



Date: May 17, 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:** Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz  
**SUBJECT:** Consideration and Approval of Selection for RFQ 21-02-386: On-Call Construction Engineering Services

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**ACTION ITEM A – 2**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, it is requested that the Board authorize the President/CEO to enter into contract negotiations with The Etica Group, Inc. as the most qualified firm responding to RFQ 21-02-386, On-Call Construction Engineering Services and, upon successful negotiations, enter into a master contract.

If IPTC is unable to reach an agreement with The Etica Group, it is requested that the Board authorize staff to enter into contract negotiations with the next most qualified firm, which was CHA Consulting, Inc.

Per standing IPTC procedures, execution of the master agreement will permit the President/CEO to authorize individual task orders up to \$100,000. Any task orders that exceed \$100,000 will require a separate board approval.

**BACKGROUND:**

Implementing the adopted Marion County Transit Plan requires significant infrastructure investment to ensure the new network is safe and accessible. As such, IPTC has a program of projects that will be constructed over the next several years that include one-way to two-way street conversions, sidewalk and curb reconstructions, new sidewalks, concrete shelter platforms and bus pads, curb ramp upgrades for ADA Compliance, and signal upgrades.

IPTC desires to hire a consultant to provide construction engineering services for these projects as a way to ensure that construction meets contract plans, specifications, and applicable ADA standards and follows FTA 's quality management guidelines. Work activities would include tasks like daily construction inspection and material testing per Indianapolis DPW requirements, constructability reviews, and change management. Requested services will vary from project to project based on needs.

The selected vendor of this procurement will enter into a task-order based contract with IPTC so that work can be assigned only as needed. Each task order will be separately scoped and negotiated for fee. The contract term will be three years. The Board will be advised of task orders executed between \$50,000 and \$100,000. Any task orders that exceed \$100,000 will require a separate board approval. Construction services for the BRT lines will be procured separately.

**DISCUSSION:**

According to federal procurement rules, the Construction Engineering Services were procured utilizing the qualifications-based procurement procedures contained in the Brooks Act, 40 U.S.C. §§ 11-1-1104. As required, price was excluded as an evaluation factor and only an offeror's qualifications were evaluated to determine contract award.

IPTC released RFQ 21-02-386 on March 15, 2021 for On-Call Construction Engineering Services. Proposals were due on April 16, 2021. IPTC received proposals from four firms in response to RFQ 21-02-386 On-Call Construction Engineering Services: BLA, Inc., CHA Consulting, Inc., The Etica Group, and Hamilton Designs.

IPTC convened an evaluation team comprised of IPTC Capital Projects and Operations (Service Planning) staff to evaluate the proposals. The team evaluated the written proposals based on professional qualifications, project approach and references/ past performance. The top two highest-scoring firms, CHA Consulting, Inc. and The Etica Group, were invited to virtual interviews on May 3, 2021.

The evaluation team provided prepared questions to the two short-listed teams and evaluated each on the project understanding, scenario analysis, project approach and team qualifications demonstrated during the interview. The Etica Group was selected as the most qualified team after both rounds of evaluation (written proposal and interview). Their team includes five sub-consultants: HNTB Corporation, CHA Consulting, RQAW, 7NT and Infrastructure Engineering. CHA Consulting was the next most qualified firm.

**ALTERNATIVES:**

IPTC benefits from having qualified firms provide construction engineering services on its projects. Without these services, IPTC staff would be without material testing capabilities or field representation, adding unnecessary risk to the project. Alternatives do exist, though, with respect to the procurement and selection. If deemed necessary, IPTC could re-advertise the solicitation with a modified scope of work or other variation.

**FISCAL IMPACT:**

This action item relates only to a consultant selection and does not include a funding amount. Any task orders that exceed \$100,000 will require a separate board approval. The task orders will be funded through the capital projects that each task order supports.

**DBE/XBE DECLARATION:**

DBE and/or XBE goals will be set and considered at the time that each task order is negotiated. The Etica Group is a registered DBE and WBE firm. Two of their sub-consultants, Infrastructure Engineering and 7NT, are registered as DBE and MBE firms.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

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