



Date of Memo: March 10, 2023  
Current Meeting: March 16, 2023  
Board Meeting: March 23, 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 of Red Line traffic control modification construction engineering task order

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**ACTION ITEM A – 4**

**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, Inc. to assist IPTC with construction engineering and inspection services for Red Line traffic control modification for an amount not to exceed \$160,272.

**BACKGROUND:**

The Red Line traffic control modification project includes pedestrian signal improvements and flashing warning signage along the Red Line. RFQ 22-10-467 was released in October 2022 for construction engineering and inspection services resulting in contract negotiations with Butler, Fairman & Seufert, Inc. This would be the second task order under this RFQ for Butler, Fairman & Seufert, Inc.

**DISCUSSION:**

Construction engineering services as a part of this task order 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 services will be completed by Q3 2024.

**ALTERNATIVES:**

The Board could choose not to approve the task order with Butler, Fairman & Seufert, Inc. however, construction of the project may be delayed without construction engineering services.

**FISCAL IMPACT:**

This task order was budgeted in the 2022 Capital Budget however, the project was not awarded in 2022 due to no bids being received. IPTC staff is recommending that a portion of the 2023 Capital Budget funds allocated to the CTC BRT Docking Solution be utilized to fund this task order.

**DBE/XBE DECLARATION:**

This task order includes XBE participation from:

- Infrastructure Engineering (MBE) at 31%

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on March 16, 2023.