



Date: March 09, 2021
Current Meeting: March 18, 2021
Board Meeting: March 25, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Capital Assets and Facility Management LaTeeka Washington
SUBJECT: Consideration and Approval of Mobility Solutions and Customer Care Center Design Phase 2 & 3 – The Etica Group

ACTION ITEM A – 3

RECOMMENDATION:

In a manner consistent with IPTC procurement and contract award standards, we request that the Board authorize President/CEO Inez Evans to issue two (2) Task Orders for Phases 2 & 3 – Assessment Center/ Maintenance Area and Bus Storage and Exterior Design and Construction Services for the property at 2425 West Michigan Street to The Etica Group:

- Phase 2 Assessment Center & Maintenance Area - The Etica Group for an amount *not to exceed* \$323,881.
- Phase 3 Bus Storage & Exterior Improvements – The Etica Group for an amount *not to exceed* \$346,795.

Total \$670,676.

BACKGROUND:

With the purchase of the property at 2425 West Michigan Street, IPTC requires architectural and engineering support to prepare the buildings to meet IPTC’s needs. The work to be conducted includes adding a lift and fire sprinkler system, upgrading the water line, adding bus storage, designing traffic flow, creating an assessment center and maintenance area, and making minor interior modifications to the buildings.

The property is being prepared to accommodate IPTC Mobility Solutions and Customer Care Center, including space for vendors supporting Mobility Services operations and vehicle storage. The total property area is 104,160 square feet with 41 parking spaces. The building is 8,556 square feet.

DISCUSSION:

There are three phases of work planned to prepare this facility to function as required:

- Phase 1- Administration Area. This phase will include the water line upgrade to accommodate all future build-out, installation of the fire sprinkler system, installation of a lift and minor retrofitting.
- Phase 2 - Assessment Center & Maintenance Garage.
- Phase 3 – Bus Storage & Site work.

The Etica Group will be working on all 3 of the Phases of work for this facility upon approval from the IPTC Board. Cleaning, furniture decommissioning, new furniture, and signage will be additional and separate procurements for the site.

ALTERNATIVES:

The Board could choose not to issue this task order as recommended. However, the building at 2425 West Michigan Street cannot be used for its intended purpose without these modifications.

FISCAL IMPACT:

The project is funded by local funds.

DBE/XBE DECLARATION:

The Etica Group is a woman owned business (WBE) and will be self-performing 52% of the work on the Phase 2 work and 67% of the work on the Phase 3 of work.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Service Committee on March 18, 2021.