



Date: January 12, 2021  
Current Meeting: January 21, 2021  
Board Meeting: January 28, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director, Mobility Solutions Michael L. Roth  
**SUBJECT:** Consideration and Approval of In Plant Pre-Build Bus (Fixed Route and Paratransit) Inspections

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**ACTION ITEM A – 6**

**RECOMMENDATION:**

It is requested the IPTC Board of Directors authorize the President/CEO to enter into a 3 year procurement contract with TRC Engineering Services, LLC (TRC), for In-plant; prebuild inspection of Fixed Route including Paratransit body on chassis (BOC) vehicles, for an amount not to exceed \$255,410.

**BACKGROUND:**

This electronic quote (EQ) is to obtain high quality and professional bus line inspection/resident engineering services so as to ensure that the buses for both Fixed Route and Paratransit (BOC) obtained by IPTC, when built, are top quality equipment which are capable of delivering maximum performance with high reliability.

**DISCUSSION:**

The successful Contractor shall represent IPTC at the manufacturing plant and shall monitor the manufacturing and installation processes for IPTC's buses including; drawings, material standards, parts lists, inspection processing and reports, records of defects, and packing slips and bills of lading of components. The Contractor will meet with Manufacturer's Quality Assurance Manager. They shall review the inspection procedures and checklists. If deemed appropriate and feasible, the Contractor may begin monitoring bus construction activities prior to the start of bus fabrication. Selected Contractor may be required to represent IPTC at multiple locations and manufacturing sites in Indiana, South California, and North California.

As this solicitation received a single response, it was re-reviewed to verify:

- Advertising was done in a proper manner to reach the proper audience
- The scope and technical specifications were not written in such a way that would limit competition, there was very few questions during the question and answer period.
- Enough time was made available for a response

It is Procurement's belief that all the above topics were addressed and that a withdrawal and re-post would yield the same results.

Based on our fleet purchase needs IPTC will acquire approximately 145 Fixed Route and Paratransit vehicles over the term of the contract.

**ALTERNATIVES:**

The Board of Directors could choose not to replace vehicles at this time. If this alternative is selected the implications of this decision are as follows:

- Vehicle purchases could not be in compliance with federal standards.
- The agency could be exposed to being delivered non-spec-conforming vehicles.
- Could realize a finding/deficiency on future audits/triennials.

**FISCAL IMPACT:**

The funding for this procurement would come out of the Operating Budget from the Fleet Services Department.

**DBE DECLARATION:**

As this procurement was funded by non-federal dollars no DBE goal was established. IPTC remains committed to the utilization of certified XBE firms with the City of Indianapolis Office of Minority and Women Business Development (OMWBD) and the Indiana Department of Administrations' Division of Supplier Diversity (IDOA-DSD) whenever applicable opportunities present themselves.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Service Committee on January 21, 2021.