



Date of Memo: November 21, 2023
Current Meeting: December 07, 2023
Board Meeting: December 14, 2023

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: Interim President/CEO Jennifer Pyrz
FROM: Project Manager Rachel Wilson
SUBJECT: Consideration and approval of bus stop improvements 2024 construction engineering task order

ACTION ITEM A – 5

RECOMMENDATION:

In a manner consistent with IPTC procurement and contract award standards, it is requested that the Board authorize IPTC’s President/CEO to execute a task order with Butler, Fairman & Seufert (BF&S) for construction engineering and inspection services on the Local Bus Stop Improvements 2024 Construction Project for an amount not to exceed \$330,000.

BACKGROUND:

A construction contract (IFB 23-08-484) has been awarded and approved by the Board at the November 2023 meeting for the next package of local bus stop improvements to include bus pads, ADA compliant curb ramps and sidewalk connections at 56 individual bus stops along with improved crosswalks and traffic signals in select locations. Construction is anticipated to begin in early 2024 and be completed in late 2024 with some administrative close-out activities likely extending into early 2025.

DISCUSSION:

A new on-call master services agreement was established in 2023 with BF&S pursuant to RFQ 23-03-474. This task order will be the first under this new agreement. BF&S will provide inspection services, coordinate with contractors and subcontractors, ensure work is completed according to contract documents, document any contract changes, maintain daily field reports, and perform quality control and material testing.

ALTERNATIVES:

IPTC has two available on-call firms for professional construction engineering and inspection services. BF&S was selected based on past performance and available capacity.

FISCAL IMPACT:

This project is budgeted in 2024 with local funding.

DBE/XBE DECLARATION:

BF&S’ proposal has a 31% XBE commitment which includes 20% (MBE), 8% (WBE) and 3% (VBE). This commitment was reviewed and approved by Supplier Diversity.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on December 7, 2023.