



Date of Memo: September 13, 2024
Current Meeting: September 18 & 19, 2024
Board Meeting: September 25, 2024

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President and Chief Executive Officer Jennifer Pyrz
FROM: Manager of Special Projects and Regional Mobility Integration Ryan Wilhite
SUBJECT: Consideration and approval of Extending and Adding Monies to the Section 5307 Consultant

ACTION ITEM A – 4

RECOMMENDATION:

It is recommended that the Board of Directors authorize the President and Chief Executive Officer to approve the extension and additional monies to the Section 5307 Consultant contract.

BACKGROUND:

IPTC supports public transportation in the region in myriad ways; one role is to support Hamilton, Hancock, Hendricks, and Johnson Counties with federal funds from the Federal Transit Administration’s Section 5307 (Urban Formula Funding) and Section 5339 (Bus and Bus Facilities Formula Funding). IPTC assumed this administrative role from the Indiana Department of Transportation (INDOT) as these four county’s public transportation services provided a majority of trips to and from an urban area instead of a rural area.

Since 2021, IPTC staff configured its existing compliance framework and grant reporting to support the additional operating subrecipients. IPTC staff determined that its existing capacity needed augmentation from outside sources and conducted a Request for Proposals (RFP) for Section 5307 support. The successful respondent would be able to assist IPTC staff in every facet of Section 5307 compliance requirements, either through advice or direct task completion. The original contract fell below the IPTC Board of Director’s threshold of \$100,000. RLS and Associates were successful vendors.

DISCUSSION:

The existing contract with RLS and Associates ends in December 2024. IPTC staff also agree that an additional \$50,000 needs to be added to the contract to support services through May 2026. The tasks for 2025 and 2026 include drug and alcohol compliance, public transportation safety plan compliance, and responding to general compliance questions from IPTC staff.

Upon IPTC Board of Directors’ approval, the contract would extend to May 2026 and the total amount allocated would amount to \$149,000.

ALTERNATIVES:

If IPTC Board of Directors did not approve this extension, IPTC staff would be burdened with conducting these compliance tasks themselves. The IPTC staff is under resourced to conduct these compliance tasks on their own, potentially exposing IPTC’s program.

FISCAL IMPACT:

An additional \$50,000 was budgeted in the FY2024 budget.

DBE/XBE DECLARATION:

At the time of award, IPTC noted that RLS was not able to identify tasks for XBE participation.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on September 18, 2024 and Service Committee on September 19, 2024.