



Date: January 20, 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 of Capital Assets and Facility Management LaTeeka Washington  
**SUBJECT:** Consideration and Approval of Mobility Solutions and Customer Care Center Design – The Etica Group & HDR

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**ACTION ITEM A – 4**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement and contract award standards, we request that the Board authorize President/CEO Inez Evans to issue four (4) Task Orders for design and construction services for the property at 2425 West Michigan Street:

- Phase 1 – The Etica Group: Administration, *not to exceed* amount \$XX,XXX.
- Phase 2 – HDR: Assessment Center & Maintenance Garage, *not to exceed* amount \$XXX,XXX.
- Phase 3 – HDR: Bus Storage & Site, *not to exceed* amount \$XXX,XXX. This phase of work is contingent on the purchase of the adjacent property west of 2425 W Michigan presented at the January Special Board Meeting.

**BACKGROUND:**

With the purchase of the property at 2425 West Michigan, IPTC requires architectural and engineering support to prepare the buildings to meet IPTC’s needs. The work to be conducted includes adding a lift, fire sprinkler system, upgrade of water line, bus storage, designing traffic flow, assessment center, maintenance area, and minor interior modifications to the buildings.

The property will accommodate IPTC Mobility Solutions Paratransit Operations and Customer Service, including space for vendors supporting Mobility Services operations and vehicle storage. The total property is 104,160 square feet with 41 parking spaces and the building is 8,556 square feet.

**DISCUSSION:**

In June 2020, the Board approved IPTC contracts for On-Call Architectural & Engineering Services to three design teams for facility projects. All three of these teams were invited on a walk-through of the buildings and participated in a question-and-answer period. Each then had an opportunity to submit their qualifications to conduct each phase of work.

The IPTC team reviewed and scored each team’s qualifications statements based on their stated project approach, team structure and previous related project experience.

With the amount of work that needs to be completed and the desire to open the facility for use as soon as possible, the use of multiple design teams will ensure no team is overburdened and will enable our consultants to complete and maintain the tight project schedules.

Cleaning, furniture decommissioning, new furniture, and signage will be separate procurements for the site.

**ALTERNATIVES:**

The Board could choose not to issue these task orders as recommended.

**FISCAL IMPACT:**

The project is funded by local funds.

**DBE DECLARATION:**

The Etica Group and HDR have committed to using DBE firms under their existing A&E contract. The Etica Group is a woman owned business (WBE).

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

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