

Board Officers

Jackie Millet, Chair
Elise Jones, Vice Chair
Bob Roth, Secretary
Herb Atchison, Treasurer
Sue Horn, Immediate Past Chair
Jennifer Schaufele, Executive Director

AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, SEPTEMBER 16, 2015
MONARCH PASS CONFERENCE ROOM
1290 Broadway
➔ 5:30 PM ➔

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda
- Minutes of August 19, 2015 meeting
(Attachment A)
 - A resolution authorizing the Executive Director to negotiate and execute a contract in support of the Denver Regional Aerial Photography Project
(Attachment B) Ashley Summers, IS Manager, Administration and Finance

INFORMATIONAL ITEM

- 3 Executed Contracts Report - August 2015 – No Contracts to Report for August

ADMINISTRATIVE ITEMS

4. Report of the Chair
- 5 Report of the Executive Director
6. Other Matters by Members
7. EXECUTIVE SESSION – Performance Evaluation of the Executive Director
8. Next Meeting – October 21, 2015
9. Adjournment

***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.

We make life better!



ATTACH A

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, August 19, 2015

Present:

Elise Jones, Chair	Lone Tree
Bill Holen	Arapahoe County
Roger Partridge	Douglas County
Don Rosier	Jefferson County
Bob Fifer	Arvada
Bob Roth	Aurora
Sue Horn	Bennett
George Teal	Castle Rock
Ron Rakowsky	Greenwood Village
Shakti	Lakewood
Phil Cernanec	Littleton
Jackie Millet	Lone Tree
Gabe Santos	Longmont
Ashley Stolzmann	Louisville
Val Vigil	Thornton
Herb Atchison	Westminster

Others Present: Jennifer Schaufele, Executive Director; Connie Garcia, Executive Assistant/Board Coordinator; Robin Kniech, Anthony Graves, Denver; and DRCOG staff.

Chair Elise Jones called the meeting to order at 5:30 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Ron Rakowsky **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Minutes of July 15, 2015

Executed Contracts Report – July 2015

There were no contracts to report for July 2015.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for funding in support of the FY 2016-2017 Unified Planning Work Program

Doug Rex briefly described the recommended action. It was noted the Board of Directors approved the 2016-2017 Unified Planning Work Program at the July 15, 2015 meeting.

Bill Holen **moved** to adopt Resolution No. __, 2015 authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of

Transportation for funding in support of the FY 2016-2017 Unified Planning Work Program. The motion was **seconded** and **passed** unanimously.

Report of the Chair

No report was provided.

Report of the Executive Director

No report was provided.

Executive Session

The Chair convened the Executive Session at 5:34 p.m., and returned to open meeting at 6:31 p.m.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for September 16, 2015

The meeting adjourned at 6:31 p.m.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303-480-6701 or jschafele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
September 16, 2015	Consent	2

SUBJECT

This item is related to the Denver Regional Aerial Photography Project (DRAPP) that DRCOG facilitates every two years. The project provides high resolution aerial imagery and related datasets to participants in support of local and regional decision-making.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends executing a contract with The Sanborn Map Company, Inc. (Sanborn) for the procurement of aerial imagery acquisition, processing, and delivery for the Denver Region.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG led a strong coalition of member governments and other interested parties since 2002 to jointly acquire aerial imagery for the entire region. These past efforts helped all participants realize substantial cost savings over acquiring the data on their own. Based on this past success, member governments again requested that DRCOG coordinate the acquisition of data.

As a result, DRCOG received seven responses to the RFP and a committee of member governments and project partners selected Sanborn as the most qualified candidate.

DRCOG recommends signing a contract for three (3) DRAPP flights over a six (6) year term, contingent on their performance and the availability of funding. This agreement reduces the management burden and locks in unit costs for participants. Procurement of these services is expected not to exceed \$700,000 for each of the three projects. The procurement will be funded by DRAPP participants.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with The Sanborn Map Company, Inc. (Sanborn) for the procurement of aerial imagery acquisition, processing, and delivery for the Denver Region and to collect payment from all participating parties for this service.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschafele@drcog.org or Ashley Summers, IS Manager, at 303-480-6746 or asummers@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2015

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SANBORN MAP COMPANY, INC (SANBORN) FOR THE PROCUREMENT OF AERIAL IMAGERY ACQUISITION, PROCESSING, AND DELIVERY FOR THE DENVER REGION AND TO COLLECT PAYMENT FROM ALL PARTICIPATING PARTIES FOR THIS SERVICE.

WHEREAS, the Denver Regional Council of Governments, participating members, and regional partners desire to acquire, process, and deliver aerial imagery for the Denver region; and

WHEREAS, this consortium of interested parties has successfully completed similar joint procurements since 2002; and

WHEREAS, this consortium of interested parties wishes DRCOG to again serve as contracting agent in the procurement of aerial imagery services in 2016, 2018, and 2020; and

WHEREAS, Sanborn has been selected as the vendor for the project.

NOW, THEREFORE, BE IT RESOLVED that the Administrative Committee authorizes the Executive Director to contract with Sanborn in an amount not to exceed \$700,000 for each of the three projects, for the production and delivery of digital aerial imagery. The resolution also authorizes the executive director to invoice and collect monies from all participating parties for the costs associated with this project.

RESOLVED, PASSED AND ADOPTED this ____ day of _____, 2015 at Denver, Colorado.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director