



Legislation Text

File #: 20-1517, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 12-04-20

Requesting Agency: Department of Transportation and Infrastructure
Division:

Subject Matter Expert Name:

Name:	Jason Gallardo
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Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Contract between the City and County of Denver and CDR Associates for on-call public engagement and marketing professional services, citywide.

Approves a contract with CDR Associates for \$1.25 million and through 1-14-24 for on-call public engagement and marketing professional services, citywide (DOTI-202056633). The last regularly scheduled Council meeting within the 30-day review period is on 1-19-21. The Committee approved filing item at its meeting on 12-15-20.

Affected Council District(s) or citywide? Citywide

Contract Control Number: DOTI-202056633

Vendor/Contractor Name (including any "DBA"): CDR Associates

Type and Scope of services to be performed:

11. Public Engagement and Marketing (40% MWBE): Work in this category includes providing public information services. This includes coordination, communication, developing presentation materials, leading public meetings, etc. Tasks may be standalone or in support of larger projects or programs.

- Developing public involvement plans
- o Address traditional public engagement efforts
- o Respond to the opportunities and needs for virtual engagement
- o Focus on inclusive and equitable involvement acknowledging Denver’s diverse community
- Graphic and communication support
- Development of materials for engagement (graphics, templates, handouts, exercises, boards, powerpoints, talking points, etc.)
- Leading public involvement efforts (ex. pop-ups, community meetings, technical working groups, etc.)
- Coordination and facilitation
- Scheduling and attending events
- Strategy meetings

Location (if applicable):

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

Was this contractor selected by competitive process or sole source?

Competitive process

For New contracts

Term of initial contract: 1/15/2021 - 1/14/2024

Options for Renewal:

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term: \$1,250,000.00

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

What was the original value of the entire contract prior to this proposed change?

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)