



Date of Memo: November 29, 2022  
Current Meeting: December 08, 2022  
Board Meeting: December 15, 2022

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Project Manager Matt Duffy  
**SUBJECT:** Consideration and approval to enter into contract negotiations with Butler, Fairman, & Seufert, Inc. for construction engineering and inspection services

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**ACTION ITEM A – 11**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement and contract award standards, it is requested that the Board authorize IPTC’s President/CEO to approve entering into contract negotiations with Butler, Fairman & Seufert, Inc. to perform construction engineering and inspection services for Super Stops 2.0 and the Red Line Traffic Modification Project.

**BACKGROUND:**

The purpose of this contract is to perform construction engineering and inspection services for Super Stops 2.0 and the Red Line Traffic Modification Project. The Super Stops 2.0 project includes six Super Stops near downtown along with pavement rehabilitation near the Super Stops. The Red Line Traffic Modification Project includes upgrading pedestrian push buttons to have audible announcements and installing warning signage along Capitol Avenue.

RFQ 22-10-467 was released in October 2022 for construction engineering and inspection services for these two projects. An evaluation committee reviewed the two proposals that were received and has determined that the Butler, Fairman & Seufert, Inc. team is the most qualified to complete the work.

**DISCUSSION:**

Construction engineering services include full-time inspection services, coordination with contractors and sub-contractors, ensuring work is completed according to contract documents, documenting changes within change management, and maintaining daily field reports among other items. Services will also include quality control and material testing. It is anticipated that these services will be completed by Q3 2024.

In the event that IPTC cannot come to an agreement with Butler, Fairman & Seufert, Inc. during contract negotiations, the RFQ will have to be released again. The only other proposer, Infra Critical Facilities Engineering and Consulting, LLC., was deemed unqualified to complete the work.

**ALTERNATIVES:**

The Board could choose not to authorize the President/CEO to enter into contract negotiations with Butler, Fairman & Seufert, Inc. however, construction of these two projects would not be able to progress without construction engineering services.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action item. A task order for a not to exceed amount will be brought to the Board for approval at the January Board meeting, assuming contract and task order negotiations are successful. The two projects for which services will be provided are budgeted in 2023 through grant funds and the Capital Budget.

**DBE/XBE DECLARATION:**

The selected proposer has indicated their commitment to partner with DBE firms for the Super Stops 2.0 project, and M/W/V/DOBE firms for the Red Line Traffic Modification Project with their initial proposal and commitment letters. Their team consists of Infrastructure Engineering, Inc. (DBE/MBE), Resolution Group (DBE/WBE), and CTL Engineering, Inc. (MBE). Contract amounts and percentages of work will be determined when tasks are assigned, and fee proposals are reviewed.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on December 08, 2022.