

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, JANUARY 16, 2019
RED ROCKS CONFERENCE ROOM
1001 17th Street, 7th Floor
➔ 6:00 P.M. ➔

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - December 19, 2018 minutes
(Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with RTD for support of vanpool services offered by DRCOG's Way to Go program in the amount of \$780,000
(Attachment B) Steve Erickson, Director, Communications & Marketing
4. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Routematch for an API to provide an enhanced integration point between DRCOG's core Routematch Demand system and the Trip Exchange with VTCLI grant funds of approximately \$150,000
(Attachment C) Matthew Helfant, Senior Transportation Planner, Transportation Planning & Operations

ADMINISTRATIVE ITEMS

5. Executed Contracts Report – no contracts to report for December 2018
6. Report of the Chair

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.



ADMINISTRATIVE ITEMS (cont.)

7. Report of the Executive Director
8. Other Matters by Members
9. **Next Meeting – February 20, 2019**
10. Adjourn

MINUTES
FINANCE AND BUDGET COMMITTEE
Wednesday, December 19, 2018

Present:

Ashley Stolzmann, Chair	Louisville
Elise Jones	Boulder County
Kevin Flynn	City and County of Denver
Libby Szabo	Jefferson County
Bob Fifer	Arvada
Larry Strock	Lochbuie
Wynne Shaw	Lone Tree
Sandie Hammerly	Superior
Jessica Sandgren	Thornton

Others Present: Douglas W. Rex, Executive Director; Bob Roth, Aurora; and DRCOG Staff.

Chair Stolzmann called the meeting to order at 6:00 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the November 28, 2018 Meeting
- Resolution No. 25, 2018 regarding the deposit and investment of funds of the Denver Regional Council of Governments

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Enterprise Rent-a-car Company of Pittsburgh to provide vanpool services for the Way to Go Vanpool Program with a not-to-exceed budget amount of \$947,000 per year
This item was carried over from the November meeting. Steve Erickson reported the RTD Board of Directors approved the subsidies. This contract will apply the subsidies.

Director Szabo **moved** to adopt Resolution No. 26, 2018 authorizing the Executive Director to negotiate and execute a contract with Enterprise Rent-a-car Company of Pittsburgh to provide vanpool services for the Way to Go Vanpool Program with a not-to-exceed budget amount of \$947,000 per year. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with IntuitiveTek for accounting software and consulting services in an amount not to exceed \$110,000 in year one and \$30,000 annually in years two and three commencing approximately January 1, 2019 and continuing through approximately June 2022

Jenny Dock, Director of Administration and Finance, briefed members on this item. New accounting software is needed as the current program no longer meets DRCOG's needs and will not be supported by Microsoft in the future. It was noted the end date is approximate due to implementation time.

Director Flynn **moved** to adopt Resolution No. 27, 2018 authorizing the Executive Director to negotiate and execute a contract with IntuitiveTek for accounting software and consulting services in an amount not to exceed \$110,000 in year one and \$30,000 annually in years two and three commencing approximately January 1, 2019 and continuing through approximately June 2022. The motion was **seconded** and **passed** unanimously.

Executed Contracts

No contracts were reported for November 2018.

Report of Chair

Chair Stolzmann welcomed Larry Strock as the new member representative for Lochbuie, and Sandie Hammerly, as the new representative for Superior.

Report of the Executive Director

Mr. Rex reported the sublease contract with the City and County of Denver for the property at 1290 Broadway has been signed.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for January 16, 2019

The meeting adjourned at 6:10 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@drcog.org

Meeting Date	Agenda Category	Agenda Item #
January 16, 2019	Action	3

SUBJECT

This action is related to executing a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to execute a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program.

ACTION BY OTHERS

NA

SUMMARY

RTD has expressed a commitment to vanpooling as a complement to its transit services, particularly for low volume peak travel times and dispersed commute travel. For 2019, RTD has budgeted \$780,000 for passenger fare subsidies for the Way to Go vanpool program.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to execute a contract with RTD for support of vanpool services offered by DRCOG's Way to Go program in the amount of \$780,000.

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 Steve Erickson, Director Communications and Marketing, at 303-480-6716 or serickson@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2019

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE REGIONAL TRANSPORTATION DISTRICT (RTD) FOR SUPPORT OF THE VANPOOL SERVICE OFFERED BY DRCOG'S WAY TO GO PROGRAM.

WHEREAS, DRCOG has, through its Way to Go program, successfully administered a commuter vanpool service since 1992; and

WHEREAS, RTD has expressed a commitment to vanpooling as a complement to its transit services, particularly for low volume peak travel times and dispersed commute travel; and

WHEREAS, RTD has budgeted \$780,000 in 2019 for passenger fare subsidies for the Way to Go vanpool service; and

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to execute a contract with RTD for support of vanpool services offered by DRCOG's Way to Go program in the amount of \$780,000.

RESOLVED, PASSED AND ADOPTED this _____ day of _____ 2019 at Denver, Colorado.

Ashley Stolzmann, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH C

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
(303) 480-6747 or drex@drcoq.org

Meeting Date	Agenda Category	Agenda Item #
January 16, 2019	Action	4

SUBJECT

DRCOG contracting with Routematch Software, Inc. (Routematch) to purchase an Application Programming Interface (API) to provide an enhanced integration point between DRCOG's core technology developed by Routematch and a regional trip exchange.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with Routematch for an API to provide an enhanced integration point between DRCOG's core technology and a regional trip exchange with Veterans Transportation and Community Living (VTCLI) grant funds.

ACTION BY OTHERS

N/A

SUMMARY

On January 17, 2018, the Finance and Budget Committee granted authorization for the Executive Director to negotiate and execute a contract with Routematch for software licenses and services related to the VTCLI project.

Recently, staff and project stakeholders determined an Application Programming Interface (API) is a needed component to fully utilize the trip exchange hub being developed by Routematch. The API allows different types of software platforms to communicate seamlessly with each other. No vendor other than Routematch can provide the API since it must fully integrate with the trip exchange hub. Therefore, staff recommends that a sole source procurement is necessary for the API.

DRCOG staff, who possess expertise on API's, have reviewed the materials submitted by Routematch and are comfortable that the proposal and price are justified. The procurement will also require CDOT concurrence. DRCOG staff have been communicating with CDOT and believe that this concurrence is likely upon Finance and Budget approval.

PREVIOUS DISCUSSIONS/ACTIONS

[January 17, 2018 Finance & Budget Committee meeting](#)

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Routematch for an API to provide an enhanced integration point between DRCOG's core Routematch Demand system and the Trip Exchange with VTCLI grant funds of approximately \$150,000 for a term ending on December 31, 2020.

ATTACHMENTS

Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6747, or drex@drcog.org; or Matthew Helfant, Senior Transportation Planner, Transportation Planning and Operations, at 303-480-6731 or mhelfant@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2019

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH ROUTEMATCH SOFTWARE INC. FOR AN APPLICATION PROGRAMMING INTERFACE (API) TO PROVIDE AN ENHANCED INTEGRATION POINT BETWEEN DRCOG'S CORE TECHNOLOGY DEVELOPED BY ROUTEMATCH AND A REGIONAL TRIP EXCHANGE.

WHEREAS, DRCOG, is a planning organization where local governments collaborate to establish guidelines, set policy, and allocate funding in the areas of transportation and personal mobility; growth and development; and aging and disability resources; and

WHEREAS, DRCOG has a contract with CDOT to carry out activities associated with three FTA VTCLI grants; and

WHEREAS, DRCOG has a contract with Routematch Software Inc. for software licenses and services related to the VTCLI grant using FTA funds; and

WHEREAS, VTCLI project stakeholders have identified an API as a needed upgrade; and

WHEREAS, No vendor other than Routematch can provide the API since it must fully integrate with the trip exchange hub.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to negotiate and execute a contract with Routematch for an API related to the VTCLI grant using FTA funds for a total of approximately \$150,000 for term ending on December 31, 2020.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2019 at Denver, Colorado.

Ashley Stolzmann, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director