



Date: May 11, 2021
Current Meeting: May 20, 2021
Board Meeting: May 27, 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 On-Call Architectural & Engineering Services Contract Extension - Shrewsberry

ACTION ITEM A – 7

RECOMMENDATION:

In a manner consistent with IPTC procurement and contract award standards, we request that the Board authorize the President/CEO Inez Evans to enter into a one-year extension of the 2017 on-call Architectural and Engineering (A&E) Services contract with Shrewsberry & Associates, LLC (“Shrewsberry”). This would extend the contract to complete an open task order for the Super Stops 1.0 project. No new task order work will be assigned.

BACKGROUND:

In 2017, IPTC executed contracts for On-Call A&E Services with multiple consultants, including Shrewsberry. Option year extensions were enacted for all consultants under these service contract, bringing the contract expiration dates to May 31, 2020.

Last year, an extension of the Shrewsberry contract to May 31, 2021 was approved by the Board, allowing one additional year to complete open task orders at no additional cost. The current request is for an extension of the contract to May 31, 2022. The additional one-year extension will allow Shrewsberry time to complete outstanding tasks on the Super Stops 1.0 project.

DISCUSSION:

The Super Stops 1.0 project is currently in construction under DPW’s supervision. It is scheduled for completion in January/February 2022. Shrewsberry is providing construction administration services, including answering requests for information (RFIs) from the contractor and making plan revisions as required to address the RFIs. This contract extension is necessary for Shrewsberry to continue to provide these services through construction completion.

Additional fees are being considered to fund these services during construction. Shrewsberry and IPTC are currently negotiating a suitable scope and fee. Any fee adjustments to the contract over \$50,000 will be brought to the Board as an information item. We do not expect any amendments greater than \$100,000 although the Board would have an opportunity to act on them if they became necessary.

ALTERNATIVES:

The Board could choose not to issue these task orders as recommended, however, IPTC would then lose the benefit of having the designer of record available for questions and revisions during construction.

FISCAL IMPACT:

Funding for this procurement originally was secured out of IPTC local funds. However, this action item does not require to set aside additional funds.

DBE/XBE DECLARATION:

Shrewsberry is Minority Owned Business (MBE) and is self-performing the work.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on May 20, 2021.