

Bob Roth, Chair  
Herb Atchison, Vice Chair  
Bob Fifer, Secretary  
John Diak, Treasurer  
Elise Jones, Immediate Past Chair  
Douglas W. Rex, Executive Director

**AGENDA**  
**FINANCE AND BUDGET COMMITTEE**  
**WEDNESDAY, FEBRUARY 21, 2018**  
**MONARCH PASS CONFERENCE ROOM**  
**1290 Broadway**  
**➔ 5:30 P.M. ➔**

1. Call to Order

**CONSENT AGENDA**

2. Move to Adopt the Consent Agenda
  - January 17, 2018 minutes  
(Attachment A)

**ACTION ITEMS\***

3. Discussion of a resolution authorizing the Executive Director to negotiate and execute a right-to-lease listing for subleasing of DRCOG's office space at 1290 Broadway  
(Attachment B) Roxie Ronsen, Administrative Officer
4. Discussion of a resolution authorizing the Executive Director to negotiate and execute on-call contracts  
(Attachment C) Greg MacKinnon, Transportation Operations Program Manager,  
Transportation Planning & Operations

**ADMINISTRATIVE ITEMS**

5. Executed Contracts Report – no contracts to report for January 2018
6. Report of the Chair
7. Report of the Executive Director
8. Other Matters by Members
9. **Next Meeting – February 21, 2018**
10. Adjourn

\*motion requested

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.





MINUTES  
FINANCE AND BUDGET COMMITTEE  
Wednesday, January 17, 2018

Present:

John Diak, Chair	Parker
Jeff Baker	Arapahoe County
Elise Jones	Boulder County
Roger Partridge	Douglas County
Libby Szabo	Jefferson County
Bob Roth	Aurora
Wynne Shaw	Lone Tree
Joan Peck	Longmont
Ashley Stolzmann	Louisville
Connie Sullivan	Lyons
Rita Dozal	Superior

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

Chair John Diak called the meeting to order at 5:31 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the November 15, 2017 Meeting
- Resolution No. 1, 2018 authorizing the Executive Director to contract with RTD for collection of Guaranteed Ride Home service fees.
- Resolution No. 2, 2018 authorizing the Executive Director to contract with RTD for support of the vanpool services offered by DRCOG's Way to Go program.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a three-year contract with Sentinel Technologies, Inc. for server backup and technology infrastructure upgrade not to exceed \$200,000

Richard Chwiedor, Network Administrator, briefly described the proposed contract. It was noted that a Request for Proposals was issued, with three vendors selected from the pool of respondents to provide detailed presentations. The selected vendor presented the most complete and cost-effective proposal for the upgrade.

Director Baker **moved** to approve Resolution No. 3, 2018 authorizing the Executive Director to negotiate and execute a three-year contract with Sentienel Technologies, Inc. for server backup and technology infrastructure upgrade not to exceed \$200,000. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Routematch for software licenses and services related to the VTCLI grant using FTA funds not to exceed approximately \$245,000

Matthew Helfant, Senior Transportation Planner, noted three Veterans Transportation and Community Living Initiative (VTCLI) contracts were executed between DRCOG and CDOT in October 2017. These grants expire December 31, 2020. The grants are intended to improve coordination of specialized transportation providers in the region through technology improvements to provide veterans and other vulnerable populations access transportation information and services. A previous grant holder entered into a contract with Routematch to develop a technological platform that would aid in connecting veterans with transportation options. CDOT has permitted DRCOG to use an assignment clause in the contract to negotiate updated terms with Routematch.

Director Shaw **moved** to adopt Resolution No. 4, 2018 authorizing the Executive Director to negotiate and execute a contract with Routematch for software licenses and services related to the VTCLI grant using FTA funds of approximately \$245,000. The motion was **seconded** and **passed** unanimously.

Discussion of Area Agency on Aging Service Provider Contracts

Jenny Dock, Accounting Services Manager, provided information on steps staff has taken to continue services for older adults in the region despite a shortfall in federal funds received by the state. The AAA will have close to 90 percent of its total combined allocation for state and federal funds. To maintain continuity of funding across all services through the remaining half of the state fiscal year, the AAA will impose an equally distributed provider contract budget reduction of 10 percent.

Executed Contracts Report – December 2017 There was one executed contract between \$60,000 and \$75,000 reported for December 2017, for federal lobbyist services provided by Mickey Ferrell.

Report of the Chair

No report was provided.

Report of the Executive Director

Doug Rex reported the lease for 1001 17<sup>th</sup> Street office space has been signed by DRCOG.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for February 21, 2018

The meeting adjourned at 5:57 p.m.

# ATTACH B

To: Chair and Members of Finance & Budget Committee

From: Douglas W. Rex, Executive Director  
303-480-6701 or [drex@drcog.org](mailto:drex@drcog.org)

Meeting Date	Agenda Category	Agenda Item #
February 21, 2018	Action	3

#### SUBJECT

This item is related to right-to-lease listing for subleasing of DRCOG's office space at 1290 Broadway.

#### PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Finance and Budget Committee authorize the executive director to execute a contract with Ross Real Estate Ltd. dba Newmark Knight Frank, for right-to-lease listing regarding subleasing of DRCOG's current office space at 1290 Broadway.

#### ACTION BY OTHERS

N/A

#### SUMMARY

Staff has worked closely with our real estate broker since April 2017 to secure new office space due to the need for more square footage. The executive director recently executed a new lease with Franklin Properties at 1001 17<sup>th</sup> Street in Denver. This lease will commence in the latter part of May or first part of June 2018.

Part of the analysis that was presented to the Finance & Budget committee was the assumption that DRCOG will sublease its current space through the remainder of its lease term (March 2021). In order to engage our real estate broker to find a tenant to sublease our space at 1290 Broadway, a contract needs to first be executed for a right-to-lease.

The commission that would be paid by DRCOG to the brokerage firm and brokers (both on the seller side and buyer side) should the sublease be signed in 2018 is approximately \$120,000 and payable in full by January 31, 2019.

#### PREVIOUS DISCUSSIONS/ACTIONS

Informational briefing by staff to Finance and Budget Committee on March 15, 2017, April 19, 2017, May 17, 2017, July 19, 2017, August 16, 2017, September 20, 2017, and October 18, 2017. Contract negotiations and execution for the lease approved by Finance and Budget Committee on November 20, 2017.

#### PROPOSED MOTION

Move to approve a resolution authorizing the executive director to execute a contract with Ross Real Estate Ltd., dba Newmark Knight Frank, for right-to-lease listing regarding subleasing of DRCOG's current office space at 1290 Broadway for approximately \$120,000.

#### ATTACHMENTS

Draft Resolution

#### ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director at 303-480-6701 or [drex@drcog.org](mailto:drex@drcog.org), or Roxie Ronsen, Administrative Officer, at 303-480-6709 or [rrosen@drcog.org](mailto:rrosen@drcog.org).

DENVER REGIONAL COUNCIL OF GOVERNMENTS  
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2018

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH ROSS REAL ESTATE LTD. DBA NEWMARK KNIGHT FRANK, FOR RIGHT-TO-LEASE LISTING REGARDING SUBLEASING OF DRCOG'S CURRENT OFFICE SPACE AT 1290 BROADWAY FOR APPROXIMATELY \$120,000.

WHEREAS, DRCOG recently executed a new lease with Franklin Properties at 1001 17<sup>th</sup> Street; and

WHEREAS, DRCOG plans on subleasing its current space through the remainder of its lease term – March 2021; and

WHEREAS, in order to engage our real estate broker to find a tenant to sublease our space at 1290 Broadway, a contract needs to first be executed for a right-to-lease; and

WHEREAS, the commission would be paid by DRCOG to the brokerage firm and brokers (on both the seller side and buyer side).

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to execute a contract with Ross Real Estate Ltd. Dba Newmark Knight Frank for right-to-lease listing totaling approximately \$120,000 and payable in full by January 31, 2019.

RESOLVED, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018 at Denver, Colorado.

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John Diak, Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

ATTEST:

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Douglas W. Rex, Executive Director

**ATTACH C**



To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director  
303-480-6701 or [drex@drcog.org](mailto:drex@drcog.org)

Meeting Date	Agenda Category	Agenda Item #
February 21, 2018	Action	4

#### SUBJECT

This action is related to on-call services contracts with Apex Design, PC; Muller Engineering Company, Inc.; and Navjoy Consulting Services, Inc.

#### PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Finance and Budget Committee authorize the Executive Director to negotiate and execute on-call contracts.

#### ACTION BY OTHERS

N/A

#### SUMMARY

To proceed with traffic signal system improvements approved by the DRCOG Board for the Regional Transportation Operations Improvement Program and to augment DRCOG staff efforts to provide interjurisdictional traffic signal timing coordination plan development services, DRCOG will retain consultant assistance on an as-needed basis for calendar years 2018 through 2021.

Six consultant teams responded to the request for proposals (RFP) issued by DRCOG. A selection committee comprised of staff from Thornton, CDOT, Aurora, and DRCOG reviewed the proposals and recommends the selection of three consultant teams: Apex Design, PC; Muller Engineering Company, Inc.; and, Navjoy Consulting Services, Inc.

It is estimated the total efforts provided by consultants will not exceed \$300,000 each year of the contract. Sufficient funds are available for this work in current and future year Traffic Operations Program contracts with the Colorado Department of Transportation.

#### PREVIOUS DISCUSSIONS/ACTIONS

N/A

#### PROPOSED MOTION

Move to adopt a resolution authorizing the executive director to negotiate and execute individual contracts with the engineering consulting firms of Apex Design, PC; Muller Engineering Company, Inc.; and Navjoy Consulting Services, Inc., to provide traffic signal timing and coordination services, traffic signal system design services, and transportation systems engineering analysis

#### 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](mailto:drex@drcog.org) or Greg MacKinnon at [gmackinnon@drcog.org](mailto:gmackinnon@drcog.org) or 303-480-5633.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2018

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE INDIVIDUAL CONTRACTS WITH THE ENGINEERING CONSULTING FIRMS OF APEX DESIGN, PC; MULLER ENGINEERING COMPANY, INC.; AND NAVJOY CONSULTING SERVICES, INC., TO PROVIDE TRAFFIC SIGNAL TIMING AND COORDINATION SERVICES, TRAFFIC SIGNAL SYSTEM DESIGN SERVICES, AND TRANSPORTATION SYSTEMS ENGINEERING ANALYSIS.

WHEREAS, the *2018-2021 Transportation Improvement Program* (TIP), as adopted by the Board of Directors, allocates \$4,200,000 for fiscal years 2018 and 2019 of Congestion Mitigation and Air Quality (CMAQ) funds to the Regional Transportation Operations Pool (TIP Project 2016-004); and

WHEREAS, through a contract with the Colorado Department of Transportation (CDOT), the Denver Regional Council of Governments staff provides and coordinates services to local governments to improve the efficiency of traffic signal operations to relieve traffic congestion, conserve energy, and reduce air pollution; and

WHEREAS, these services require the study and development of signal timing/coordination plans for various operational conditions; and

WHEREAS, these services require the preparation of traffic signal system study and evaluation reports; design and development of plans, specifications and estimates, and construction engineering services; and

WHEREAS, in order to prepare said work, it is necessary to use the services of consulting firms with sufficient experience; and

WHEREAS, as a result of an open selection process, a committee consisting of staff from local governments, CDOT, and the Denver Regional Council of Governments has recommended three consulting firms to provide these services.

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee hereby authorizes the Executive Director to negotiate and execute individual contracts with the firms of Apex Design, PC; Muller Engineering Company, Inc.; and Navjoy Consulting Services, Inc., and issue task orders for needed work at contract amounts not to exceed \$400,000 each over the three-year contract period with completion of final task orders allowable into 2021.

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE INDIVIDUAL CONTRACTS WITH THE ENGINEERING CONSULTING FIRMS OF APEX DESIGN, PC; MULLER ENGINEERING COMPANY, INC.; AND NAVJOY CONSULTING SERVICES, INC., TO PROVIDE TRAFFIC SIGNAL TIMING AND COORDINATION SERVICES, TRAFFIC SIGNAL SYSTEM DESIGN SERVICES, AND TRANSPORTATION SYSTEMS ENGINEERING ANALYSIS.

Resolution No. \_\_\_\_\_, 2018

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RESOLVED, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018  
at Denver, Colorado.

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John Diak, Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

ATTEST:

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Douglas W. Rex, Executive Director