

AGENDA
SPECIAL FINANCE AND BUDGET
COMMITTEE
THURSDAY, August 24, 2023
1:00 p.m. – 1:30 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - i. Approve August 16, 2023 minutes
(Attachment A)

ACTION ITEM

3. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with ECONorthwest for Phase 1 of a regional housing needs assessment for the DRCOG region in an amount not to exceed \$125,000 for a 12 month term.
(Attachment B) Sheila Lynch, Director, Regional Planning and Development

ADMINISTRATIVE ITEMS

4. Other Matters by Members
5. **Next Meeting – September 20, 2023**
6. Adjourn

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 480-6701.



ATTACH A

SUMMARY
FINANCE AND BUDGET COMMITTEE MEETING
Wednesday, August 16, 2023

Present:

Colleen Whitlow, Chair	Mead
Claire Levy	Boulder County
Nicholas Williams	Denver City & County
Tracy Kraft-Tharp	Jefferson County
Deborah Mulvey	Castle Pines
Steve Conklin	Edgewater
Paul Haseman	Golden
Tom Mahowald	Nederland
Jessica Sandgren	Thornton

Others Present: Doug Rex, Executive Director; and DRCOG staff.

Chair Whitlow called the meeting to order at 5:33 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Director Haseman **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Summary of the July 19, 2023 Meeting
- Resolution authorizing the Executive Director to accept additional funds from the City of Aurora for a total of \$160,000 in 2023 for older adult transportation services in Aurora.
- Resolution authorizing the Executive Director to accept funds from the Colorado Department of Regulatory Agencies (DORA) of approximately \$200,000 to support a State Health Insurance and Assistance Program (SHIP) for a period of approximately eighteen months through September 30, 2024.
- Resolution authorizing the Executive Director to enter into a modified Intergovernmental Agreement with CDOT in a total authorized amount not to exceed \$181,200 for the FY 2024 405c grant awarded to DRCOG by the National Highway Traffic Safety Administration.
- Resolution authorizing the Executive Director to amend the current contract term date with the Colorado Department of Transportation to December 31, 2028, to support the DRCOG Regional Traffic Operations Program.

Discussion of a resolution authorizing the Executive Director to amend a contract with Brite Systems for an additional \$100,000 with a term ending December 31, 2024 for enhancements.

Ashley Summers explained the purpose of the amendment to the members. The DRCOG AAA began a project in May 2021 to investigate workflow and reporting deficiencies. The

initial contract with Brite Systems was for \$265,000. This work took place in 2022 and ASPIRE launched on December 2, 2022. Upon receiving SB 290 grant funds to improve communication with providers of community-based services, DRCOG amended this contract to add \$200,000 in early 2023. To accommodate new programs and implement even more workflow efficiencies, staff are requesting to amend the contract again to add \$100,000. If approved, the total paid to Brite Systems in development fees will be \$565,000 over three years.

Director Mahowald **moved** to adopt Resolution No. 32, 2023, authorizing the Executive Director to amend a contract with Brite Systems for an additional \$100,000 with a term ending December 31, 2024 for enhancements. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Lotus Engineering and Sustainability in a total amount not to exceed \$350,000 for the term of September 1, 2023 through January 31, 2026 to support DRCOG's Climate Pollution Reduction Grant planning efforts.

Ron Papsdorf provided an overview of the contract to the directors. In June 2023, DRCOG released a Request for Proposal (RFP) to solicit services from planning and sustainability consulting firms with experience in developing climate action plans. DRCOG received six proposals in response to the RFP and based on a selection panel's evaluation, DRCOG staff recommended that the committee authorize a contract with Lotus Engineering and Sustainability. The total contract amount is not to exceed \$350,000.

Director Haseman **moved** to adopt Resolution No. 33, 2023, authorizing the Executive Director to negotiate and execute a contract with Lotus Engineering and Sustainability in a total amount not to exceed \$350,000 for the term of September 1, 2023 through January 31, 2026 to support DRCOG's Climate Pollution Reduction Grant planning efforts. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for Consolidated Planning Grant funding estimated at approximately \$14,944,293 in support of the FY 2024 and FY 2025 Unified Planning Work Program.

Todd Cottrell provided a brief overview of the contract to the directors. The FY 2024 and FY 2025 UPWP is anticipated to be adopted by the Board of Directors on August 16, and outlines activities to be conducted by the metropolitan planning organization from October 1, 2023, through September 30, 2025. The UPWP includes estimated federal transportation planning funds available through CDOT, in-kind expenditures from RTD, and the cash match required from DRCOG.

Director Haseman **moved** to adopt Resolution No. 34, 2023, authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for Consolidated Planning Grant funding estimated at approximately \$14,944,293 in support of the FY 2024 and FY 2025 Unified Planning Work Program. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Right Click Solutions to provide an online platform for the Way to Go program, in an amount not to exceed \$104,000 for a term ending September 1, 2024 with the option to renew for two additional one year terms upon satisfactory performance.

Steve Erickson provided an overview of the contract to members of the committee. As part of a Memorandum of Understanding (MOU) with eight transportation management associations (TMAs), DRCOG is responsible for providing the foundational platform to facilitate trip planning and tracking, ride-matching, and campaign management for the Way to Go program. Funding for this platform is available from Congestion Mitigation and Air Quality federal grants as a Transportation Improvement Program set-aside, and is included in the adopted FY2023-2024 budget. A request for proposals was issued on May 30, 2023 and DRCOG staff review panel recommended Right Click Solutions d.b.a. Ride Amigos.

Director Mahowald **moved** to adopt Resolution No. 35, 2023, authorizing the Executive Director to negotiate and execute a contract with Right Click Solutions to provide an online platform for the Way to Go program, in an amount not to exceed \$104,000 for a term ending September 1, 2024 with the option to renew for two additional one year terms upon satisfactory performance. The motion was **seconded** and **passed** unanimously.

Report of the Chair

There was no report.

Report of the Executive Director

ED Rex wanted the committee members know that we would need to schedule a special F&B meeting before the end of the month.

Other Matters by Members

There were no other matters by members.

Next Meeting

The next meeting is scheduled for September 20, 2023.

The meeting adjourned at 5:50 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
303 480-6701 or drex@drcoq.org

Meeting Date	Agenda Category	Agenda Item #
August 24, 2023	Action	3

SUBJECT

Authorizing the Executive Director to negotiate and execute a consultant contract to develop a regional housing needs assessment for the DRCOG region.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends approval of a resolution authorizing the Executive Director to negotiate and execute a one-year contract with ECONorthwest for Phase 1 of a regional housing needs assessment for the DRCOG region with a total amount not to exceed \$125,000.

ACTION BY OTHERS

N/A

SUMMARY

Over the last year, DRCOG's Board of Directors have discussed developing a Regional Housing Assessment and Housing Strategy. On July 11, 2023, DRCOG released a Request for Proposal (RFP) to solicit services from consulting firms with experience in developing housing needs assessment at the regional scale. DRCOG received six proposals in response to the RFP which were reviewed and evaluated by a selection panel. The panel included subject matter experts from DRCOG's Regional Planning and Development Division, the Chair of the DRCOG Board, City of Littleton, Department of Local Affairs, and Adams County. DRCOG's staff are seeking approval to proceed with a contract for the first phase of the work.

The Regional Housing Needs Assessment scope of work describes two distinct phases 1) Regional Housing Data Analysis, and 2) Housing Systems Barriers Analysis. The funding approach for this project includes funding from Federal planning funds through the FY 2022- 2023 and 2024-2025 Unified Planning Work Program and a grant through the Department of Local Affairs (DOLA)'s Affordable Housing Now set aside program through the Energy and Mineral Impact Fund. DRCOG should hear from DOLA by mid-October whether we were successful with this grant opportunity. Staff expects to utilize the selected consultant for the second phase and will bring a separate item to the F&B Committee later this fall once a funding strategy is confirmed.

Based on the selection panel's evaluation, DRCOG staff recommend that the Finance and Budget Committee authorize the Executive Director to negotiate and execute a contract with the preferred consultant, ECONorthwest, for the first phase of the Regional Housing Assessment. The total contract amount is not to exceed \$125,000 and the contract term will be one year.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with ECONorthwest for Phase 1 of a regional housing needs assessment for the DRCOG region in an amount not to exceed \$125,000 for a 12 month term.

ATTACHMENT

Draft Resolution

ADDITIONAL INFORMATION

If you need additional information please contact Douglas W. Rex, Executive Director, at (303) 480-6701 or drex@drcog.org; or Sheila Lynch, Division Director, Regional Planning and Development at (303) 480-6839 or slynch@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2023

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH ECONORTHWEST FOR PHASE 1 OF A REGIONAL HOUSING NEEDS ASSESSMENT FOR THE DRCOG REGION IN AN AMOUNT NOT TO EXCEED \$125,000 FOR A 12 MONTH TERM.

WHEREAS, the Denver Regional Council of Governments, as the Metropolitan Planning Organization, is responsible for carrying out and maintaining the continuing, cooperative, and comprehensive transportation planning process in the Greater Denver Transportation Management Area; and

WHEREAS, the Unified Planning Work Program (UPWP), prepared biennially, is the two-year work program for the Metropolitan Planning Organization and serves as the management tool for scheduling, budgeting, and monitoring the planning activities of participating entities; and

WHEREAS, DRCOG has a task in both its FY 2022 - FY 2023 UPWP and FY 2024 - FY 2025 UPWP to assess regional housing needs and opportunities that have a significant role in growth, housing, and economic development patterns contributing to growth in regional travel demand; and

WHEREAS, DRCOG conducted a competitive bidding process and the selected consultant has demonstrated qualifications and experience in developing a regional housing needs assessment; and

WHEREAS, DRCOG has budgeted \$125,000 over federal fiscal years 2023 and 2024 for the development of a regional housing needs assessment;

NOW, THEREFORE, BE IT RESOLVED that the Finance & Budget Committee authorizes the Executive Director negotiate and execute a contract with ECONorthwest for Phase 1 of a regional housing needs assessment for the DRCOG region in an amount not to exceed \$125,000 for a 12 month term.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2023 at Denver, Colorado.

Colleen Whitlow, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director