



Date of Memo September 06, 2022
Current Meeting: September 15, 2022
Board Meeting: September 22, 2022

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Manager of Special Projects and Regional Mobility Integration Ryan Wilhite
SUBJECT: Consideration and approval for a contract for the Zero Emission Vehicle Transition Plan (ZEVTP)

ACTION ITEM A – 4

RECOMMENDATION:

In a manner consistent with IPTC procurement and contract award standards, we request that the Board authorize the President/CEO to enter into a contract with Sam Schwartz Consulting, LLC for an amount not to exceed \$450,000 to serve as the consultant for the Zero Emission Vehicle Transition Plan.

BACKGROUND:

The IPTC Board of Directors approved the President/CEO Inez Evans to enter into contract negotiations with Sam Schwartz Consulting, LLC. IPTC staff worked with Sam Schwartz staff to draft the contract, including pricing for the contract.

DISCUSSION:

Sam Schwartz and IPTC have concluded contract negotiations to both parties' satisfaction. With the approval of the IPTC Board of Directors, IPTC staff and Sam Schwartz Consulting, LLC staff will execute the contract and begin work.

ALTERNATIVES:

The Board could choose to not authorize the President/CEO to enter into a contract with Sam Schwartz Consulting, LLC and chose another vendor. However, IPTC would be hindered in its ability to use the plan to make data-driven decisions about vehicle and facility needs or future operating costs given the nature of the agency's existing ZETP.

FISCAL IMPACT:

The not to exceed amount of \$450,000 is budgeted for 2022 and 2023. IPTC staff will work with Finance to manage the funding of the procurement within the existing budget for the duration of the project.

DBE/XBE DECLARATION:

This contract will be funded locally and therefore it requires "XBE" participation goals. These goals include 15% MBE, 8% WBE, 3% VBE, and 1% DOBE participation. The winning vendor included three certified subcontractors for a total of 24% of the total project. Those subcontractors are The Etica Group, Inc (architectural services), Infrastructure Engineering Incorporated (civil engineering), and Monument Engineering, Inc. (civil engineering, inc.). The vendor's proposal meets the WBE, MBE, and DOBE goals.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Service Committee on September 15, 2022.