



Date: August 10, 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: Manager of Special Projects and Regional Mobility Integration Ryan Wilhite
SUBJECT: Consideration and approval for contract negotiations for the Zero Emissions Vehicle Transition Plan (ZEVTP)

ACTION ITEM A – 3

RECOMMENDATION:

In a manner consistent with IPTC procurement and contract award standards, we request that the Board authorize the President/CEO to enter into contract negotiations with **XXX** to serve as the consultant for the Zero Emission Vehicle Transition Plan.

BACKGROUND:

The primary purpose of the transition plan is to provide IPTC staff and the Board of Directors with a comprehensive background on low- and zero-emission vehicle technologies that can then be used to facilitate the procurement of such vehicles in the short-, near-, and long-term future. The scope of work that is required for an acceptable Zero-Emission Transition Plan includes, among other things: background research on zero-emission vehicles, identifying existing and future fleet and facility needs, calculating all associated costs, as well as an examination of the lifecycle costs of each viable technology. The result should be a recommended scenario and implementation plan through 2040.

Led by IPTC staff, this plan will build on the research and findings of IPTC's performance management staff. IPTC is seeking consulting services to assist staff in facilitating the planning process and producing the final plan. It is anticipated that this plan will be substantially complete within 12 months of the execution of the contract award.

A zero-emission transition plan is required by the FTA when applying for federal funding to purchase zero-emission or low-emission vehicles under their Section 5339 competitive grant programs, which IPTC intends to do going forward. This plan will update IPTC's current transition plan.

DISCUSSION:

On May 20th, 2022, IPTC released RFQ 22-04-447 Zero Emissions Vehicle Transition Plan, with an email to all registered vendors (1,018) and a posting on www.indygo.net. Prior to the release, staff conducted extensive web research and subsequent outreach to zero-emission transition planning firms notifying them of the upcoming RFQ. A pre-proposal meeting was held on May 31, 2022. IPTC issued one addenda to the original RFQ; Addendum #1-was added to answer vendor-provided questions. RFQ 22-04-447 received seven proposals on, or before, the June 16, 2022 deadline. Five responses 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 Infrastructure, Strategy, and Innovation and Operations divisions. The committee evaluated the written proposals based on professional qualifications and team structure, team qualifications, project experience, and references. Following scoring of the written RFQs, IPTC staff

extended an invitation for an interview to the three teams with highest scoring proposals. After the interviews, xxx was selected as providing the best value for this service.

[INSERT BACKGROUND ON WHY SELECTED VENDOR WAS CHOSEN]

If negotiations with the chosen vendor are successful, IPTC staff will return to the Board of Directors to seek approval to enter into a contract with the vendor.

ALTERNATIVES:

The Board could choose to not authorize the President/CEO to enter into contract negotiations to the recommended vendor. However, IPTC would be hindered in its ability to us the plan to make data-driven decisions about vehicle and facility needs or future operating costs given the nature of the agency's existing ZEVTP.

FISCAL IMPACT:

The current procurement is a request for qualifications. Therefore, the total cost for the procurement has not been determined. IPTC staff will work with Procurement and Finance to not only negotiate the contract but also 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 xxx certified subcontractors xxxx.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

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