



Date: October 18, 2021
Current Meeting: October 21, 2021
Board Meeting: October 28, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz
SUBJECT: Consideration and approval of amendment for Program Management Support Services contract

ACTION ITEM A – 4

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, it is requested that the Board authorize the President/CEO to execute an amendment to the Program Management Support Services contract with HNTB Corporation for an amount not to exceed \$850,000 for services to be rendered beginning in 2022.

BACKGROUND:

Since passing the 2016 transit referendum, IPTC's Capital Project and Planning Team has been dedicated to delivering the infrastructure improvements needed to support the Marion County Transit Plan. Several critical vacancies on the engineering team had made this work especially challenging and the need for people with specialized skills affected our ability to fill positions in a timely manner. In response to those challenges, the Board authorized President/CEO Inez Evans to execute a contract with HNTB Corporation in June 2020 to provide program management support services. That contract is for five years with a not to exceed amount of \$6,557,977.00.

The contract with HNTB Corporation is designed to support the work of the Capital Projects team through a combination of embedded staff and on-call support services. IPTC requested that HNTB provide individuals who could fill three full-time positions on that team: a Director, one Project Manager for BRT/roadway projects and one Project Manager for facilities projects. To date, we have chosen to fill only the first two of these three positions. In addition, subject matter experts have been supporting the team in a variety of smaller technical roles. The two current full-time individuals act as extensions of staff to IPTC, working from our facility and managing our projects as part of the IPTC team.

DISCUSSION:

The contracted project management support was intended to be flexible. IPTC reserved the right to fill only some of the positions, as demand required, and to reorganize roles and responsibilities for maximum effectiveness. As Blue Line design accelerates and construction nears for the Purple Line, the Capital Projects team is in need of additional support from the Program Management consultant. The HNTB team is contributing to a higher-than-expected level of non-BRT project work: helping to coordinate Super Stops 1.0 through construction; completing design and overseeing procurement and construction of multiple contracts for Red Line pavement maintenance; and supporting transit signal priority improvement initiatives at a technical expert level. These roles are critical to our success, but also take away from their ability to be more deeply involved in the details of the BRT projects.

IPTC would therefore like to amend HNTB's contract to provide the funding to allow for both the originally scoped third staff member to come in-house and also give us the flexibility to bring on additional subject matter experts to support projects as needed. As discussed during the original procurement for these services, this model provides the best opportunity for successful program delivery for the following reasons:

- It allows us to get staff on board more quickly and with less time dedicated to recruiting/hiring activities.
- It provides more flexibility to change staff as our needs change.
- It provides the ability to reduce the number of staff as needs fluctuate. And allows us to add specialty or short-term staff if needed to address increased demand.
- It provides the opportunity to scale staff hours to match the level of effort required at any time, dropping to a few hours per week as projects close out.
- It provides us a better opportunity to engage the most qualified engineers and planners for the specific needs of our program.

ALTERNATIVES:

If the Board were to choose not to approve this request, the Capital Projects team would reduce its planned level of oversight and/or modify project schedules to better align with existing resources.

FISCAL IMPACT:

This contract is funded through a combination of local and FTA Small Starts sources. The Purple Line budget includes funds to cover consultant project management in this manner. The Blue Line budget will similarly incorporate this function. The Capital Budget will be used to cover staff time spent on non-CIG funded projects.

DBE/XBE DECLARATION:

This solicitation included a 2% DBE goal. HNTB's teaming partners are Herd Strategies for public/stakeholder outreach and JQOL for construction oversight. DBE participation would be provided as part of the Subject Matter Expert portion of this procurement, brought onto the team in an on-call type arrangement.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Service Committee on October 21, 2021.