



Date: August 09, 2022  
Current Meeting: August 18, 2022  
Board Meeting: August 24, 2022

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Director of Strategic Planning Brooke Thomas, AICP  
**SUBJECT:** Consideration and approval of RFQ 22-05-448 On-Call Grant Writing Services

---

**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 HNTB and, upon successful negotiations, execute a contract not to exceed \$240,000. This contract would run for 12 months from contract execution, with the possibility for an additional 12-month extension for a total of 24 months.

**BACKGROUND:**

As a direct result of the passage of the Investing in Infrastructure and Jobs Act (IIJA), IPTC has an acute need for on-call, grant writing services. More specifically, IPTC would be well-served to create a five-year (2023-2027) calendar outlining anticipated funding opportunities, as well as a discretionary funding report. Per usual, IPTC staff will continue to prepare the bulk of the agency’s grant applications; relying on our on-call grant writing services contractor only when faced with more complex federal and/or state grant submissions.

**DISCUSSION:**

On May 25th, 2022, IPTC released RFQ 22-05-448, On-Call Grant Writing Services, with an email to all registered vendors (2,800+) and a posting on [www.indygo.net](http://www.indygo.net). Prior to the release, staff conducted extensive web research and subsequent outreach to grant writing firms notifying them of this upcoming RFQ. A pre-proposal meeting was held on June 2nd, 2022. IPTC issued one addenda to the original RFQ to address written questions submitted by interested parties. RFQ 22-05-448 received two proposals on, or before, the June 15th, 2022 deadline. Both proposals were ruled responsive and responsible by Procurement and were sent to the evaluation committee for scoring.

IPTC convened an evaluation committee comprised of staff from the following divisions: Infrastructure, Strategy, Innovation; Budget and Finance; and Grants. The committee evaluated the written proposals based on professional qualifications and team structure, team qualifications and project experience. Through a competitive scoring process, HNTB was selected as providing the best value for this service.

HNTB is in the business of planning, engineering and construction of transportation projects, and the expertise needed to identify and prioritize capital project needs with match funding opportunities. HNTB has committed to working with a team of certified subcontractors including CCI Engineering Services, a women-owned business certified as disadvantaged business enterprise (DBE) with the Indiana Unified Certification Program, and Herd Strategies, a city-certified minority-owned and women-owned business enterprise (MBE/WBE). Alternate fuel vehicle – refueling facilities, maintenance garages, and energy modeling are among the services provided by CCI Engineering Services. Herd Strategies offers marketing services with an emphasis on MBE/WBE strategies and related marketing efforts.

The first task order will be a discretionary funding report and five-year calendar for competitive opportunities. Together, these deliverables will aid IPTC in properly resourcing its competitive grant writing project team, including identifying capital projects for available grants. Resourcing includes understanding how best to utilize the on-call grant writing team, for grant submissions – in whole or in part.

**ALTERNATIVES:**

The Board could choose to not authorize the President/CEO to enter into contract negotiations and request that all grant submissions be completed with the staff resources that are available at the time of notification of the grant opportunity.

**FISCAL IMPACT:**

For this procurement, there is no fiscal impact until individual task orders are executed. IPTC has budgeted up to \$240,000 spread across FY2022 & FY2023, which must cover any eligible reimbursable expenses. This budget number is consistent with the findings of the independent cost estimate, which was developed by IPTC staff using an estimated number of hours and hourly rates from existing or recent IPTC contracts.

It is anticipated that this contract will need to be funded entirely with local dollars. Funding for individual task orders will be determined on a case-by-case basis. Task order amounts will be based upon the blended rates proposed for the duration of the contract, including the any contract extensions that may be exercised. Prior to executing a task order, IPTC staff will work with the consulting team to prepare discrete scopes of work and subsequent fees.

**DBE/XBE DECLARATION:**

Funded locally, these services require a good faith effort XBE participation and DBE goals do not apply. The share of each sub-contractor's work will be determined on a task order basis; however, only that which is completed by Herd Strategies will count towards this declaration.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on August 18, 2022.