



Legislation Text

File #: 23-1535, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 10-23-2023

Requesting Agency: DEN
Division:

Subject Matter Expert Name: Rita Aguilar

Email Address: Rita.aguilar@flydenver.com <mailto:Rita.aguilar@flydenver.com>

Phone Number:

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 Agreement between the City and County of Denver and Concession Planning International Australia Pty Ltd to complete, monitor, and support the concession master plan at Denver International Airport.

Approves an on-call contract with Concession Planning International Australia PTY Ltd. for a maximum of \$979,000 and a term of three years to complete, monitor, and support Denver International Airport's concession master plan, in Council District 11. 202368744. The last regularly scheduled Council meeting within the 30-day review period is on 11-27-2023. The Committee approved filing this item at its meeting on 10-25-2023. Councilmember Parady called out this item, en bloc, at the 11-06-2023 meeting for a one-week postponement to 11-13-2023.

Affected Council District(s) or citywide?

Council District 11

Contract Control Number:
202368744

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

Concession Planning International Australia PTY Ltd.

Type and Scope of services to be performed:

The scope of work for the Concessions Planning International contract include but is not limited to:

- Develop commercial category mix (food and beverage, retail and services) for each concourse based on quality and quantity of available space in the context of the broader DEN concessions masterplan
- Create an evaluation of updated plans to include a cost benefit analysis
- Produce and present a report summarizing a comprehensive analysis with recommendations
- Work with DEN teams to develop advertising / digital plan across entire airport campus
- Ongoing assessment of best-in-class retail, Food and Beverage and experiential brands, products and services applicable to the DEN business - business development pipeline
- Continually review opportunities for local brands and operators, as well as supporting a program that enables DEN to achieve its Airport Concession Disadvantaged Business Enterprise goals
- Update leasehold space models based on square footage required in line with new passenger forecasts, including category (food & beverage, retail, passenger services) rebalancing as required

Was this contractor selected by competitive process? No **If not, why not?**

Their specialized expertise and continuity of services is necessary to properly and consistently plan for passenger needs, maximize non-airline concession revenue and implement a commercial master plan in support of DEN's strategic plan, Vision 100. under Memorandum 8B(3) Special Circumstances, which is attached and a part of XO 8, provides for special circumstances that would allow the City not to competitively bid a contract. One of the special circumstances would include: "situations where standardization of equipment or continuity of service is required." CPI was engaged as a sub-contractor to support DEN Concessions in the development of a commercial planning strategy to support expected passenger and airport growth starting in September of 2018.

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

CPI provided these services previously as a sub-contractor under two different on-call contracts that were originally approved by Council and went through a competitive process. The contracts were previously managed by DEN Airport Infrastructure and Maintenance, now Design, Engineering and Construction.

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?

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?

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.)