



Legislation Text

File #: 17-0288, Version: 1

**Contract Request Template (Contracts; IGAs; Leases)**

**Date Submitted:** 02-28-17

**Requesting Agency:** Denver International Airport  
**Division:**

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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 First Amendment between the City and County of Denver and Capital Hotel Management, LLC concerning hotel consulting services related to the management of the Westin at Denver International Airport.**

Amends a contract with Capital Hotel Management, LLC for specialized hotel consultant services for the Westin Denver International Airport, by deducting \$25,000 for a new total contract amount of \$875,000, adding two years for a new end date of 10-31-19, changing the scope of the project by reducing project oversight, which is now provided in-house by the airport's Director of Hotel Operations, and adding additional services including research, industry analysis and benchmarking, accounting, and evaluating potential future hotel development in conjunction with the master land use plan at Denver International Airport (201414896-01). The last regularly scheduled Council meeting within the 30-day review period is on 4-10-17. The Committee approved filing this resolution by consent on 3-8-17.

**Affected Council District(s) or citywide?** Council District 11

**Contract Control Number:** 201414896-01

**Vendor/Contractor Name (including any "DBA"):** Capital Hotel Management, LLC.

**Type and Scope of services to be performed:** Capital Hotel Management LLC is currently contracted to act as the Owner's Representative in key business reviews and decisions related to business operation of the Westin DIA. This amendment adjusts the scope of work to reduce the monthly oversight, which is now provided in house by DEN's Director of Hotel Operations, and extend the scope to include, but not be limited to the following: 1) Use research, industry analysis/benchmarking, accounting, hotel financial analyses and computer modeling fundamentals to analyze hotel business plans, hotel capital investments, and strategic objectives; 2) Prepare market analysis and assist in evaluating potential future hotel development in conjunction with the DEN master land use plan. The amendment extends the contract by 2 years and reduces the total contract amount by \$25,000.

**Location (if applicable):** Denver International Airport

**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?** Amendment

**Was this contractor selected by competitive process or sole source?** Competitive process

**For New contracts**

**Term of initial contract:**

**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:**

**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?** 11-01-14 through 10-31-17

**What is the length of the extension/renewal?** Two years

**What is the revised total term of the contract?** 11-01-14 through 10-31-19

***If cost changing***

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

\$900,000

**What is the value of the proposed change?** -\$25,000

**What is the new/revised total value including change?** \$875,000

***If terms changing***

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

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