



Date: May 11, 2021
Current Meeting: May 20, 2021
Board Meeting: May 27, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Director of Strategic Planning Brooke Thomas, AICP
SUBJECT: Consideration and Approval of RFP 20-05-358 On-Call Planning Services, COA Phase II Task Order

ACTION ITEM A – 3

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, it is requested that the Board authorize the President/CEO to execute a task order agreement with Nelson\Nygaard in an amount not to exceed \$250,000 for Phase II of a comprehensive operational analysis that is currently underway. This phase will result in a five-year capital and operating plan, as well as potential updates to IPTC’s service standards.

Per standing IPTC procedures, any individual task order that exceeds \$100,000 will require a separate board approval for that task order. The Board will be advised of task orders between \$50,000 and \$100,000. This contract is intended to run for three (3) years with the possibility of two (2), one-year extensions, at the direction and discretion of the IPTC.

BACKGROUND:

IPTC, in coordination with the IMPO, is seeking professional planning services to assist with the task of adapting its current future service plan into a series of plans that can be implemented over time, as funding allows. On May 26th, 2020, IPTC released RFP 20-05-348, One-Call Planning Services, with an email to all registered vendors and via posting on our website www.indygo.net. Advertisements were placed with both *Mass Transit Magazine Online* as well as on the *American Planning Association* website. Ads ran beginning May 26th, 2020. A pre-proposal meeting was held on May 29th, 2020. IPTC issued three (3) addenda to the original RFP; Addendum 1 – Clarify due date and delivery address for documents requiring notary seal as well as answer vendor provided questions, Addendum 2 – Clarification regarding real estate needs, and Addendum 3 – Notification of movement from the July to the August Board meeting. It received five (5) proposals on, or before, June 23rd, 2020. All proposals were ruled responsive and responsible by Procurement and were sent to the evaluation committee for scoring.

IPTC convened an evaluation team comprised of members of the following departments: Infrastructure, Strategy, and Innovation; Operations; Budget and Finance; and Legal Services. The evaluation team evaluated written proposals based on professional qualifications and team structure, team qualifications and project experience. Through a competitive scoring process, Nelson\Nygaard Consulting Associates, Inc. was selected as providing the best value for this service. At its regularly scheduled Board meeting on August 20, 2020, the IPTC authorized the President/CEO to enter into contract negotiations with Nelson\Nygaard. A contract agreement between the two parties was executed on September 21, 2020. On December 1, 2020, IPTC executed a task order in the amount of \$69,987 for Phase I of the comprehensive operational analysis. This first phase includes: a review and evaluation of recent work related to IPTC’s network redesign; production of a travel market assessment; and a review of existing operations.

DISCUSSION:

Nelson\Nygaard's core practice is transit. They have extensive experience working with public agencies and municipalities, elected officials, and community stakeholders to "envision, develop, and improve transit systems that support community needs," and to do so through meaningful community outreach and engagement. Nelson\Nygaard, in association with RLS & Associates, Inc., RSG, and LVR International, aptly demonstrated their understanding of our mission and aim to offer improved mobility experiences, and to do so in an equitable way. They described the potential for new services to better ensure that we match the transportation needs of the community with right-sized mobility solutions. Their overall approach to this type of work using "applied, practical experience with emerging mobility," coupled with a host of specialized and leadership capabilities that complement the knowledge and capabilities of IPTC staff, will afford the IPTC with a wealth of practitioners to draw upon, as needed. This is evidenced by the depth and breadth of their highly experienced team, including staff that have worked directly for micro mobility and transportation network companies.

ALTERNATIVES:

Without this, we can't move forward with our commitment to execute on the Marion County Transit Plan. The IPTC Board can choose not to approve this task order; however, staff does not have the technical expertise to move this forward on our own. Any change to this momentum will impact the timing of the completion of the comprehensive operational analysis.

FISCAL IMPACT:

The total cost of this procurement is up to \$250,000. The funding for this project is budgeted (100%) as a FY2021 operating expense. This project will be funded by local dollars. Funding for individual task orders are determined on a case-by-case basis, depending on funding and subcontracting opportunities. Total annual spend is estimated based upon the blended rates proposed for the duration of the contract (5 years), including the two options years.

DBE/XBE DECLARATION:

Funded locally, these services require XBE participation. The on-call nature of these services means that an XBE goal is established at the task order level. At the time of contract execution, Nelson/Nygaard had established a team of certified subcontractors that consist of RLS & Associates (DBE), and LVR International (MBE/WBE - IDOA). Both RLS & Associates and LVR are anticipated to play a role in the community and stakeholder outreach tasks. RLS will also be tasked with the Title VI analysis. Each of these tasks are discreet tasks that can stand on their own. Both RLS & Associates and LVR International have a local presence, which will be of great benefit for in-person community and stakeholder outreach and education events later this fall.

For this task order, RLS (DBE) is budgeted at 9% of the total budget (~\$22k) and LVR (MBE/WBE) is budgeted at 8% (~\$20k).

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee and Service Committee on May 20, 2021.