



Date of Memo: November 06, 2024  
Current Meeting: November 14, 2024  
Board Meeting: November 21, 2024

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President and CEO Jennifer Pyrz  
**FROM:** Project Manager Rachel Wilson  
**SUBJECT:** Consideration and approval of Construction Engineering Services for Near Eastside Bus Stop Improvements Phase 2

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**ACTION ITEM A –7**

**RECOMMENDATION:**

It is recommended that the Board of Directors authorize the President and Chief Executive Officer to execute a task order with Burgess & Niple for construction engineering and inspection services on the Near Eastside Bus Stop Improvements Phase 2 project in an amount not to exceed \$109,183.

**BACKGROUND:**

This request accompanies another November IPTC board action item for a construction contract (IFB 24-09-527). Construction is anticipated to begin in early 2025 and be completed in Fall 2025. A map of the project area is included as *Figure 1: Project Area* on the following page. Bus stop improvement locations included in this project are shown as orange dots on the map.

**DISCUSSION:**

An on-call master services agreement for construction engineering and inspection services was established in 2023 with Burgess & Niple pursuant to RFQ 23-03-474. Burgess & Niple will provide full-time inspection services and coordination with contractors and subcontractors. They will ensure work is completed according to contract documents by documenting changes within IPTC’s change management process, maintaining daily field reports, and tracking quality control and material testing.

**ALTERNATIVES:**

IPTC has two available on-call firms for professional construction engineering and inspection services. Burgess & Niple was selected based on past performance and available capacity.

**FISCAL IMPACT:**

The funding for these services is included in the FY2024 capital budget appropriation and will be paid for using local funding.

**DBE/XBE DECLARATION:**

Burgess & Niple’s proposal includes 28% XBE commitment with participation from:

- JQOL (MBE) at 16%
- LADS Consulting (WBE) 7%

- Northpointe Engineering (VBE) 4%
- Project Photo Docs (DOBE) at 1%

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee and Service Committee on November 14, 2024.