

Recently, horizontal/transportation professional services contracts were procured for M/WBE usage, primarily for the use of City funds. Those category-based contracts were set up to respond to individual, specific scope elements. The DBE contracts that we seek to extend include all potential scope elements, with a particular emphasis on traffic and transportation. This is necessary due to the nature of less certain potential grant opportunities.

### **How were these on-calls procured and selected?**

These contracts were procured competitively through an RFQ process. The firms were selected by a committee of DOTI team members. The current firms are performing well, and overall contract utilization is at 20%.



### **How will Task Orders be awarded and issued?**

Firms will continue to be selected for Task Orders based on project specific scopes, aligning with professional qualifications and experience, and determined on a project by project basis following DOTI's business processes. DOTI will seek to utilize firms that have a larger remaining capacity for any future task orders.

### **Description of Current Contract Terms**

Each of the twelve (12) contracts was initially established with a three (3) year term and a capacity of \$2.5M. In 2019, the contracts were extended two additional years, with no change to capacity.

### **Proposed Changes and Need for Changes**

The proposed change for these contracts is to extend the term for one (1) additional year. There is no proposed change to capacity of these contracts.

Extending these contracts for one (1) year will prevent a gap in contract availability, while DOTI and CDOT work to revise current EEO compliance requirements. CDOT has indicated that changes in these contracts will be required, but there are still many details to be addressed. Extending the contracts will permit the two agencies time to address these concerns. It is anticipated that new DBE contracts will be procured in early 2022.

### **Reporting On-Call Usage**

DOTI is committed to providing quarterly on-call usage reports to City Council.