



Date of Memo: August 08, 2024  
Current Meeting: August 15, 2024  
Board Meeting: August 21, 2024

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President and CEO Jennifer Pyrz  
**FROM:** Senior Director – Capital Facilities Modernization & Asset Management, Andrea Hermer  
**SUBJECT:** Consideration & approval East Campus – Fleet Operations & Storage Facility Project, A&E task order for site engineering and preliminary design services

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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 President and CEO Jennifer Pyrz to execute a new task order with CDM Smith under Contract [RFQ-22-06-453] in an amount not to exceed \$417,723. The task order is for performance of site engineering and preliminary design services including survey, geotechnical, environmental, and utility coordination, for the East Campus – Fleet Operations & Storage Facility Project.

**BACKGROUND:**

CDM Smith, under prior public procurements, was engaged to provide master planning, engineering, and design services for the Project. At this juncture, the Project has advanced through the NEPA, environmental, and master planning processes and is ready to proceed with site engineering and preliminary design services.

**DISCUSSION:**

IPTC’s contract with CDM Smith allocates services by project phases and tasks to be performed under future task orders. Having advanced through master planning, it is time to enter and fund the next phase of CDM Smith’s project services through site engineering and preliminary design. The performance time for these services is scheduled for four months.

**ALTERNATIVES:**

These services are necessary for the Project and will inform the site and building design. The Board could choose not to proceed with the task order. However, that decision would delay advancement of the Project impacting project efficiencies, schedule, and potentially costs.

**FISCAL IMPACT:**

These project services are locally funded and budgeted.

**DBE/XBE DECLARATION:**

CDM Smith's commitment to XBE participation for this task order is:

- Resolution Group Inc. (WBE), survey and subsurface utility locations (7.69%)
- CTL Engineering (MBE), geotechnical and environmental services (23.23%)
- Guidon (VOSB), mechanical and electrical design (5.97%)

This task order will increase CDM Smith's total XBE participation under its contract to 33.18%.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action item will be reviewed by the Finance Committee and Service Committee on August 15, 2024.