



Date: April 05, 2021  
Current Meeting: April 15, 2021  
Board Meeting: April 22, 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 North and South Charging Interior Improvements and Assessments – Woolpert, Inc.

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**ACTION ITEM A – 2**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement and contract award standards, we request that the Board authorize President/CEO Inez Evans to issue two (2) Task Orders for North & South Charging Stations Interior Improvements & Assessments located at 6410 N. College and 8925 Madison to Woolpert, Inc.:

- North Charging Interior Improvements & Assessment for an amount *not to exceed*, \$68,800
- South Charging Interior Improvements & Assessment for an amount *not to exceed*, \$52,800.

Total \$121,600, which includes a 10% contingency for each Task Order for unforeseen conditions.

**BACKGROUND:**

With the purchase of both properties to support the Red Line on the North and South ends, located at 6410 North College and 8925 Madison, IPTC requires architectural and engineering support to prepare the buildings interiors to meet IPTC's needs. The work to be conducted also includes completing assessments of the properties as we prepare them for IPTC's needs as well as opportunities for community partnerships.

The properties are being prepared to accommodate IPTC's Operators while charging an electric bus, providing restrooms and break areas. The North Charging facility is approximately 2,831 sq. ft. The South Charging facility is approximately 9,134 sq. ft. To be thorough in the designs and renovations complete assessments will be performed. These assessments also will help to fulfill the FTA requirements for assessments for our State of Good Repair as newly acquired assets.

**DISCUSSION:**

The North and South Facilities design and assessments are being performed simultaneously as a cost savings and to maintain a tight schedule for construction to make the properties available to staff as soon as possible.

Construction for the renovations, cleaning and signage will be additional and separate procurements for the sites.

**ALTERNATIVES:**

The Board could choose not to issue this task order as recommended. However, this would cause delays for staff to use the facilities as intended without these modifications and assessments.

**FISCAL IMPACT:**

The projects are funded by local funds.

**DBE/XBE DECLARATION:**

North Charging Facility: Brenner Design (WBE/DBE) Interiors 14%, Loftus Engineering (WBE) MEP 34% and Davis & Associates (MBE/DBE) 5%.

South Charging Facility: Loftus Engineering (WBE) MEP 57% and Davis & Associates (MBE/DBE) 10%.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee and Service Committee on April 15, 2021.