



Date of Memo: July 10, 2023
Current Meeting: July 20, 2023
Board Meeting: July 27, 2023

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Project Manager Matthew Duffy, PE
SUBJECT: Consideration and approval of consultant selection for 2023 architectural and engineering (A&E) on-call contracts

ACTION ITEM A – 6

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 HDR Engineering Inc., Woolpert Inc., Lochmuller Group, Inc., Kimley-Horn and Associates, Inc. and American Structurepoint, Inc., and, upon successful negotiations, enter into on-call contracts for A&E consulting services for a three-year period. Per standing IPTC procedures, any individual task orders that exceed \$100,000 will require a separate board approval.

BACKGROUND:

IPTC frequently has need for design and construction administration services on facility and infrastructure projects which are small enough in scale to not justify a separate procurement. Vendors selected under this solicitation will be engaged in on-call contracts that then allow IPTC to use their services on a task order basis. IPTC has been using this method of assigning A&E contracts for more than a dozen years, with contract terms of three to five years. A variety of local and national consultants have assisted IPTC with design assignments under this contracting method. Design services for very large projects, such as BRT corridor, will still be procured via a standalone RFQ.

DISCUSSION:

RFQ 23-03-475 was advertised in May 2023, requesting firms to submit qualifications in three disciplines: Facility Architecture and Engineering, Street Design and Civil Engineering, and Traffic Engineering. The evaluation committee evaluated written proposals based on professional qualifications and team structure, team qualifications and project experience. It was determined that interviews of the firms would not be necessary for the first two disciplines. Interviews of three firms were held on July 14, 2023 for the Traffic Engineering discipline.

HDR and Woolpert were selected to receive Facility Architecture & Engineering contracts. The Lochmueller Group and Kimley-Horn were selected to receive Street Design and Civil Engineering contracts. American Structurepoint was selected to receive a Traffic Engineering contract.

Past experience has shown a benefit to IPTC by selecting two teams in the disciplines with the most anticipated upcoming work. This increases the likelihood of adequate capacity to complete assignments, especially when short turnarounds are required. For work assigned under the multi-contract disciplines, IPTC will enact an internal evaluation of team qualifications to determine which consultant should receive each individual assignment. Scopes and fees will be negotiated for each individual task order assigned.

ALTERNATIVES:

The board could choose not to award these contracts at this time and instead extend the contracts for the existing on-call A&E consultants.

FISCAL IMPACT:

There is no fiscal impact until Task Orders are issued for work. Task orders will only be issued for work that has been previously budgeted and approved.

DBE/XBE DECLARATION:

Each selected firm has committed to meeting XBE and DBE goals on individual task orders and has included qualified XBE and DBE firms on their teams.

Exact percentages and dollar amounts assigned to the team subconsultants will be determined on a task order basis when the prime contractor is utilized. DBE goals will be set for all Federally funded projects based on standard IPTC procedures. XBE goals for locally funded projects have been set at 15% MBE, 8% WBE, 3% VBE, and 1% DOBE.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Service Committee on July 20, 2023.