



Date: March 04, 2024  
Current Meeting: March 21, 2024  
Board Meeting: March 28, 2024

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation Board of Directors  
**THROUGH:** Interim President/CEO Jennifer Pyrz  
**FROM:** Manager of Special Projects and Regional Mobility Integration Ryan Wilhite  
**SUBJECT:** Consideration and Approval of RFP 20-05-358 On-Call Planning Services, COA Task Order 5 (Phase IV) Task Order

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**ACTION ITEM A – 2**

**RECOMMENDATION:**

In a manner consistent with Indianapolis Public Transportation Corporation (IPTC) contract award standards, it is requested that the Board authorize the Interim President/CEO to execute a task order agreement with Nelson\Nygaard in an amount not to exceed \$200,000 for Phase IV of the current Comprehensive Operational Analysis (COA).

**BACKGROUND:**

It is customary for a transit agency to perform a COA, which is a detailed evaluation the effectiveness and efficiency of each route that comprises its fixed-route network every five years. Completed in 2016, IPTC’s last COA produced a brand-new future service plan, *IndyGo Forward*, that redesigned the entire bus network. At that time, it was anticipated that IPTC would be able to fully implement the network redesign by the end of 2022, prior to needing to conduct another COA. In June 2020, the agency held on making any more improvements to the local route network in part so that it could respond to the pandemic that continued to unfold, but also in anticipation of needing to conduct another COA.

The IPTC, in coordination with the Indianapolis Metropolitan Planning Organization (IMPO), sought planning services to assist with the task of packaging and sequencing the remaining local route improvements into multiple phases that can be implemented over time, as funding and other factors allow. On May 26, 2020, IPTC released RFP 20-05-348, On-Call Planning Services. Through a competitive scoring process, Nelson\Nygaard Consulting Associates, Inc. was selected as providing the best value for this service. At its regularly scheduled meeting on August 20, 2020, the IPTC Board authorized the President/CEO to enter into contract negotiations with Nelson\Nygaard.

An on-call services contract agreement between IPTC and Nelson\Nygaard was executed on September 21, 2020. In December 2020, IPTC executed a task order in the amount of \$69,987 for Phase I of the current COA. Additional task orders were negotiated and approved in 2021. In May 2021, IPTC executed a task order in the amount of \$249,954 for Phase II of the current COA. Also under this master contract is a separate effort to assess the potential to add mobility on demand, or microtransit services, as a service delivery option that would be in addition to fixed-route service. A task order for this project in the amount of \$74,159 was executed in August 2020. Total contract awards for FY2020 and FY2021 were \$144,146 and \$249,954, respectively. Task Order 3 in the amount of \$244,833 was executed in June 2022 and included support for scheduling, updating maps, and other requested analysis. Currently, we are working with Task Order 4 for Phase III.

This task order, if approved, will support both the implementation and maintenance of IPTC's network redesign and related activities, such as the need to revise and maintain Board adopted service standards.

**DISCUSSION:**

Nelson\Nygaard's core practice is mass transit and they have extensive experience working with public agencies and municipalities, elected officials, and community stakeholders to envision, develop, and improve transit systems that support community needs. They have worked diligently over the life of the contract (over three years) to help the agency identify and define ways to help IPTC staff match the transportation needs of the community with right-sized mobility solutions. Their overall approach to this type of work has complemented the knowledge and capabilities of IPTC staff very well.

The identified tasks within the Task Order include continued support for the 2027 Transit Network, the scheduling support, implementation support for the 2027 Transit Network (as needed) and an equity evaluation of the existing IPTC Service Standards. The Service Standards outline the definitions of different serves provided by IPTC. The metrics include productivity (passengers per hour), vehicle speed, and capacity, among others. The Service Standards is a required federally-required document.

**ALTERNATIVES:**

The IPTC Board can choose not to approve this task order; however, IPTC does not have the staff capacity to move from the evaluation/planning phase to the plan implementation and maintenance phase on our own. Not only would IPTC lose the momentum that has been built up over the past three years, but we would also lose the added capacity and technical expertise offered by this carefully selected consulting team. The added capacity and technical expertise are critical to staff's ability to produce materials, brainstorm solutions, monitor dependencies between the local route improvements and capital investment projects, and conduct more in-depth planning scenarios in a timely manner, all while remaining in compliance with our Title VI Program.

**FISCAL IMPACT:**

Funding for individual task orders under an on-call contract are determined on a case-by-case basis, depending on funding and subcontracting opportunities. The total cost of this procurement is up to \$200,000. The funding for this project is budgeted (100%) as a FY2024 operating expense and will be paid for with local revenue dollars. Under the master contract, the total annual spend of up to \$200,000 is estimated based upon the blended rates proposed for the duration of the contract (five years), which includes two option years.

**DBE/XBE DECLARATION:**

Funded locally, these services require XBE participation. The on-call nature of these services means that an XBE goal is established at the task order level. At the time of contract execution, Nelson/Nygaard had established a team of certified subcontractors that consist of RLS & Associates (DBE), and LVR International (MBE/WBE - IDOA). For this task order, N\N is anticipating using the services of RLS & Associates for an approximate percentage of 5.07%.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Service Committee on March 21, 2024 and will be recommended to the Consent Agenda.