



Date of Memo: June 06, 2023
Current Meeting: June 15, 2023
Board Meeting: June 22, 2023

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Project Manager Matt Duffy
SUBJECT: Consideration and approval to enter into contract negotiations for on-call construction engineering and inspection services

ACTION ITEM A – 2

RECOMMENDATION:

In a manner consistent with IPTC procurement and contract award standards, it is requested that the Board authorize IPTC’s President/CEO to approve entering into contract negotiations with Butler, Fairman & Seufert and Burgess & Niple to perform as-needed construction engineering and inspection services.

BACKGROUND:

The purpose of this contract is to perform construction engineering and inspection services for projects on an as-needed basis. RFQ 23-03-474 was released in April 2023 for construction engineering and inspection services. An evaluation committee reviewed the two proposals that were received and has determined that the Butler, Fairman & Seufert and Burgess & Niple teams are equally qualified to complete the work and IPTC staff would like flexibility to have both firms available.

DISCUSSION:

Construction engineering services include full-time inspection services, coordination with contractors and sub-contractors, ensuring work is completed according to contract documents, documenting changes within change management, and maintaining daily field reports among other items. Services will also include quality control and material testing. It is anticipated that these on-call service contracts will last for three years. Firms will be selected for individual projects based on experience and capacity.

In the event that IPTC cannot come to an agreement with either firm during contract negotiations, the RFQ will have to be released again.

ALTERNATIVES:

The Board could choose not to authorize the President/CEO to enter into contract negotiations with Butler, Fairman & Seufert or Burgess & Niple.

FISCAL IMPACT:

There is no fiscal impact associated with this action item.

DBE/XBE DECLARATION:

The selected proposers have indicated their commitment to partner with DBE/XBE firms. Butler, Fairman & Seufert team consists of Infrastructure Engineering (DBE/MBE), Resolution Group (WBE), CTL Engineering (MBE), VETS (VBE), and Monument Engineering (DOBE). The Burgess & Niple team consists of JQOL (MBD/DBE), Northpointe Engineering (WBE/DBE), and Eagle Ridge Civil Engineering (VBE). Contract amounts and percentages of work will be determined when tasks are assigned, and fee proposals are reviewed.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Service Committee on June 15, 2023.