



Date: June 07, 2022  
Current Meeting: June 16, 2022  
Board Meeting: June 23, 2022

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz  
**SUBJECT:** Consideration and approval of East Campus B Building construction contract change order for 3D Professional Contracting, Inc.

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**ACTION ITEM A – 5**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement and contract award standards, it is requested that the Board authorize President/CEO Inez Evans to execute a change order to the contract with 3D Professional Contracting, Inc. for construction of the East Campus B Building Renovation project for an amount not to exceed \$200,000

**BACKGROUND:**

IPTC advertised IFB 21-09-420 in October 2021 for construction of East Campus' B Building renovations. Through that procurement, 3D Professional Contracting, Inc. was selected to serve as the general contractor for the work. The project includes renovations of existing facilities to accommodate IPTC staff offices, a new training center, and public meeting space for board meetings.

**DISCUSSION:**

The project's original scope of work included a partial update of existing doors and hardware. However, after further safety and security review, it was determined that the facility will require updates to all existing doors and hardware. This change in scope will ensure IPTC's new facility functions as a safe work environment for employees and visitors and allows the facility to be better managed and secured through updated hardware, card readers, and specialized doors. This change order covers labor and a portion of the materials needed to update the doors. Procurement of the actual card reader equipment will be covered under a separate procurement.

**ALTERNATIVES:**

The Board could choose not to approve this change order; however, this could delay staff relocation until other solutions could be developed and reviewed.

**FISCAL IMPACT:**

Funding for this procurement is IPTC local funds.

**DBE/XBE DECLARATION:**

The project is not federally funded so no DBE goal is set. This change order does not have DBE or XBE participation because it is a specialized equipment purchase and installation.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on June 16, 2022.