

RFP 21-05-405
MICROTRANSIT PILOT

RFP 21-05-405
Microtransit Pilot

May 24th, 2021

INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION
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INDIANAPOLIS IN 46222
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General Guidelines:

This document is intended to assist prospective proposers in successfully making a proposal for the work contemplated herein. Proposers are strongly encouraged to read the entire document very carefully.

- ∞ All attachments must be filled out completely. Federal and state regulations mandate that all attachments be submitted.
- ∞ If an attachment does not apply to your business or proposal, mark the form “Not Applicable”. Sign and date such attachments.
- ∞ Indianapolis Public Transportation Corporation (IPTC), dba IndyGo demonstrates a continued commitment to the success of minority, women, veteran and disability-owned (MBE, WBE, VBE, DOBE) businesses in Indianapolis by promoting contracting opportunities for vendors certified by the City of Indianapolis Office of Minority and Women Business Development (OMWBD) and MBE and WBE businesses certified with the Indiana Department of Administration’s Division of Supplier Diversity within public transit. The program is designed to ensure an equal opportunity for MBE, WBE, and VBE vendors to receive and participate in contracts that are presented through competitive solicitations and are without a Federal Disadvantaged Business Enterprise (DBE) participation requirement.
- ∞ If there is any evidence or indication that two or more bidders are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the submission of all such bidders shall be rejected, and such evidence may be a cause for disqualification of the participants in any future solicitation undertaken by IPTC.
- ∞ IPTC reserves the right to waive any irregularities and/or reject any and all responses to this solicitation.
- ∞ IPTC is under no obligation to award a contract to any firm responding to this solicitation and reserves the right to withdraw any award notification made before entering into a contract.

When in doubt contact IPTC’s Procurement Department at Procurement@IndyGo.net

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PROCUREMENT SCHEDULE

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Solicitation Release	May 24 th , 2021
Written Questions Due	June 1 st , 2021 10:00am EST
Answers to Written Questions Posted	June 4 th , 2021
RFP Due Date	June 14 th , 2021 10:00am EST
Interviews of Select Vendors (If Needed)	June 25 th , 2021 TBA Virtual Only via Teams Link
IPTC Board Meeting	July 26 th , 2021 May be Virtual Only via Facebook Live

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SECTION 1
INTRODUCTION & STATEMENT OF WORK

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Section 1.1 History and Overview:

The Indianapolis Public Transportation Corporation (IPTC) is a Municipal Corporation as defined by the Urban Mass Transportation Act of 1965, adopted in 1965 by the Indiana General Assembly. In 1973, the company was chartered by the city ordinance to provide public transportation for the City of Indianapolis, Marion County, the Town of Speedway and the City of Beech Grove. IPTC is led by a 7-member Board of Directors. Funding is derived from multiple sources including Federal Assistance (FTA), State Funds (Public Mass Transit Funds, state sales tax), Local Funds (Marion County Property Tax) and Passenger Fare Revenue. The majority of IPTC employees are members of the Amalgamated Transit Union (ATU). IPTC has approximately 850 employees and its annual operating budget is approximately \$111 million. IPTC functions on an operational basis under the Rules and Regulations of the United States Department of Transportation (USDOT) through the Federal Transit Administration (FTA), applicable Indiana statutes and the ordinances and regulations established by the Indianapolis, Marion County City Council as well as its Board of Directors.

Section 1.2 Project Overview:

The Indianapolis Public Transportation Corporation (IndyGo) requests proposals from qualified service providers to complete final design and operate a microtransit service pilot serving neighborhoods and municipalities southeast of Downtown Indianapolis. The overarching goal of this pilot is to identify how microtransit could be integrated into IndyGo's suite of mobility services to improve the mobility of Marion County residents, including as a potential alternative to fixed-route bus services in areas with lower demand for transit.

IndyGo is seeking a vendor, or multidisciplinary team, that is able to perform the majority of tasks required to operate a microtransit service with only the targeted involvement of agency staff or resources. Bidders are highly encouraged to provide feedback on the scope of services, in line with developing a cost effective, productive pilot that meets IndyGo's goals and objectives.

Section 1.3 History of Service

No recent history of this service.

Section 1.4 Term of Engagement:

IndyGo has allocated appropriate funds to complete final design, launch, and operate the microtransit pilot. The agency intends for the initial microtransit pilot to operate for a period of six months with an anticipated pilot start date between July and September 2021.

Section 1.5 Scope of Services:

1.0 General Overview

Project Goals

IndyGo exists to connect our community to economic and cultural opportunities through safe, reliable, and accessible mobility experiences. As Indianapolis' public transit agency, IndyGo is exploring the benefits and advantages of diversifying how transportation services are delivered to our community. IndyGo staff have identified four goals for the microtransit pilot:

1. Maximize IndyGo's fixed-route service

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2. Identify partnership opportunities for alternative mobility solutions that can be sustained over the long term
3. Improve the IndyGo customer/user experience by simplifying people's mobility experiences
4. Identify additional ways in which IndyGo can be a part of enhancing Central Indiana's Mobility-on-Demand ecosystem

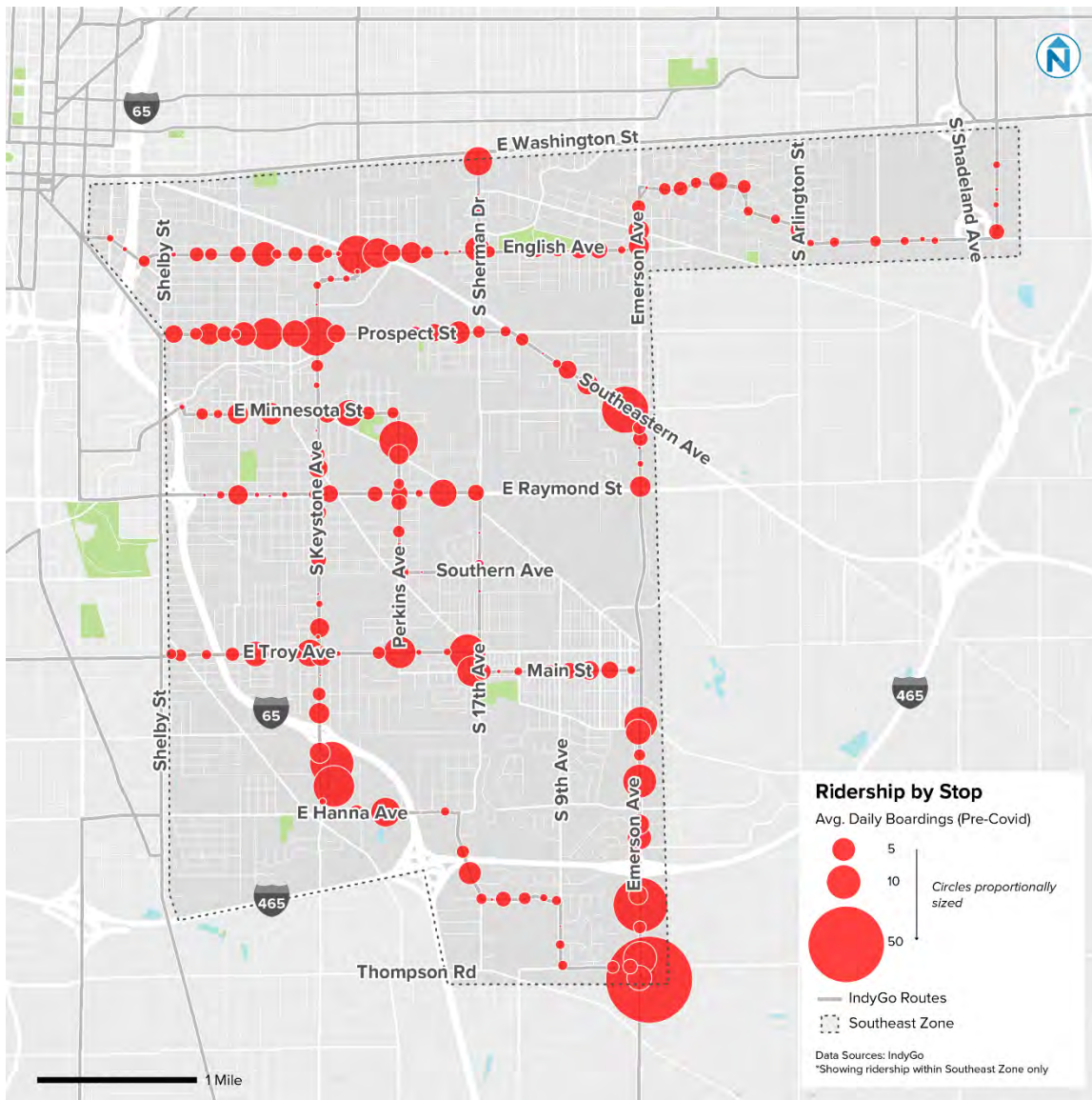
General Project Description

IndyGo is the largest public transportation provider in the state of Indiana, with a service area of more than 360 square miles. IndyGo operates 31 fixed-route bus services and an ADA paratransit service in Indianapolis and throughout Marion County. The agency provides nearly 10 million passenger trips each year.

In early 2021, IndyGo conducted a market analysis that identified neighborhoods with the greatest potential for microtransit services. The study team developed an index to prioritize neighborhoods with the greatest potential for microtransit services. This index was then refined to identify neighborhoods where microtransit could potentially effectively serve as a replacement for some or all existing fixed-route bus services. Based on the market analysis results, IndyGo intends to initiate a microtransit pilot serving neighborhoods southeast of Downtown Indianapolis.

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Figure 1 | Existing Fixed-Route Services and Fall 2019 Average Daily Boardings in Microtransit Pilot Zone



IndyGo currently operates six routes in the southeast area: Route 12 Minnesota, Route 13 Raymond Street, Route 14 Prospect, Route 16 Beech Grove, Route 26 Keystone Crosstown, and Route 55 English. Each of these routes operate approximately once per hour, with service typically running from 6am to 10pm on weekdays and slightly reduced service hours and frequencies on Saturdays and Sundays. Routes 14 and 16 currently offer 30 minute peak AM and peak PM service, which then drops to 60 minute frequency during non-peak hours. Except for Route 26 Keystone Crosstown, all routes serving the southeast area originate at the Jubal Mason Transit Center in Downtown Indianapolis.

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Figure 1 shows the route alignments and average daily boardings on weekdays in Fall 2019 in the proposed microtransit pilot zone.

A combination of demographic and socioeconomic factors has likely contributed to bus routes in this area having a lower ridership and service productivity than fixed-route services in Marion County overall. While residents within the proposed microtransit zone have a similar demographic profile as Marion County residents overall, residents in this area are more likely to be white, have higher incomes, and own a car than the highest ridership and most productive areas within the IndyGo service area. Additionally, major ridership generators in the southeast are dispersed and the roadway network is disconnected by active railroad tracks and several waterways. Figure 2 shows daily operating statistics for all routes serving the southeast area for weekdays in Fall 2019.

Figure 2 | Fall 2019 Statistics for Routes Serving Microtransit Pilot Zone

Statistic	Fall 2019 Average Weekday
Revenue Vehicle Hours	147.5
Average Boardings	1,844
Passengers per Revenue Vehicle Hour	12.5
Daily Operating Cost	\$20,374.00

Notes: All figures are approximate and are for the entirety of routes serving the pilot zone, not just the segments of each route within the zone.

During the pilot phase, IndyGo intends to maintain fixed-route services within the southeast zone (though the agency may alter these services as part of regularly scheduled service changes). As part of the pilot process, IndyGo will evaluate whether the microtransit service has the potential to replace some or all fixed-route service within the zone. IndyGo will continue to operate complementary ADA paratransit service (branded as Open Door) throughout the pilot period, which is available to eligible residents for trips throughout Marion County.

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IndyGo anticipates that both fixed-route and Open Door customers will leverage the microtransit pilot as a replacement and/or complement to existing mobility options.

Projected Demand

IndyGo conducted a microtransit projection (Figure 3) to help inform agency staff as they developed this scope of services. This projection assumes the service parameters described in Section 2.0, were based in part on Fall 2019 fixed-route transit ridership patterns and assumes some reduction in fixed-route service coverage. As ridership has declined during the COVID-19 pandemic and the agency expects to retain most or all fixed-route service during the pilot period, IndyGo anticipates that microtransit ridership during the 6-month pilot period will likely be towards the low end of this projected range.

Figure 3 | Microtransit Projection Results

Scenario	Demand	Average Utilization
	Trips per Weekday	Passenger/Hour
Low	250	2.5-3.5
Medium	300	2.8-3.8
High	375	3.1-4.1

Project Budget

IndyGo has allocated appropriate funds for this project. The agency anticipates that a portion of these funds will be designated for agency staff time to administer the pilot, as well to complete any services required for pilot operations that are not included by the vendor in the scope of services. IndyGo encourages vendors to submit a proposal that includes the full suite of services needed to launch, operate, and market a microtransit service. Additionally, the agency encourages vendors to identify any functions that could substantially reduce the cost of contracted services if performed or provided by IndyGo directly.

Contract Schedule

The period of performance will be six months from the microtransit service pilot start date, with an anticipated pilot start date between July and September 2021. IndyGo understands that the selected vendor will require time to mobilize once the contract is awarded. IndyGo may incrementally extend the period of performance up to twenty-four (24) months. The agency may make changes to underlying fixed-route service within the zone, and work with the selected vendor to modify the initial service design of the microtransit pilot, during both the pilot period and any subsequent extensions.

2.0 Scope of Work

Customer service is an essential part of all IndyGo mobility options. Providing a service like microtransit requires the skills, attitudes, aptitudes, and sensitivities necessary as both IndyGo and its customers work to understand the benefits and challenges of a new mobility option. IndyGo strives to develop, maintain, and sustain successful

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partnerships with our contractors. The scope of work is to complete final design, launch, and operate a microtransit service pilot in southeast Marion County. IndyGo has developed a draft service design for the microtransit pilot. Vendors are encouraged to provide comments, feedback, and recommendations for changes or improvements to the draft service design to better meet IndyGo's goals and objectives. **All service design parameters described below are subject to change based upon IndyGo and vendor recommendations during final pilot design, implementation, and subsequent pilot adjustments and refinements.**

Use Cases

The microtransit service will operate within an approximately 18 square mile zone within southeast Marion County, as identified in

Figure 1. The service should be designed to meet trip purposes of existing IndyGo customers, as well as potential new customers, traveling to, from, and within the proposed zone. While IndyGo intends the pilot to help the agency evaluate whether microtransit can serve as a replacement or complement to fixed-route services, the agency will continue to operate fixed-route service within the zone during the pilot period.

The draft service design assumes that customers will be able use microtransit to (1) complete trips within the zone, (2) connect to local bus services that stop within the zone, (3) and begin or end their trip at select Red Line and future Blue Line BRT stations just beyond the zone boundary. IndyGo has not yet determined whether the microtransit service should operate using a curb-to-curb, or key locations model.

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Hours of Operation

- The microtransit pilot should operate with similar hours and days of service as fixed-route transit without the pilot service area (approximately 6 am to 9 pm, seven days a week with reduced service on recognized IndyGo holidays)
- The vendor should have the ability to expand or reduce operating hours and days of operations

Personnel

- Provide all necessary personnel such as drivers, mechanics, road supervisors, administrative, customer service, and others to successfully operate the service
 - Contractor to provide qualified drivers that are legally trained for safe vehicle operations and have good driving records
 - Contractor to provide qualified drivers with good customer service skills
 - Contractor to conduct appropriate background checks, drug, and alcohol testing, etc. on all hired personnel
 - Contractor to provide all technical training and support
 - Contractor to Contractor to provide qualified drivers that are knowledgeable of the ADA rules and regulations as it is possible that this microtransit project could service riders with disabilities.

Vehicles

- Vendor supplied vehicles to meet ridership demand and service parameters, with the exact number of vehicles required to be determined by the vendor
- Additional vehicles as required to meet increased service demand or expansion
- Ability to deploy Wheelchair Accessible Vehicles (WAV) as requested by any customer within the zone
- Vehicles to remain in a good state of repair and all maintenance to be managed by the vendor

Ride Booking

- A consumer-facing smartphone application for a fully automated scheduling, dispatching and reserving demand responsive transit service
- An alternative option that enables customers to book a trip without a smartphone or on behalf of another customer (including by caretakers for select customers with disabilities, as determined by IndyGo)
- An intake system which is capable of intelligently pooling customer pick-ups and drop-offs
- Ability to transport minors traveling with or without an adult as per IndyGo policies
- Ability to integrate with existing IndyGo and applications, including the forthcoming Mobility Solutions Care Center (integration is not required during the pilot period)

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Minimum Trip Characteristics

The minimum trip performance measures below assume a corner-to-corner operating model. As described in Section 4.0, the cost proposal should include separated costs for providing service using a, a curb-to-curb model, and a key locations model. Please also include a separate cost option for reducing the average waiting time from 12 minutes to 6 minutes (or less) and reducing Maximum wait time of 20 minutes to 10 minutes.

- Pooled rides of 1 to 6 (or more) passengers
- Maximum wait time for pick up: 20 minutes
- Average wait time for pick up: 12 minutes or less
- Percent of ride requests completed: 80% or higher
- Average walk distance to a stop: 0.10 miles
- Maximum walk distance to a stop: 0.25 miles
- Maximum total trip time for boarding to alighting: No more than twice the typical direct driving time when using a personal vehicle
- Equivalent service standards for WAV requests

Routing

- A dynamic routing algorithm able to combine trips that generates pick-up and drop-off locations, as well as vehicle routing
- Ability to provide corner-to-corner service for customers for operational efficiencies (requiring customer to walk certain distances is acceptable)
- Ability to provide curb-to-curb service from the nearest accessible building entrance for select customers with mobility difficulties (to be determined by IndyGo)
- Ability to limit trip pick up and drop off points to locations within the zone and select fixed-route transit connection points beyond the zone
- Ability to restrict certain pick and drop off point combinations (specifically trips between fixed-route transit connection points just beyond the zone)
- Ability to add passengers to a route in progress
- Maximum time added based on reroute to pick-up passengers: Customer experience is not more than 5 minutes late from the quoted time

Passenger Pick Up and Drop Off

- Safety for all users (including bicyclists and pedestrians) should be prioritized in all passenger pick-up and drop-off locations. Vendors should not pick-up or drop-off passengers in bike lanes or other areas that effect the safety of bicyclists or pedestrians, as well as at/on BRT station platforms or within a dedicated bus lane.
- Customers to see pick-up and drop-off location and trip routing via smartphone app
- If necessary, customers to communicate directly with driver to coordinate pick-up

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- Maximum driver wait time for passenger pick up: 3 minutes

Fare Collection and Payment

- Vendor is responsible for all fare collection during the pilot period
- Fare structure should accommodate customer-specific discounts (i.e. reduced fares for Open Door customers, veterans, seniors, youth, etc.)
- Fare structure should accommodate multi-ride passes and transfer discounts utilized by customers for fixed-route services (transfers could be accommodated through a voucher system or alternative method proposed by the vendor)
- Payment to be verified/validated via smartphone or a physical ticket
- Ability to accept unbaked customers without access to debit or credit cards
- Ability to offer on-vehicle cash fare collection is preferred; however, IndyGo is open to off-vehicle fare collection strategies for customers paying with cash
- Ability to integrate fare payment with future MyKey account-based fare system (integration is not required during the pilot period)

Customer Service

- To be provided by vendor
- Ability to complete a “warm handoff” between IndyGo customer service representatives (including Open Door reservation agents) and vendor customer service staff (including staff providing alternative trip booking options)
- Lost and found policy/service

Vendor Administrative Offices and Vehicle Storage Facilities

- A physical location of a local operations office
- Storage, maintenance, fueling, vehicle staging, and other facilities necessary to operate the service
- IndyGo may be able to provide the vendor access to agency facilities to provide some of these functions. Please include the cost of procuring access to non-agency facilities as separate line items in the cost proposal.

Incidentals

- All incidentals such as insurance, fuel, repair, and maintenance necessary for successfully, legally, and safely operating the service

Regulatory Compliance

- Compliance with Title VI and ADA regulations.
- The Americans with Disabilities Act of 1990 (Pub. L. 101-336) (“the ADA”) and the regulations issued pursuant thereto (collectively “ADA laws”). The ADA laws require, among other things, that IndyGo

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provide Paratransit service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use IndyGo's fixed route system. Open Door passengers rely on the service for transportation to medical care, employment, and quality of life activities.

- Rules and Regulations of the United States Department of Transportation (USDOT) through the Federal Transit Administration (FTA), applicable Indiana Codes and the Ordinances, and regulations established by the Indianapolis, Marion County City Council as well as its Board of Directors.
- Contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any documentation necessary to establish its compliance with 49 CFR part 655, 49 CFR Part 40, and 49 CFR Part 29 and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of the State of Ohio or IPTC, to inspect the facilities and records associated with implementation of the drug and alcohol testing program as required under 49 CFR Part 655, 49 CFR Part 40, and 49 CFR Part 29 and review the testing process.
- Any other required items for legally and safely operating a transportation service in Indiana.
- Any other required items for legally and safely operating a transportation service in accordance with federal regulations such as background checks, training and drug and alcohol testing.

Plans

- Vendor's standard operating procedures, safety, training, emergency, and evaluation plans (to be reviewed and confirmed by IndyGo staff). Plans to be submitted with RFP responses if available.
- A service implementation plan

Marketing

- IndyGo has developed a conceptual communications plan for the microtransit pilot
- The vendor is expected to expand this communications plan based on best practices and past experiences, and then execute upon this plan before and during the pilot period
- IndyGo staff and resources may be available to support the development and execution of a communications strategy in a limited capacity
- The microtransit service branding should be consistent with broader IndyGo service branding

IndyGo Provisions

The following is a summary of what IndyGo may offer at no cost to support the launch and operations of the microtransit pilot program. **IndyGo assumes that the selected vendor would handle all other aspects of the program, including elements described above.** However, IndyGo encourages vendors to identify any functions that could substantially reduce the cost of contracted services if performed or provided by IndyGo.

- To help manage and scale the pilot:
 - Strategic program oversight
 - Pilot program budget

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- To help promote the pilot:
 - Public sector engagement with local governments and non-profits
 - Private sector engagement with business partners, large employers, etc.
 - Limited support for implementing the vendor’s communications and marketing plan, with activities to be determined by IndyGo
- To help plan and operate the pilot:
 - Guidance on regulatory compliance
 - Conceptual communications plan

3.0 Evaluation, Metrics, and Data

IndyGo plans to evaluate the microtransit pilot iteratively during the six-month pilot period, complete a full evaluation near the conclusion of the six-month pilot period, and continue evaluation during any subsequent extension of the pilot period microtransit. This incremental process is designed to enable IndyGo and the vendor to adjust the service to best meet agency goals and objectives. Metrics should be collected regularly and provided to IndyGo in a (at minimum) monthly report. IndyGo anticipates presenting these evaluations to the IndyGo Board of Directors at their regularly scheduled board meetings. The agency reserves the right to bring on a third-party to assist with pilot evaluation at any time.

Based on the findings from the evaluation process, IndyGo may choose to extend the pilot or transition to a permanent service offering. This extension or transition may occur through an amendment to this contract or through a new RFP process.

Metrics

IndyGo has identified the following metrics to evaluate whether the microtransit pilot is meeting agency goals and objectives. The vendor should include the data required to evaluate these metrics as part of their regular reporting to IndyGo. In addition to the metrics detailed below, please provide documentation related to any additional reporting metrics that IndyGo could receive from the vendor as part of this scope of services.

Service Productivity and Business Performance Metrics

- Average boardings per day (Goal: 300 boardings per day by end of 6-month pilot period)
- Average boardings per vehicle hour (Goal: 3.5 boardings per revenue vehicle hour by end of 6-month pilot period)
- Percent of shared rides (Goal: 25% or higher)
- Cost per trip
- Cost per vehicle-hour
- Number of unique and repeat users per month
- Number of WAV boardings per month (including unique and repeat users per month if available)
- Number of cancelations, no-shows, and missed trips

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- Trips by fare type and payment method
- Trips by origin/destination pair type (e.g. trips within the zone, trips to/from fixed-route transit connection)
- Trips by booking medium (e.g. smartphone, alternative option)
- Standard data needed for National Transit Database reporting
- Business metrics relevant to IndyGo contracted services, such as miles between accidents, miles between breakdowns, customer service calls, customer complaints, etc.
- Documentation needed to XBE compliance

Service Performance Metrics

- Average wait time as measured from the ride request to pick-up (Goal: 15 minutes or less after first month of service)
- On-time performance as measured from the quoted pick-up time to the actual pick-up time (Goal: 5 minutes or less)
- Percent of completed ride requests (Goal: 80% or higher)
- Average trip duration, distance, and speed
- All service performance metrics above isolated for WAV boardings

Data

IndyGo desires full access and ultimate ownership of all data associated with the pilot to shape strategic planning efforts. The exact data requirements will be determined prior to project launch and may be updated during the pilot period. The vendor shall work with IndyGo to provide data via a report, dashboard, and/or API. Data shall be made publicly available in a manner that protects user privacy. Vendor shall notify IndyGo and customers of any data breach, privacy violations, and/or other incidents within thirty (30) days of event.

4.0 Cost Proposal

To inform development of the final microtransit service design, IndyGo requests that submitted cost proposals:

- Include separated costs for providing service using a curb-to-curb model, and a key locations model (i.e. providing trips only between a subset of high demand and/or need locations)
- Include a separate cost option for reducing the average waiting time from 12 minutes to 6 minutes (or less) and reducing Maximum wait time of 20 minutes to 10 minutes.
- Identify any functions that could substantially reduce the cost of contracted services if performed or provided by IndyGo directly.

Section 1.6 Proposal Requirements

The following items are listed as required. Failure to include them in your submission may cause your proposal to be ruled non-responsive.

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- A. **Detailed Cost/Fee Proposal** – The total cost of this service as outlined on the Bid Offer Cost Form and any supplementary information attached including total costs of this service based on scenarios described in the scope of work and minimum trip characteristics.
- B. **All Certifications contained in this RFP package.**
- C. **Client References** – Three (3) reference letters to include contact information, names, emails, and phone numbers of clients you have contracted with in the past.
- D. **Bio, or resume of proposed Project Team and Firm Qualifications.**
- E. **Statement indicating firm and all assigned key professional staff are properly registered/licensed to practice in the State of Indiana.**

Section 1.7 Qualifications

IndyGo requires that Proposers have personnel or sub consultants to meet all following qualifications:

- Provide a dedicated representative as a primary contact person responsible for IPTC contract
- Contractor to have a dedicated back up representative that is knowledgeable with the IPTC contract
- Able to respond to calls and emails in a timely manner
- Proactively implement solutions to identified problems

Section 1.8 Evaluation Process

This is a Best Value Procurement where IndyGo reserves the right to select the most advantageous offer by evaluating and comparing all factors as listed in evaluation criteria below. IndyGo will appoint an evaluation team consisting of IndyGo employees. Each member of the team will be given a copy of the proposals and the RFP and will evaluate each proposal's technical requirement against the RFP evaluation criteria and project cost. The top-rated vendor/s may be asked to present their proposals in person at a later date. After the presentations, the firms will be evaluated and ranked again.

Phase I

Preliminary Proposal Assessment – Proposals will be checked for compliance with and adherences to all submittal requirements requested in Section 1.6 Proposal Requirements and Section 2.4 Required Responses by the Procurement department. Proposals which are incomplete and/or missing key components necessary to fully evaluate the Proposal will be rejected from further consideration due to non-responsiveness.

IPTC will not contact/inform vendors of missing documentation nor allow vendors to submit documentation after the proposal due date and time.

It is the vendor's sole responsibility to check its bid for completeness before submitting it.

Proposals found to be responsive and responsible will proceed to Phase II.

Phase II

Proposal Evaluation – Proposals found to be responsive and responsible will be forwarded to the Evaluation Committee (EC). The EC will evaluate the extent to which the respondent's proposal meets the project requirements set forth in the RFP. Phase II will include a detailed analysis of the proposals based upon the evaluation criteria as listed below.

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As part of the evaluation process the EC will review the information required by Scope of Work for each proposal. The EC may also review any other information that is available to it, including but not limited to information gained by checking references and by investigating the respondent's financial condition.

IPTC reserves the right to seek clarification of any information that is submitted by any respondent in any portion of its proposal and/or to request additional information at any time during the evaluation process. Any material misrepresentation made by a respondent may void the proposal and eliminate the respondent from further consideration.

Phase III

If needed separate interviews, at IPTC's discretion, will be arranged with the top proposers identified in Phase II Proposal Evaluation. Upon completion of the interview process, the Proposer's will be evaluated again utilizing new information gained, if any (Final Evaluation). The top ranked Proposer will be selected for contract award.

Section 1.9 Solicitation Evaluation Criteria

The following are the complete criteria by which proposals from responsive and responsible proposers will be evaluated and ranked for the purposes of determining any competitive range and to make any selection of a proposal for a potential award. Submission requirements below have been listed in order of relative importance from top (high importance) to bottom (lower importance).

Evaluation Criteria	Technical/Cost
Experience and Qualifications of Firm (includes knowledge of and/or experience with ADA rules and regulations)	Technical
Service Design and Implementation	Technical
Bid Offer Cost Form for total cost of proposed service(s)	Cost
Experience and Qualifications of Professional Staff	Technical
References: Evaluation of reference letters provided (3) from current or previous companies contractor provided service (in similar scope)	Technical

Section 1.10 Evaluation Methodology

Each criterion shall be evaluated as follows:

- Exceeds Expectations - The proposal meets all requirements and goes above and beyond what was requested to address the specific factor.
- Acceptable - The proposal is adequately responsive with no weaknesses or only minor weaknesses to diminish the quality of the offeror's performance. No major weaknesses noted.
- Marginal - Fails to meet evaluation standard, however, any noted weakness is correctable, lacks essential information to support proposal.

*Several marginal ratings may result in an overall rating of unacceptable

- *Unacceptable - The proposal is not adequately responsive or does not address the specific factor. The offerors interpretation of IPTC requirements is superficial, incomplete, vague, not comprehensive, or incorrect and therefore deemed unsatisfactory.

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*A rating of unacceptable indicates that an evaluator feels that mandatory corrective action would be required to prevent significant weaknesses from affecting the overall contract effort. In essence a complete rewrite of the offeror's proposal would be required.

Section 1.11 Bonds, Insurance, and Special Requirements

Firms are required to provide insurance pursuant to the terms and conditions and in the amounts provided within Article VIII in the standard IPTC professional services contract attached herein to this solicitation. Copies of the following certificates of insurance shall be returned with the proposal:

- Worker's Compensation
- General Liability
- Professional Liability

Section 1.12 Federal Participation (If Applicable)

IPTC is a recipient of Federal Funding through the Federal Transit Administration of the United States Department of Transportation.

Section 1.13 Reserved Rights

IPTC reserves the right to withdraw this solicitation at any time in the process prior to contracting upon notification to all vendors in receipt of the solicitation documents by fax, letter, or email to their last known business address. If such action is taken by IPTC, no vendor will have claim for recompense.

Section 1.14 Access to Public Records Act (APRA)

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. As a Respondent it is your responsibility to identify any information that may fall under a statutory exemption to the APRA and clearly mark that information as Confidential. Any information marked Confidential must also identify the APRA exemption that applies (please refer to IC 5-14-3-4 for the primary list of exemptions). If the Respondent does not identify the statutory exemption, the Procurement Department will not consider the submission confidential. In the event the Respondent takes any legal or protective action and directs IPTC not to disclose the Confidential Information, the Respondent shall indemnify IPTC against any losses, including reasonable attorney fees and costs, arising from the non-disclosure of the Confidential Information.

Section 1.15 Diversity Commitment and Equal Opportunity

It is the policy of the Indianapolis Public Transportation Corporation (IPTC) that Business Enterprises certified by the City of Indianapolis Office of Minority and Women's Business Development (OMWBD) as MBE, WBE, VBE, DOBE and The Indiana Department of Administration's Division of Supplier Diversity certified as an MBE, WBE, or VBE shall have the maximum feasible opportunity to participate in the performance of contracts.

Consequently, the Owner has established the following percentage goals for Diversity participation on non-federally funded projects, based on the Contract Price as awarded to the successful Bidder:

MBE: fifteen percent (15%);

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WBE: eight percent (8%);
VBE: three percent (3%);
DOBE: one percent (1%)

For information on IPTC's commitment to diversity and equal opportunity procurement program, please contact IPTC Procurement Department at 317.614.9253.

Section 1.16 Business Enterprises:

This procurement is not subject to the requirements of 49 CFR part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. IndyGo is committed to the participation of MBE, WBE, and VBE certified vendors (XBE) as registered with the City of Indianapolis or Indiana Department of Administration. Bidders are expected to document sufficient XBE participation or, alternatively, document good faith efforts to do so pursuant to the XBE Participation and Good Faith Efforts Documentation Forms provided in this solicitation. The successful bidder will be required to submit monthly reports documenting progress towards meeting its XBE commitment. The report must be an accurate reflection of the actual amount paid to the XBE firm(s).

Section 1.17 Safety Orientation / Requirements

In the event of award, IndyGo requires all contractors who will be on-site to complete a contractor orientation after project kickoff. Each employee must attend and acknowledge material with proper signoff. Additionally, IPTC Risk & Safety will require safety plans and policies to be submitted in writing. Background checks may be required for all contractor(s) who will be on IPTC property.

Section 1.18 OSHA Compliance Requirements

Contractor shall comply with all state and federal safety laws, including those of the Federal Occupational Safety and Health Administration ("OSHA") and its Hazardous Communication Standard. Contractor shall also comply with the Indiana Occupational Safety and Health Administration ("IOSHA") Hazard Communication Standard. Contractor shall have in place, and be conforming to, a written Hazard Communication Program ("HAZCOM") meeting the Federal OSHA Standard 29 CFR 1926.59 or 29 CFR 1910.1200. This program must include provisions for conducting a chemical inventory and developing a list of materials to be used on the Project in the performance of the Work, inspecting and maintaining container labels for use at the Project, providing and maintaining onsite safety data sheets ("SDS") for all materials to be used on the Project, employee training, furnishing of personal protection equipment, and provide for emergency responses, hazards of non-routine tasks, multi-contractor sites, and posting. Contractor must submit a copy of the chemical inventory data and a copy of its safety plan to IPTC's Safety and Security Department before the Work may begin. Contractor shall be responsible to Owner for the payment of any and all penalty fees incurred by Owner as a result of Contractor's violation of the laws set forth herein.

Section 1.19 Procurement Instruction / Contact Information

Electronic Proposals and attachments are due on or before **Friday, September 10, 2021 @ 3:00pm EST**. Responses must be emailed to: smetz@indygo.net. Hardcopy responses will not be accepted. **No late or faxed quotes will be accepted.**

Section 1.20 Indemnification

IPTC shall be indemnified from any acts of the provider resulting in a legal claim for damages and require riders to waive any claim against IPTC resulting from their use of these services. See Exhibit A.

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Exhibit A- IPTC Release and Waiver of Liability

IPTC RELEASE AND WAIVER OF LIABILITY

- A. **RELEASE AND WAIVER OF LIABILITY:** Program Participant, guardian, or legal representative _____, for myself, next of kin, personal representatives and assigns, ("Program Participant") hereby release, waive, discharge, and covenant not to sue ("IPTC"), its employees, officers, officials, authorized agents, its successors and assigns (individually and collectively "IPTC") from all liability, loss, claims, demands, possible causes of action, court cost, attorneys' fees and other expenses arising from lawsuit that may otherwise accrue from any loss, damage or injury (including death) to Program Participant's person or property in any way resulting from, or arising in connection with, or related to paratransit services provided by _____, or any other paratransit agency approved by IPTC to provide paratransit services to qualified riders, ("Program"), whether arising from any cause whatsoever including, without limitation, the failure of anyone to enforce rules and regulations or the negligence of other persons.
- B. **ASSUMPTION OF RISK:** Program Participant, guardian, or legal representative, understands and acknowledges the risk and danger to themselves, both from known risk and unanticipated risk, while participating in the Program and does so willingly, voluntarily and in reliance, not upon any assurances or certifications made by IPTC regarding the Program, but upon Program Participant's own judgment and ability, and thereby assumes all risk of loss, damage or injury (including death) to Program Participant from any cause whatsoever and whether or not attributable to the negligence of IPTC or others.
- C. **INDEMNITY AGREEMENT:** Program Participant hereby agrees to indemnify and hold harmless IPTC from loss, liability damage or cost, including attorneys' fees and costs of litigation, it may incur due to Program Participant's participation in the Program whether caused by negligence of IPTC or otherwise.

By signing, **Program Participant, guardian, or legal representative** acknowledges having read, understood and voluntarily consented to all statements made above.

Open Door Riders Signature: _____
Date: _____

Signature (Other): _____
Date: _____

The individual signing on the line above is signing as:

- Power of Attorney Parent or Guardian Friend

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SECTION 2: VENDOR INSTRUCTIONS

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Section 2.1 Notice to Vendors:

Vendors are furnished the following instructions to clarify conditions for work, development, and presentation of offers, clarification of contents, review of concerns, and other pertinent information from which knowledge of preparing and offering a responsible and responsive offer may be developed.

Section 2.2 Pre-Proposal Meeting:

There will be no pre-proposal meeting held for this opportunity.

Section 2.3 Solicitation Written Questions/Answers:

Please submit questions regarding this solicitation to smetz@indygo.net. Questions may be submitted at any time prior to the date of Tuesday June 1st, 2021 @ 10:00AM EST. An addendum with responses to questions received in writing will be posted on Friday June 4th, 2021 by end of day and will become part of the solicitation. Any questions submitted after the posted addendum may not be answered and therefore may not be included in the solicitation.

Section 2.4 Required Responses:

All Proposals should be submitted electronically to smetz@indygo.net no later than **10:00AM EST, Monday, June 14th 2021**.

Under no circumstance will any Proposal be accepted later than the time or date detailed or at any other email address than that specified. This restriction is absolute.

The following items are listed as required. Failure to include them in your submission will cause your proposal to be ruled non-responsive.

- All certifications contained in the package
- Certificate of Liability Insurance (*see section 1.11 Bonds, Insurance, and Special Requirements*)
- Responses to all requests laid out in Section 1 (*see Checklist for Proposal*)

Section 2.5 Limitation of Responsibility:

IndyGo is not responsible, and will not accept any responsibility, for the cost incurred by any vendor in the specific preparation or the associated activities aiding in the preparation of any offer.

IndyGo is not responsible to return to any vendor the offer submitted to IndyGo as a response to this solicitation.

Section 2.6 Vendor Warrants and Sub-Contractor Restrictions:

Vendor will warrant that all information provided by it in connection with this offer is true and accurate, and that the vendor by virtue of its submission, is capable of supplying all work requested herein without brokering or delegating to a third-party.

Vendor will warrant that it will not delegate or sub-contract its responsibilities under the Agreement beyond the level revealed in the solicitation without the prior written permission of IPTC.

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Section 2.7 Responsiveness and Responsibility Definitions:

All offers must be responsible and responsive.

Definition of responsive for submitting parties to this solicitation:

All certifications and forms blanks must be filled in, all offered goods and/or services must conform with the Statement of Work requested, unless an alternate but equal request has been submitted for approval; and all information required in the request for submissions documents must have been completed and submitted in a sealed envelope to conform with the definition of the term, *responsiveness*. Any alteration, erasure, or interlineations of the document may cause the submission to be determined as non-responsive. However, IPTC reserves the right to accept any offer or to reject any and all offers, or to waive any defect or irregularity found in any offer.

Definition of responsible for the submitting parties to this solicitation:

IPTC may consider among other factors, the Contractors record of integrity, experience, and past performance, its financial status, the capability to perform the project as stated, or whether the vendor is in default of any contract or other obligation to IPTC, the Federal, State or Local Government(s). In arriving at a determination, IPTC may institute a pre-award survey on any or all vendors. Vendors will be required to cooperate with the pre-award survey team. Failure to cooperate may result in a finding of non-responsibility.

Section 2.8 Taxes:

IndyGo is tax exempt from Federal and State excise, use, and sales taxes.

Section 2.9 Independent Contractor:

The successful vendor shall be considered and shall accept status as being that of an “Independent Contractor” to IndyGo and shall recognize that they are not an employee or officer of the Corporation.

Section 2.10 Contract Required:

IPTC’s drafted Professional Services Agreement has been included as Section 4. **The vendor MUST include notification with their response of any exception taken to the contract provisions.** Failure to provide exceptions shall result in the mandatory acceptance of the contract provisions as submitted herein by default.

**IPTC is aware that all clauses contained in the attachment may not be applicable to this solicitation. They are provided to give potential vendors an idea of the types of legal State and Federal clauses that are required in IPTC contracts.*

Section 2.11 Federal Regulations:

Federal Procurement Regulations establish certain submissions be required from any third-party contract IPTC enters into with any vendor. In order that IPTC may be compliant with the Federal Requirements of FTA Circular 4220.1F, each vendor is required to complete and submit as a part of the offer package, completed certifications as defined in this section.

Section 2.12 Failure to Supply:

Failure to supply the required certifications shall result in the determination of the offer as “Non-Responsive”.

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Section 2.13 Notary Seals:

Even though IndyGo is asking for this solicitation to be submitted electronically, normally, any certifications requiring a Notary Public Seal must still be submitted as an original by the Bid Due Date. At this time, E-Notary is accepted and if used, the original will not be required to be mailed in.

Mail notarized original(s) to:

IPTC Procurement
1501 West Washington St.
Indianapolis, IN 46222

Section 2.14 Bid and Contract Procedures:

IPTC reserves the right, when necessary, to postpone the times at which Bid Offers are scheduled to be received and opened, and to amend the solicitation scope of work. Prompt notification of such postponement or amendment shall be given by IPTC to all prospective bidders who have requested or received the solicitation documents.

If the work is amended, any responder from whom an offer had been received prior to the giving notice of amendment will be entitled to withdraw the submission and resubmit their response in conformance with the changed work.

Section 2.15 Protest Policy:

Protest(s) will only be accepted by IPTC's Director of Procurement from officers of a business whose direct economic interest would be affected by the award of a contract or the refusal to award a contract. The Director of Procurement will consider all such protests submitted up to five (5) days prior to Proposal due date. If oral objections are raised and the matter cannot be resolved to the satisfaction of the objector, a written protest shall be required before any further consideration is given. Protest(s) submissions should be concise, logically arranged, and state clearly the grounds for protest.

For more detailed information on IPTC Protest policy and procedures please visit IndyGo website at the link provided below.

<https://www.indygo.net/wp-content/uploads/2019/06/Protest-Procedure-FOR-POSTING-7-7-15.pdf>

Section 2.16 Required Certifications:

The following pages of certifications must be completed and returned with your offer. Some portion of these required certifications may/will not be applicable to the contents of the statement of work that is attached to and made a part of this solicitation. However, the offer submitted must contain completed, signed, and sealed (if required) documents. If the document is not applicable, write "N/A" on the face of the document and sign in the appropriate area.

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CHECKLIST FOR PROPOSAL
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(MUST BE RETURNED WITH YOUR OFFER)

Offers will be received until the date and time listed.

Proposal Data Check List

Did you read and understand the General Specifications? Yes ___ No ___ Initials ___

Did you read and understand the Scope of Work? Yes ___ No ___ Initials ___

Are there any exceptions to the General Contract Yes ___ No ___ Initials ___

If yes, please include in separate attachment labeled "General Contract Exceptions"

Are there any exceptions to the instructions as described? Yes ___ No ___ Initials ___

If yes, explain:

Certificates and Items Required to Be Returned

- Proposal Check List
- Certificate of Procurement Integrity
- Certificate of Restriction on Lobbying
- Certificate Regarding Debarment
- Affidavit of Non-Collusion (Original Copy Must Also Be Mailed per Section 2.13)
- Acknowledgment of Addendums
- DOT Assisted Contracts Bidders List Certification
- XBE Participation Requirements for Bids on Non-Federally Funded Projects
- Subcontractor/Supplier Participation Form
- Good Faith Efforts Documentation Form
- Bid Offer Cost Proposal Form
- Certificate of Liability (COI)
- Proposal: Electronically Delivered

It is the responsibility of the vendor to notify IPTC if the contents of the solicitation do not match the description found in the Table of Contents included in the solicitation. Failure of the vendor to complete all forms and sign at all signature blocks may disqualify the offer from consideration.

NO OFFER SHALL BE ACCEPTED OR CONSIDERED THAT IS RECEIVED LATER THAN THE TIME AND DATE STATED AS THE SUBMISSION REQUIREMENT. Time given in the solicitation is the current time observed by the Consolidated City of Indianapolis, Indiana.

Offerors Signature

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CERTIFICATE OF PROCUREMENT INTEGRITY
(MUST BE RETURNED WITH YOUR OFFER)

I, _____, am the officer or designated employee responsible for the preparation of this proposal offer and hereby certify that to the best of my knowledge and belief, with the exception of any information described below on this certificate, have no information concerning a violation or possible violation of Section 27 (a), (b), (c), or (e) of the FPPA * (41 USC 423) as implemented in the FAR, occurring during the conduct of this procurement.

As required by Subsection 27 (d) (1) (B) of the FPPA, I further certify that each officer, employee, agent, representative, and/or consultant of:

(Insert firm's name)

Who has participated personally and substantially in the preparation or submission of this offer, has certified that he/she is familiar with, and complied with, the requirements of Subsection 27(a) concerning any violation or possible violation of the FPPA, pertaining to this document.

List violations or possible violations (enter "NONE" if none exist):

Signature of Responsible Officer or Employee

Date _____

Printed/Typed name of Responsible Officer or Employee

This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, U.S. Code, Section 101.

Section 27 became effective July 16, 1989

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**CERTIFICATION OF RESTRICTIONS ON LOBBYING
(MUST BE RETURNED WITH YOUR OFFER)**

I, _____, hereby certify on behalf of _____:

No appropriated Federal funds have been paid or will be paid, by or on behalf of the undersigned to any person influencing or attempting to influence an officer or employee of any Agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the awards documents for any and all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is prerequisite for making or entering into this transaction as imposed by Section 1352, Title 31 USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Executed this _____ day of _____, 20__

By: _____
(Signature of Authorized Official)

(Title of Authorized Official)

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**CERTIFICATION REGARDING DEBARMENT
(MUST BE RETURNED WITH YOUR OFFER)**

To be submitted on all contracts reasonably anticipated exceeding \$25,000.00 in value.

THE UNDERSIGNED PROPOSER, OFFORER, OR SUBCONTRACTOR (“ATTESTER”) CERTIFIES, TO THE BEST OF ITS KNOWLEDGE AND BELIEF THAT:

The attester and/or any of its principals or subcontractor:

Are not presently debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal Agency.

Have not for a three (3) year period proceeding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offences in connection with obtaining, or attempting to obtain, or performing a public (Federal, State, or Local) contract or subcontract: violation of Federal or State antitrust status relating to the submission of offers, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

Are not presently indicted for, or otherwise criminally or charged in any civil action by a government entity with commission of any of these offenses enumerated above.

The Attester has not, within a three (3) year period preceding this offer, had one (1) or more contracts terminated for default by any governmental agency.

“Principals”, for the purpose of this certification, means officers, directors, owners, partners, and persons having a primary management or supervisory responsibilities within a business entity.

This certification concerns a matter that may be within the jurisdiction of an agency of the United States and the making of false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, USC.

The Attester shall immediately notify the Procurement Department at any time the attester learns that its certification was erroneous when submitted or has become erroneous.

A certification in which any of the items detailed above exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Attester’s responsibility. Failure of the Attester to furnish a certificate or provide such additional information as requested by IPTC may render the Attester non-responsive.

Nothing contained in the forgoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

If it is later determined that the Attester knowingly rendered an erroneous certification, in addition to other remedies available to IPTC, the Authority may terminate the contract resulting from this solicitation for default.

If Attester is unable to certify to any of the statements in this certification, attach an explanation to this certification.

(Signature of Authorized Company Official)

Company Name TYPED

(Title of Official, Including Name, Typed)

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**AFFIDAVIT OF NON-COLLUSION
(MUST BE RETURNED WITH YOUR OFFER)**

The undersigned, having submitted a bid, quote, or proposal for RFP 21-05-405 Microtransit Pilot in accordance with notice given by the Procurement Office of the Indianapolis Public Transportation Corporation and/or its Board of Directors for the purposes or support of the transit services in and for the Consolidated City of Indianapolis, Indiana, for and behalf of him/her self, or themselves, first being duly sworn says:

That said bidder, quoting party, or proposer has not directly or indirectly entered into any combination, collusion, undertaking, or agreement relative to price to be bid by any person, or to prevent any person, or persons, or company from submitting pricing: or to entice any bidder, quoting party, or proposer to refrain from pricing for such supplies, merchandise, service, or contract, and that said bid so made is without reference or regard to any other bid or bids, and without agreement, understanding or combination, either directly or indirectly, with any person or persons, with reference to such bidding in any way or manner whatsoever.

Signed: _____ Company: _____
Proposer or Agent

State of _____

SS:

County of _____

Subscribed and sworn before me this _____ day of _____ 20__.

My commission expires: _____

Notary Public SEAL

Dated at _____
City State Date

Failure to Properly Notarize and Return This Form Will Invalidate Your Bid

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INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION
ACKNOWLEDGMENT OF ADDENDUM
(MUST BE RETURNED WITH YOUR OFFER)

RFP 21-05-405 Microtransit Pilot

The undersigned acknowledges receipt of the following amendment(s) to the Bid and supporting documentation.

ADDENDUM NUMBER _____ DATED: _____

ADDENDUM NUMBER _____ DATED: _____

ADDENDUM NUMBER _____ DATED: _____

ADDENDUM NUMBER _____ DATED: _____

ADDENDUM NUMBER _____ DATED: _____

Note: Failure to acknowledge receipt of all addendums that may have been issued may cause the Proposal offer to be considered non-responsive to the solicitation. No further consideration will be given to non-responsive offers. Acknowledged receipt of each addendum must be clearly established and included with the bid response.

(Proposing Company Name)

(Street Address)

(City, State, and Zip Code)

Signature of Authorized Company Official

Date

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**DOT ASSISTED CONTRACTS BIDDERS LIST
(MUST BE RETURNED WITH YOUR OFFER)**

[49 CFR, Part 26]

49 CFR, Part 26 requires that all recipients of Federal Funds collect certain information from all bidders submitting responses to solicitations. To assist in the building of demographics for the area upon which reasonable and effective expectations of DBE/MBE/WBE opportunities may be based, all bidders are required to return this certificate with their offer. Any offer submitted that does not contain a completed copy of this form will be ruled as non-responsive and dropped from further consideration in the procurement process for the solicitation.

Firm Name: _____

Firm Address: _____

Firm Phone: (____) _____ Firm Fax: (____) _____

General Classification of firm by quantity of employees

Less Than 10 11 – 50 51 – 100 101 – 500
 501 – 1000 1001 – 5000 More than 5000

General Classification of Firm in Years in Business

0 – 5 years 6 – 10 years 11 – 50 years Over 50 years

General Classification by Type

Firm is a Small Business Firm is a certified DBE Firm is a certified MBE
 Firm is a certified WBE Firm is none of the above.

General Classification by Annual Gross Income

The approximate annual gross income for this firm is less than \$100,000
 The approximate annual gross income for this firm is \$100,000 - \$250,000
 The approximate annual gross income for this firm is \$250,001 - \$500,000
 The approximate annual gross income for this firm is \$500,001 - \$1M
 The approximate annual gross income for this firm is \$1M - \$5M
 The approximate annual gross income for this firm is greater than \$5M

I certify this information is accurate to the best of my knowledge.

Signature

Printed Name

Date

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“XBE” PARTICIPATION REQUIREMENTS FOR BIDS ON NON-FEDERALLY FUNDED PROJECTS

1.1 It is the policy of the Owner, the Indianapolis Public Transportation Corporation (IPTC), that Business Enterprises certified by the City of Indianapolis’ Office of Minority and Women’s Business Development (OMWBD) as MBE, WBE, VBE, and/or DOBE (XBEs) and the Indiana Department of Administration’s Division of Supplier Diversity certified as an MBE, WBE and VBE shall have the maximum feasible opportunity to participate in the performance of contracts.

A. As such, the Owner has established the following percentage goals for XBE participation on non-federally funded projects, based on the Contract Price as awarded to the successful Bidder:

- MBE (Minority Business Enterprise) - fifteen percent (15%);
- WBE (Women Business Enterprise) - eight percent (8%);
- VBE (Veteran Business Enterprise) - three percent (3%);
- DOBE (Disabled-Owned Business Enterprise) - one percent (1%)

B. Bidders shall complete and submit with their bid the attached Subcontractor/Supplier Participation Form.

C. For purposes of determining the degree of participation for M, W, V, DOBEs operating as participants in Joint Ventures, as Subcontractors or Suppliers, the following methodology shall be utilized:

- I. A Joint Venture Bidder consisting of one or more XBE parties will be credited with XBE participation on the basis of the percentage of the dollar amount of the Work to be performed by the XBE business(es).
- II. An XBE Bidder will be credited with XBE participation for the portion of the Work that it self-performs, and that portion subcontracted to a certified XBE business(es).
- III. A Bidder will receive percentage toward XBE participation for the portion of the Work that it self-performs, and that portion subcontracted to a certified XBE firm.

D. If a Bidder is unable to meet any of the four XBE participation goals stated within this document, the Bidder shall complete and submit with its bid both the Subcontractor/Supplier Participation Form and the Good Faith Efforts Documentation Form.

- Demonstration of good faith efforts shall be a condition to the Bidder being found to be a responsive Bidder.
- The decision of the Owner concerning whether a Bidder has satisfactorily demonstrated good faith efforts shall be conclusive and binding upon such Bidder.

E. The Owner may require the Bidder to submit additional information regarding XBE certifications and utilization at any time after Award of Contract during the term of this Contract.

F. Failure to submit the required XBE participation forms shall be grounds for rejecting the bid.

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SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM

Instructions to Bidders:

The Bidder shall submit this form along with the completed Subcontractors/Suppliers list below at the time of Bid submission. Failure to do so shall constitute grounds for rejection of the Bid as non-responsive.

XBE COMPLIANCE

THE BIDDER MUST SELECT ONE OF THE TWO BOXES BELOW FOR THE BID TO BE RESPONSIVE:

(1) [] Bidder certifies that the below listed Subcontractors/Suppliers will accomplish the goals for XBE participation as established by the Contract Documents.

(2) [] Bidder does not fully meet the XBE goals for this contract. Bidder certifies that it has made good faith efforts in accordance with the Invitation for Proposal to meet all XBE goals but, despite these efforts, has been unable to meet the goals. Bidder has completed the Good Faith Efforts Documentation Form attached to this Participation Form.

Please list your Subcontractors and Suppliers below. If you require additional space, please attach a separate sheet, and be sure to include your company's name on the top of the additional page.

XBE Name	XBE Address	Scope of Services	Total Dollar Amount	Percent of Total Contract

A letter of commitment from each XBE listed above shall be submitted with the Proposal. The letter of commitment is a signed letter, on company letterhead, from the XBE that serves as acknowledgment from the XBE firm of their level of participation in this solicitation. The dollar amount of the commitment, the scope of service or product shall also be provided.

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GOOD FAITH EFFORTS DOCUMENTATION FORM

- MBE GOAL: 15%**
- WBE GOAL: 8%**
- VBE GOAL: 3%**
- DOBE GOAL: 1%**

If Bidder has indicated on the Subcontractor/Supplier Participation Form that it does not meet the XBE goal(s), Bidder must submit this form with its Subcontractor/Supplier Participation Form as documentation of its good faith efforts to meet the goal. Failure to submit this form with the Bid may render this Proposal non-responsive.

Copies of all communications to and from each vendor shall be maintained and shall be submitted to IPTC upon request. Good faith efforts include, but are not limited to:

- (1) Soliciting XBEs through all reasonable and available means (e.g. – attendance at pre-bid meetings, advertising and/or written notices) and following up on initial solicitations.
- (2) Selecting portions of work to be performed by XBE businesses in order to increase the likelihood of XBE goal achievement (e.g. – breaking out contract work items into economically feasible units, even when the performance of work with vendor’s own workforce might otherwise be preferred).
- (3) Providing interested XBEs with adequate information about the plans, specifications and requirements of the contract in a timely manner to facilitate their response to the solicitation.
- (4) Negotiating in good faith with interested XBEs and/or providing evidence as to why agreements could not be reached for XBEs to perform the work.
- (5) Not rejecting XBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
- (6) Making efforts to assist XBEs in obtaining bonding, lines of credit, or insurance.
- (7) Making efforts to assist interested XBEs in obtaining necessary equipment, supplies, materials or related assistance or services.

Note that the fact that there may be some additional costs involved in finding and using XBEs is not, in itself, sufficient reason for a bidder’s failure to meet the contract XBE goal(s), as long as such costs are reasonable. Prime contractors are not required to accept higher quotes from XBEs if the price difference is excessive or unreasonable.

I. Advertisement Log: (Attach copies of ads)

Newspaper/Publication	Type of Publication Minority/General/Trade	Date(s)of Advertisement

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II. Selected Portions of the Work to be Performed by XBEs:

Work Categories	Type of Bid (Sub or Supplier)	Bidder's Estimated Budget	Additional Comments

III. Made efforts to assist interested XBEs in obtaining bonding, lines of credit, insurance, necessary equipment, supplies and/or materials, etc. List the specific offers made:

IV. Solicited the following XBEs:

XBE Firm and Address	Type of Contact	Date of Initial Contact	Goods or Services Requested

V. Followed up with initial contacts:

XBE Firm	Date	XBE Phone#	Bidding? Yes/No	Reason for No-Bid

Include any additional data to support a demonstration of good faith efforts:

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CONTACT INFORMATION

For all matters relating to XBE participation for this project, the following individual should be contacted.

Chelci R. Hunter, DBELO
Senior Supplier Diversity Officer
Indianapolis Public Transportation Corporation
1501 W. Washington St.
Indianapolis, IN 46222
(317)614-9253 Direct
chunter@indygo.net
SupplierDiversity@indygo.net

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BID OFFER COST FORM
(MUST BE RETURNED WITH YOUR OFFER)

Vendors are to use the table below to describe pricing for specific areas stated in the project scope of work. All fees MUST be detailed here, allowing IndyGo to determine total cost over the life of the contract. IndyGo will not honor costs that are not disclosed before the RFP is awarded. An additional pricing clarification document may be included to detail costs.

_____ submits the following fees in response:

Company Name

Six Month Pilot	
Fixed, Upfront Costs	
Ongoing Operational Costs (a total from multiplying the two rows below)	
Fully Loaded Cost per hour (Vehicle Revenue Hour)	
Estimated Total Vehicle Hours	
TOTAL	

To inform development of the final microtransit service design, IndyGo requests that submitted cost proposals:

- Include separated costs for providing service using a curb-to-curb model, and a key locations model (i.e. providing trips only between a subset of high demand and/or need locations)
- Include a separate cost option for reducing the average waiting time from 12 minutes to 6 minutes (or less) and reducing Maximum wait time of 20 minutes to 10 minutes.
- Identify any functions that could substantially reduce the cost of contracted services if performed or provided by IndyGo directly.
- The minimum trip performance measures below assume a corner-to-corner operating model. As described in Section 4.0, the cost proposal should include separated costs for providing service using a, a curb-to-curb model, and a key locations model. Please also include a separate cost option for reducing the average waiting time from 12 minutes to 6 minutes (or less) and reducing Maximum wait time of 20 minutes to 10 minutes.

This cost proposal is valid for a period of 120 days from the date of bid acceptance date.

The above pricing is submitted by:

Authorized by _____
(Name)

(Title)

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SECTION 3: INDIANA STATE STATUTORY LANGUAGE

STATUTORY REQUIREMENTS

1. Legal Compliance.

The Provider shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Contract shall be reviewed by the State and the Provider to determine whether the provisions of this Contract require formal modification.

2. Access to Records.

The Provider and its authorized agents, if any, shall maintain all books, documents, papers, accounting records, and other evidence pertaining to all costs incurred under this Contract. They shall make such materials available at their respective offices at all reasonable times during this Contract, and for three (3) years from the date of final payment under this Contract, for inspection by IndyGo or its authorized designees. Copies shall be furnished at no cost to IndyGo if requested.

3. Debarment and Suspension.

A. The Provider certifies by entering into this Contract that neither it nor its principals nor any of its authorized agent are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Contract by any federal agency or by any department, agency or political subdivision of the State of Indiana. The term “principal” for purposes of this Contract means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Provider.

B. The Provider certifies that it has verified the state and federal suspension and debarment status for all authorized agent receiving funds under this Contract and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred authorized agent. The Provider shall immediately notify IndyGo if any authorized agents becomes debarred or suspended, and shall, at IndyGo’s request, take all steps required by IndyGo to terminate its contractual relationship with the authorized agents for work to be performed under this Contract.

4. Drug-Free Workplace Certification.

As required by Executive Order No. 90-5 dated April 12, 1990, issued by the Governor of Indiana, the Provider hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Provider will give written notice to IndyGo within ten (10) days after receiving actual notice that the Provider, or an employee of the Provider in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the State for up to three (3) years.

In addition to the provisions of the above paragraph, if the total amount set forth in this Contract is in excess of \$25,000.00, the Provider certifies and agrees that it will provide a drug-free workplace by: Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Provider’s workplace, and specifying the actions that will be taken against employees for violations of such prohibition;

Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) the Provider’s policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed

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upon an employee for drug abuse violations occurring in the workplace;

Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment, the employee will: (1) abide by the terms of the statement; and (2) notify the Provider of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Notifying the State in writing within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction;

Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

5. Employment Eligibility Verification.

As required by IC § 22-5-1.7, the Provider swears or affirms under the penalties of perjury that the Provider does not knowingly employ an unauthorized alien. The Provider further agrees that:

A. The Provider shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC § 22-5-1.7-3. The Provider is not required to participate should the E-Verify program cease to exist. Additionally, the Provider is not required to participate if the Provider is self-employed and does not employ any employees.

B. The Provider shall not knowingly employ or contract with an unauthorized alien. The Provider shall not retain an employee or contract with a person that the Provider subsequently learns is an unauthorized alien.

C. The Provider shall require his/her/its authorized agent, who perform work under this Contract, to certify to the Provider that the authorized agent does not knowingly employ or contract with an unauthorized alien and that the authorized agent has enrolled and is participating in the E-Verify program. The Provider agrees to maintain this certification throughout the duration of the term of a contract with an authorized agent.

IndyGo may terminate for default if the Provider fails to cure a breach of this provision no later than thirty (30) days after being notified by IndyGo.

6. Governing Law.

This Contract shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

7. Funding Cancellation.

When the Chief Financial Officer of IndyGo makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Contract, this Contract shall be canceled. A determination by the Director of State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

8. Indemnification.

The Provider agrees to indemnify, defend, and hold harmless IndyGo, its agents, officials, and employees from all third party claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of the Provider and/or its authorized agent, if any, in the performance of this Contract.

9. Independent Provider; Workers' Compensation Insurance.

The Provider is performing as an independent entity under this Contract. No part of this Contract shall be construed to represent the creation of an employment, agency, partnership or joint venture agreement between the parties. Neither party will assume liability for any injury (including death) to any persons, or damage to any property, arising out of the acts or omissions of the agents, employees or authorized agent of the other party. The Provider shall provide all necessary unemployment and workers' compensation insurance for the Provider's employees and shall provide IndyGo with a Certificate of Insurance evidencing such coverage prior to starting work under this Contract.

10. Information Technology Enterprise Architecture Requirements.

If this Contract involves information technology-related products or services, the Provider agrees that any such products or services are compatible with the technology standards, including the assistive technology standard, all found at <https://www.in.gov/iot/2394.htm>. IndyGo may terminate this Contract for default if the terms of this paragraph are breached.

11. Confidentiality.

If IndyGo or Provider receives information specifically designated by the transmitting party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services solely and exclusively for this Agreement and any individual Task Order, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information. Provider acknowledges that IndyGo is subject to Indiana Code §5-14-3 Access to Public Records Act("APRA") and any written record between Provider and IndyGo that is not statutorily exempted from disclosure may be viewed and copied by any member of the public, including news agencies and competitors. Provider further agrees to indemnify IndyGo from any costs or liabilities arising from any action taken by Provider in seeking a protective order.

12. Nondiscrimination.

Pursuant to the Indiana Civil Rights Law, specifically IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Provider covenants that it shall not discriminate against any employee or applicant for employment relating to this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee's or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). The Provider certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services. Breach of this paragraph may be regarded as a material breach of this Contract, but nothing in this paragraph shall be construed to imply or establish an employment relationship between IndyGo and any applicant or employee of the Provider or any authorized agent.

IndyGo is a recipient of federal funds, and therefore, where applicable, the Provider and any authorized agent shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

13. Penalties/Interest/Attorney's Fees.

IndyGo will in good faith perform its required obligations hereunder and does not agree to pay any

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penalties, liquidated damages, interest or attorney's fees, except as permitted by Indiana law. Notwithstanding the provisions contained in IC § 5-17-5, any liability resulting from IndyGo's failure to make prompt payment shall be based solely on the amount of funding originating from IndyGo and shall not be based on funding from federal or other sources.

14. Termination for Convenience.

This Contract may be terminated, in whole or in part, by IndyGo whenever, for any reason, IndyGo determines that such termination is in its best interest. Termination of services shall be affected by delivery to the Provider of a Termination Notice at least thirty (30) days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The Provider shall be compensated for services properly rendered prior to the effective date of termination. IndyGo will not be liable for services performed after the effective date of termination. The Provider shall be compensated for services herein provided but in no case shall total payment made to the Provider exceed the original contract price or shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date.

15. Termination for Default.

A. With the provision of thirty (30) days' notice to the Provider, IndyGo may terminate this Contract in whole or in part if the Provider fails to:

1. Correct or cure any breach of this Contract; the time to correct or cure the breach may be extended beyond thirty (30) days if the IndyGo determines progress is being made and the extension is agreed to by the parties;
2. Deliver the supplies or perform the services within the time specified in this Contract or any extension;
3. Make progress so as to endanger performance of this Contract; or
4. Perform any of the other provisions of this Contract.

B. If the IndyGo terminates this Contract in whole or in part, it may acquire, under the terms and in the manner the IndyGo considers appropriate, supplies or services similar to those terminated, and the Provider will be liable to the IndyGo for any excess costs for those supplies or services. However, the Provider shall continue the work not terminated.

C. IndyGo shall pay the contract price for completed supplies delivered and services accepted. The Provider and IndyGo shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property. Failure to agree will be a dispute under the Disputes clause. IndyGo may withhold from these amounts any sum IndyGo determines to be necessary to protect IndyGo against loss because of outstanding liens or claims of former lien holders.

D. The rights and remedies of IndyGo in this clause are in addition to any other rights and remedies provided by law or equity or under this Contract.

SECTION 4:
Example of Non-Construction Professional Services Agreement



This is an example of our Standard Professional Services Agreement

OWNER –PROVIDER PROFESSIONAL SERVICES AGREEMENT

This **OWNER-PROVIDER PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into as of the ___ day of _____, 20___, by and between the Indianapolis Public Transportation Corporation, an independent municipal corporation organized under the laws of the State of Indiana, of Indianapolis, Indiana (“Owner” or “IPTC”) and _____ (“Professional Services Provider” or “Provider”), concerning the following:

OWNER: **IPTC**
1501 West Washington Street
Indianapolis, IN 46222

PROJECT: _____

PROFESSIONAL SERVICES PROVIDER: _____

SCOPE OF SERVICES: (Brief description of the SOW included in the Solicitation)

Provider shall furnish its professional services to IPTC during the term of this Agreement pursuant to this Agreement and any individual Task Orders that may be issued by IPTC.

CONTRACT TERM: The duration of this Agreement is for ___ years, commencing with the date of this Agreement and ending on the ___ day of _____, 20___.

The Contract Term may be extended by IPTC acceptance of any options as provided in the IPTC RFP and notification to Provider.

CONTRACT PRICE: The Provider shall furnish the Services based upon the rates established herein.

CONTRACT DOCUMENTS: The Contract Documents consist of (1) this Contract and the Exhibits attached hereto; (2) IPTC RFP, including all required Vendor Certifications and Affidavits, and all Addenda issued prior to the execution of this Contract; (3) Vendor's Proposal in response to IPTC RFP and (4) all Task/Change Orders issued after the execution of this Contract; Unless specifically enumerated in the Contract, the Contract Documents do not include other documents such as the request for quotation or Vendor’s quotation. The Contract Documents form the Contract and are as fully a part of this Contract as if repeated herein.

EXHIBITS: Exhibit A Compensation Schedule for Professional Services and Expenses

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Exhibit B Task/Change Order

In consideration of the promises and mutual agreements set forth herein and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, IPTC and Professional Services Provider agree as follows:

**ARTICLE I
INITIAL INFORMATION**

- 1.1.1 Subject to amendment by IPTC as the performance of this Agreement is undertaken, the date for commencement of the Services hereunder is the ___ day of _____, 20_ and the date for completion of the Services hereunder is the ___ day of _____, 20_.
- 1.1.2 Provider shall perform and complete the Services in accordance with the commencement and completion dates and any interim and final performance milestones set forth in this Agreement and any individual Task Orders issued to Provider by Owner. The Task Orders shall be in the general format attached hereto as Exhibit B.
- 1.1.3 The term “day” as used in the Agreement and in any Task Order shall mean calendar day and not business or work day. If business day or work day is intended to be used herein in lieu of calendar day, it shall be specifically designated as such. Any reference to “business day” or “work day” shall mean Monday through Friday of a given week, and be exclusive of IPTC observed holidays.
- 1.1.4 Provider represents that it is financially solvent, able to perform the services being undertaken under this Agreement, able to pay its debts as they become due, and possesses sufficient working capital to complete the professional services and perform its obligations under this Agreement.
- 1.1.5 Provider represents that it possesses the experience, skill, ability and expertise in providing the services hereunder as service providers on similar scope of services engagements or projects of similar or like type, nature, complexity and size as the Scope of Services hereunder. Provider will assign to the services to be performed similarly qualified individual professional providers and manage them as needed to meet this quality of performance.
- 1.1.6 Provider represents that the Compensation for Basic Services provided for in this Agreement is adequate compensation for the timely and complete performance of the Basic Services, including all normal professional services provided hereunder, whether those services are performed by Provider or by consultants engaged by Provider.
- 1.1.7 IPTC is the intended end user and beneficiary of the Services being provided hereunder.
- 1.1.8 IPTC may at its sole option assign one or more full or part time project managers, inspectors or other representatives to observe the performance of the Services. The duties, responsibilities and limitations of authority of any such representatives will be as provided herein or in the individual Task Orders or as otherwise stated to Provider in writing by IPTC.
- 1.1.9 IPTC shall identify the Owner’s Project Team members (“Owner’s Project Team”) and furnish their contact information to Provider. Owner’s Designated Representative hereunder is the individual identified in ¶11.19 (“Owner’s Representative”). Owner’s Representative shall examine the Deliverables, as hereinafter defined in ¶2.1.6, ¶2.1.6.1 and ¶6.1, submitted by Provider and shall render decisions and approvals in a

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timely manner on which Provider may rely. Owner Representative may be changed and IPTC may modify the scope of authority of the Owner Representative. Written notice to Provider shall be furnished in the event of such change or modification.

- 1.1.10 Provider shall identify the Provider's consultants ("Provider's Consultants") and furnish their identification and scope of services to IPTC. They collectively, together with Provider, shall constitute the Provider Project Team ("Provider Project Team"). Provider shall furnish to Owner the contact person and contact information for each of the Provider Project Team. Provider's Designated Representative hereunder is the individual identified in ¶11.19 ("Provider's Representative").
- 1.1.11 All Task Order specific information, including IPTC's criteria furnished to Provider, including but not limited to area and cost information, operational or business information and other specific information, shall be considered to be confidential and proprietary information of IPTC and subject to the confidentiality provisions of this Subparagraph as well as those provisions set forth in ¶11.17 and ¶11.18 and its subparts. All studies, reports, designs, drawings, specifications, models, and other products prepared, provided or procured by Provider or any of its consultants during the course of furnishing services to IPTC under this Agreement or any individual Task Order shall be deemed to be Owner confidential or proprietary information.
- 1.1.12 If IPTC or Provider receives information specifically designated by the transmitting party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services solely and exclusively for this Agreement and any individual Task Order, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.
- 1.1.13 As set forth in the IPTC _____, and as acknowledged by Provider herein, the Services being provided under this Agreement and any individual Task Orders may be derived from State Funds, including the Public Mass Transit Funds and State Sales Tax, Local Funds through the Marion County Property Tax, and Passenger Fare Revenue.
- 1.1.14 As a public, municipal entity, IPTC is exempt from sales and compensating use taxes on all tangible personal property (materials, equipment and components) pursuant to the law of the State of Indiana. Provider shall not include any charges representing such taxes on any invoices hereunder. Provider shall be responsible for all franchise fees and taxes of any kind whatsoever.

ARTICLE II
PROVIDER'S SERVICES AND RESPONSIBILITIES

2.1 Basic Services

- 2.1.1 Provider shall provide all planning, studies, reports, and professional services set forth and described in the IPTC _____, Provider's Response thereto, this Agreement and any individual Task Orders issued to Provider by Owner, and will perform the Services in an expeditious fashion, in accordance with the terms and conditions set forth herein.
- 2.1.2 Provider acknowledges Owner's reliance upon Provider's special and unique abilities and skills to perform the services provided by this Agreement, and accepts the relationship of trust and confidence established between it and Owner by this Agreement. Provider agrees to use its customary efforts, skill, judgment and

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abilities to perform the services hereunder and comply with the Owner's requirements, program, budget, time schedule and procedures set forth in this Agreement and any individual Task Orders issued by Owner, and that such services shall be performed in conformity with the professional and technical standards of reasonable care and skill ordinarily used and exercised by members of the Provider's profession that are familiar with and providing such services for engagements or projects of the same type, nature, complexity and size as the Scope of Services covered by this Agreement. Provider otherwise disclaims any and all Uniform Commercial Code type of warranties of merchantability and/or fitness for a particular purpose and any and all warranties arising from course of dealing and/or usage of trade, consistent with Indiana law. Provider agrees that it possesses the skills that will enable it to supply its Services free from material error and that the Services provided hereunder, and the products thereof, will produce a functional, efficient and cost effective end product or project for the Owner's use and operational activities.

- 2.1.3 All of the services to be furnished by Provider will be furnished in accordance with current technological practices, means, methods, procedures and techniques for engagements or projects of the type, nature, complexity and size as the engagements or projects identified in any individual Task Orders issued to Provider by Owner as of the time that Provider performs its services hereunder and delivers its work product to Owner.
- 2.1.4 Any and all drawings, renderings and plans shall be prepared in 3D electronic format or media as well as in 2D CAD format, and shall be compatible and inter-operative with each other, and accessible to Owner and any contractor of Owner with access to such information, regardless of whether Provider or a consultant of Provider furnishes such services.
- 2.1.5 Neither Owner's approval of nor its acquiescence in any studies, reports, planning, design and implementation documents, submission, certification or action by Provider or its consultants shall in any manner relieve the Provider of any obligation, duty or responsibility under this Agreement and any individual Task Orders.
- 2.1.6 All studies, reports, plans, investigations, design, system and engineering analyses, calculations and assumptions serving as the basis of the work product, implementation plans, drawings, electronic or digital data or stored information ("ESI"), specifications, operating instructions, notes, other drawings, images, computations, sketches, test data, survey results, surveys, photographs, renderings, models, Building Information Modeling ("BIM"), written works of authorship, and any other materials created, conceived, or first reduced to practice by Provider related to the Provider Services and prepared by Provider and/or its consultants, alone or in combination with others, on any and all media, in whole or in part, and all copies thereof, whether created before or during the term of this Agreement, together with those documents identified in ¶6.1, shall constitute the Deliverables ("Deliverables").
 - 2.1.6.1 If Provider, after delivery to Owner of the Deliverables and thereafter, observes or otherwise acquires actual knowledge of any fault or defect in the studies, reports, planning, design and implementation documents or non-conformance with them, including but not limited to errors, omissions or inconsistencies in the Deliverables of Provider and its Consultants, immediate verbal or telephonic notice shall be provided to Owner and written notice thereof shall be given by Provider to Owner within three (3) days thereafter.
- 2.1.7 Provider shall comply with all applicable Federal, State and Local Laws, rules, codes, ordinances, regulations and orders in effect as of the date of execution of this Agreement governing its Services and which are applicable to the studies, reports, planning, design and implementation documents provided under this Agreement and any individual Task Orders and will not knowingly violate any other law, rule, code, ordinance, regulation or order applicable to the Services which it renders pursuant to this Agreement.

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Provider shall notify Owner of any changes or pending changes in applicable laws, rules, codes, ordinances, regulations and orders of which Provider is aware, the impact of such changes on the Deliverables and recommendations for modifications to the Deliverables which minimize these impacts. Changes made necessary by newly enacted laws, codes and regulations after this date may, if agreed to by Owner, entitle Provider to a reasonable adjustment in the Provider's performance schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

- 2.1.8 By signing studies, reports, planning, design and implementation documents or preparing the Deliverables to submit for purposes of obtaining requisite governmental approvals or permits, it shall be deemed that Provider has taken every reasonable measure to ascertain what laws, rules, codes, ordinances, regulations and orders apply to its services and Provider has applied them accordingly. If Provider performs its services contrary to applicable laws, rules, codes, ordinances, regulations and orders then in effect as of the date of this Agreement, then Provider shall assume responsibility for such services so provided and shall bear the costs attributable to correction of the studies, reports, planning, design and implementation documents, or any other Deliverables; provided, however, Provider shall not be responsible for any costs or expense that provide betterment or upgrades or enhancements to the value of the engagements or projects identified in this Agreement or any individual Task Orders.
- 2.1.9 Provider shall perform the Services with reasonable diligence and expediency in accordance with sound professional practices in order to promote the commencement and completion of such services, consistent with the performance dates and milestones schedule set forth in this Agreement and any individual Task Orders issued to Provider by Owner. If Provider is responsible for or the cause of any delays or hindrances in the Owner's overall completion and performance dates and milestones, then at no cost to Owner, Provider shall correct and expedite the performance of its services hereunder that may be causing or contributing to such delays or hindrances.
- 2.1.10 Provider recognizes and agrees that timely performance of the Services is required under the Agreement. Provider shall dedicate a sufficient number of qualified personnel and require the same of its consultants and to perform the Services with vigorous due diligence and expediency in accordance with sound professional practices and its commitments, obligations and duties hereunder in order to meet the commencement and completion dates and any interim and final performance milestones schedule set forth in this Agreement and any individual Task Orders issued to Provider by Owner. Such schedule may, if agreed to by Owner, be adjusted as required. Claims, if any, arising from delays in performance of the Services in accordance with such approved schedule shall be resolved in the same manner as other liability claims.
- 2.1.11 If the commencement, prosecution or completion of the Services, or of the undertaking or performance of services or work by others, is delayed, hindered, disrupted or interfered with by a breach of the standard of care in ¶2.1.2 or negligence, or the failure to perform any duty expressly assumed under this Agreement by Provider, or anyone for whom Provider is responsible, and if Owner incurs any damage, loss, cost, expense, assessment, fine or liability as a result or consequence thereof, Provider shall be liable to Owner for any and all such delay, hindrance, disruption and interference, and any resultant damage, loss, cost, expense, assessment, fine or liability actually and reasonably incurred or suffered by Owner.
- 2.1.12 Provider shall coordinate the Services with those services provided by Owner and Owner's representatives and consultants related to the engagements or projects identified in this Agreement and any individual Task Order. In the event that the performance of any of the Services shall require Provider to use, consider, complete, or evaluate any designs, specifications, contract documents, reports, studies or other services provided to Owner or Provider by another provider, engineer or consultant not retained directly or indirectly

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by Provider, Provider shall take reasonable and prudent steps in accordance with the standard of care set forth in ¶2.1.2 to review and study the technical accuracy of such items and shall promptly report in writing to Owner any conflict, error, omission or discrepancy discovered by such investigation and verification. Provider may rely upon and use such items in performing its Services without independent verification but only after reviewing and studying such items for any apparent or obvious conflict, error, omission or discrepancy, and Provider shall not be responsible for defects in its Services attributable to its reliance upon or use of such information provided that it has conducted such reasonable and prudent review and study; provided, however, Provider may be responsible for increased costs associated with any conflict, error, omission, inaccuracy or discrepancy in such items which are not discovered by Provider due to its failure to conduct such reasonable and prudent inquiry and study in accordance with the standard of care set forth in ¶2.1.2, or which are discovered by Provider but not promptly reported in writing to Owner.

- 2.1.13 Provider shall not make any substitutions or substantial changes to the Provider Project Team without the prior written approval of Owner. Should circumstances beyond the control of Provider require changes to the Provider Project Team, Provider shall submit the credentials of any proposed replacement team members to Owner for its approval, which shall not be unreasonably withheld.
- 2.1.14 Provider shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise Provider's professional judgment with respect to this Agreement and its Services.
- 2.1.15 Provider shall manage the Provider Services, consult with Owner and Owner's Representative, conduct applicable research, attend Project meetings, communicate with members of the Owner's Project team and report progress to Owner.
- 2.1.16 With respect to the documents and services provided by Provider, to the best of its knowledge, information and belief, the documents or services (i) are consistent with the Deliverables, (ii) comply with applicable professional practice standards, and (iii) comply with applicable laws, ordinances, codes, rules and regulations governing the individual engagement or project.
- 2.1.17 In the event that any action is taken against Owner, including but not limited to assessments of fines or penalties, whether by any local, state or federal regulatory or administrative agencies or otherwise, due to any actual or alleged violation, act or omission of the duties, responsibilities and obligations set out herein that are caused or created by Provider or any other party for whom Provider is responsible relating to the Services, whether also caused in part but not solely caused by Owner, Provider shall indemnify and hold Owner harmless therefrom for any government claim, including, but not limited to, any assessment of fines or penalties and incurrence of reasonable attorney fees incurred in the defense of or appeal from any such action, and any proceeding or hearing which may occur or be related thereto; provided, however, Provider shall not be responsible for any field rework or reconstruction arising from such government claim unless it is caused by or attributable to any actual violation by Provider as described herein.
- 2.1.18 Owner shall require adequate time to secure any requisite Owner internal approvals, which time shall be taken into consideration by Provider in establishing its schedule of services under this Agreement and any individual Task Orders. Provider shall establish submission deadlines with Owner that will facilitate Owner's securing of any requisite approvals. The failure of Provider to meet those submission deadlines may result in the delay or prevention of the requested approvals.

2.2 Additional Services

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- 2.2.1 Additional Services are not included in Basic Services but may be required for the services being provided under an individual Task Order. Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Provider shall advise Owner in writing before performing those services if it believes that Owner requested services are outside of the scope of Basic Services being provided herein and as set forth in Exhibit "A", Compensation Schedule for Professional Services and Reimbursable Expenses. Provider shall provide Additional Services as requested by Owner but only if specifically listed herein as Provider's responsibility, and confirmed in writing by Owner. Owner shall compensate Provider for Additional Services consistent with the provisions of ¶4.2 below and Exhibit "A", Compensation Schedule for Professional Services and Reimbursable Expenses.
- 2.2.2 Upon recognizing the need to perform Additional Services, Provider shall notify Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. Provider shall not proceed to provide Additional Services unless and until the Provider receives Owner's written authorization.
- 2.2.3 Services as determined by both parties to be beyond the Basic Services shall be performed by the Provider at the rates set forth in Exhibit "A", Compensation Schedule for Professional Services and Reimbursable Expenses, if applicable, or as otherwise agreed upon.

**ARTICLE III
OWNER'S RESPONSIBILITIES**

- 3.1 Unless otherwise provided for under this Agreement, Owner shall provide information regarding requirements for and limitations on the scope of services to be provided under this Agreement or any individual Task Orders which shall set forth Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility and expandability, special equipment and systems, and site requirements. Owner and Provider agree and acknowledge that the information being provided by Owner is subject to reasonable change based on Services required hereunder, and that the Basic Services compensation to be paid to Provider have taken such changes into account.
- 3.2 Owner shall establish and periodically update Owner's budget for this engagement or project. If Owner significantly increases or decreases Owner's budget, Owner shall notify Provider. Owner and Provider thereafter may agree to a corresponding change in the scope of services, as necessary, and shall determine whether an adjustment in the fee to be paid to Provider is fair and reasonable.
- 3.3 Provider shall coordinate the services of its own consultants with those services provided by Owner. Upon Provider's request, Owner shall furnish copies of the scope of services in the contracts between Owner and Owner's consultants.
- 3.4 If Owner observes or otherwise acquires actual knowledge of any fault or defect or non-conformance with the Deliverables, prompt written notice thereof shall be given by Owner to Provider. However, nothing in this Agreement shall be construed so as to require Owner to determine the adequacy, accuracy or sufficiency of the Deliverables or Provider's Services.
- 3.5 Owner shall endeavor to furnish its required information and services and shall render approvals and decisions to facilitate in a timely manner so as to help maintain and to avoid unreasonable delay in the progress of the Provider services.

**ARTICLE IV
PAYMENTS TO THE PROVIDER**

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4.1 Payments on Account of Basic Services

- 4.1.1 Payments for Basic Services under this Agreement and any individual Task Orders issued to Provider by Owner shall be made monthly upon presentation of Provider's statement of services rendered and expenses incurred and shall be in proportion to services performed.
- 4.1.2 Invoices or statements for services are to be submitted to Owner by the 10th day of the month for services rendered through the end of the preceding month. Owner shall thereafter approve the amount as due, less any adjustments for amounts to be withheld or set-off by Owner pursuant to the terms and conditions of the Agreement, including Owner's right to withhold payment under ¶4.2.1 below, and otherwise shall make payment to Provider within thirty (30) days following the date that such invoice is received by Owner. Owner may only withhold amounts in good faith and shall pay all undisputed amounts within thirty (30) days following the date that such invoice is received by Owner.

4.2 Payments Withheld

- 4.2.1 Owner shall have the right to withhold payment to Provider of such amounts as may be necessary to protect Owner from loss because of the failure or default on the part of Provider to perform in accordance with the terms of this Agreement, including (1) errors or omissions in the Deliverables prepared by Provider caused by the non-conformance with the standard of care set forth in ¶2.1.2 or the failure to perform any duty expressly assumed under this Agreement that are not remedied; (2) third-party claims filed arising from Provider's negligence, provided that Owner is not in breach of its contractual obligations to make payment of undisputed sums to Provider for the Services provided hereunder; (3) failure of Provider to make payments properly to consultants or vendors for the Services provided in this Agreement unless there is a legal or contractual basis or justification for Provider not making such payments or unless such failure is due to Owner's failure to make payments of undisputed sums to Provider; (4) damage to Owner or any contractor engaged by Owner caused by Provider's negligence or the failure to perform any duty expressly assumed under this Agreement; or (5) persistent failure to carry out the Services under this Agreement in accordance with the terms and conditions hereof.
- 4.2.2 If Owner determines that Provider is not entitled to all or part of an invoice or request for payment as set forth in this Article IV, Owner shall notify Provider in writing of its decision to withhold payment within ten (10) days of receipt of the invoice or request for payment. The notice shall indicate the specific amounts Owner intends to withhold, the reasons and contractual basis for the withholding, and the specific measures Provider must take to rectify the Owner's concerns. If the parties cannot resolve such concerns, Provider may pursue its rights and remedies under this Agreement, including those set forth under Article X hereof. This right to withhold shall continue until such time as any claim for such loss has been finally decided or resolved in accordance with the provisions of Article X and will be paid within thirty (30) days thereafter. No interest shall accrue on any withheld payment amounts.
- 4.2.3 When the reasons for withholding payment, as provided in ¶4.2.1, are removed, payment will be made for amounts previously withheld. No interest shall accrue on amounts withheld from payment.

4.3 Invoice Preparation

- 4.3.1 All invoices or statements submitted by Provider for services covered within this Agreement shall be prepared in a form acceptable to Owner.

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- 4.3.2 All invoices are to be addressed to Owner as follows: Indianapolis Public Transportation Corporation
1501 West Washington Street
Indianapolis, IN 46222
Attention: _____, Project Manager

4.4 Task Suspension or Abandonment

- 4.4.1 If the services to be provided under this Agreement or any individual Task Orders are suspended in whole or in part for more than three (3) months or abandoned altogether, Provider shall be compensated for all services performed prior to receipt of written notice from the Owner of such suspension or abandonment.

4.5 Trust Fund.

- 4.5.1 Provider agrees that monies received from Owner in payment for the performance of the Services hereunder shall be held in trust for payment for consultants, subcontractors, vendors, labor, machinery, equipment and material utilized by Provider in performing the Services, and said moneys received in payment from Owner to Provider shall not be diverted by Provider to satisfy any other obligations of Provider for services or work on any other than this Project and under this Agreement.

4.6 Final Payment.

- 4.6.1 No payment to Provider shall operate as an approval of the Provider Services, or any part thereof, or as a release of Provider from any of its obligations under this Agreement or any individual Task Orders issued to Provider by Owner.
- 4.6.2 Acceptance by Provider of any sum tendered by Owner as final payment shall constitute a waiver of all claims existing and known at the time of final payment, including claims for payment for services performed, by Provider with respect to this Agreement or any individual Task Order issued to Provider by Owner, except those claims authorized by this Agreement, previously made in writing and submitted in a timely manner, and specifically identified and reserved by Provider as unresolved in the application for final payment.

**ARTICLE V
PROVIDER'S ACCOUNTING AND PROJECT RECORDS**

- 5.1 Records of all Provider accounting records and expenses (the "Accounting Records"), including those pertaining to Additional Services, shall be kept on the basis of generally accepted accounting principles and shall be available, upon request, for review and verification by Owner or Owner's Representative within three (3) days, unless mutually agreed otherwise.
- 5.2 Owner shall have a right to audit Provider's Accounting Records, except for the derivation of any fixed price multiplier, lump sum or unit rate, throughout the performance time of this Agreement and for a period of four (4) years following completion of Provider's Basic and Additional Services hereunder.
- 5.3 Provider's Project or Task Order records (the "Project Records") and Accounting Records, including any and all electronically stored or saved information, shall be maintained and retained, and be made available, upon request, for review and verification by Owner or Owner's Representative, for a period of at least ten (10) years following completion of Provider's Basic and Additional Services hereunder. If any claim or litigation has been initiated during this period and not concluded by that ten (10) year date, then such records

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shall be maintained and retained until such claim or litigation is concluded.

- 5.4 Any additional or longer retention requirements of any controlling Federal, State or Local governmental or regulatory authority with jurisdiction over the services provided under this Agreement and individual Task Orders issued hereunder or funding source for the services or projects covered by such Task Orders, shall be met and complied with by Provider and its Consultants.

**ARTICLE VI
OWNERSHIP AND USE OF DOCUMENTS**

- 6.1 Any and all studies, reports, plans, investigations, design, system and engineering analyses, calculations and assumptions serving as the basis of the work product, data, information and other documents, including those in electronic form, prepared, provided or procured by Provider during the course of furnishing services to Owner under this Agreement or any individual Task Order issued to Provider by Owner, together with the Deliverables specified in ¶2.1.6 and ¶2.1.6.1, shall be and become the property of Owner upon payment for the applicable services, whether the end product or project are completed or not; accordingly, such materials may be used by Owner for information and reference and in connection with Owner's use of the end product or Deliverables for the Owner's operational activities and occupancy of the project; provided, however, Owner's reliance upon and use of any incomplete data, information and other documents shall be the sole risk of Owner, provided that Provider identifies and discloses to Owner in writing such incomplete data, information and other documents or if such documents, normally to be stamped and sealed if complete, are not stamped and sealed by the Provider. Provider shall have no liability to Owner arising from Owner's use of such incomplete data, information and other documents identified and disclosed by Provider to Owner. It is understood that Provider shall retain all of its pre-existing know-how and pre-existing intellectual property not related to or created for the Services under this Agreement or any individual Task Orders.

- 6.2 If this Agreement is terminated under the provisions of ¶9.1, ¶9.2 or ¶9.3 of Article IX of this Agreement, Owner shall have the right to use the Deliverables to complete the engagement or project upon termination of this Agreement by Owner and notification thereof to Provider as provided in Article IX hereof.

6.3 Patents, Copyrights and Infringement Claims.

- 6.3.1 All inventions, ideas, designs and methods contained in the Deliverables in which Owner has, or acquires patent, copyright or other intellectual property rights ("Intellectual Property") shall remain reserved for the exclusive use of Owner and may not be utilized, reproduced or distributed by or on behalf of Provider, or any employee, consultant or agent of Provider without the prior written consent of Owner except to the extent necessarily required in connection with performance of the Provider Services.

- 6.3.2 If, pursuant to performance of the Provider Services, Provider or any of its agents, officers, employees or consultants shall produce any patentable or copyrightable subject matter as to which Owner does not gain ownership rights, Owner shall thereupon have, without cost or expense, an irrevocable, non-exclusive, royalty-free license to make, have made or use, either itself or by another contractor or other party on its behalf, such subject matter in connection with any work or any activity now or hereafter undertaken by or on behalf of Owner. The license herein granted shall not be transferable and shall not extend to contractors or other parties except to the extent of their work or activity on behalf of Owner.

- 6.3.3 Except to the extent that rights are held by Provider or others under existing valid patents or copyrights and are not given to Owner, Owner shall have the right to use or permit the use of all such Deliverables, and also any oral information of any nature whatsoever received by Owner, and any ideas or methods

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represented by such Intellectual Property, for any purposes and at any time without other compensation than that specifically provided herein, and no such Intellectual Property shall be deemed to have been given in confidence and any statement or legend to the contrary on any of said Deliverables shall be void and of no effect.

- 6.3.4 Provider warrants that all Services performed shall be free from any claims made against Owner or Indemnified Parties of Intellectual Property from any other person or entity, unless arising from information provided by or through or at the direction of Owner. Provider shall save harmless and indemnify the Indemnified Parties from and against all costs, expenses and damages, including attorney fees and legal costs, which any of them shall incur or be obligated to pay by reason of any such infringement or claim of infringement, and shall, at the election of Owner, defend at the Provider's sole expense all such claims in connection with any alleged infringement.
- 6.3.5 If Owner is enjoined from using any portion of the Deliverables as to which the Provider is to indemnify Owner against Intellectual Property claims, Owner may at its option and without thereby limiting any other right it may have hereunder or at law or in equity, require the Provider to supply at its own expense, temporarily or permanently, facilities not subject to such injunction and not infringing any Intellectual Property, and if the Provider shall fail to do so, the Provider shall, at its expense, remove such offending facilities and refund the cost thereof to Owner or take such steps as may be necessary to ensure compliance by Owner with such injunction, to the satisfaction of Owner.
- 6.3.6 Provider is responsible to determine whether a prospective consultant is a party to any litigation involving Intellectual Property infringement claims, including antitrust or other trade regulation claims, or is subject to any injunction which may prohibit it under certain circumstances from providing services or using any Deliverables to be used or furnished under this Agreement and any individual Task Order. Provider enters into any agreement with a party to such litigation at its own risk and Owner will not undertake to determine the merits of such litigation. Owner, however, reserves the right to reject any article which is the subject of such litigation or injunction, or in its judgment use of such article as a result of such circumstances, would delay the Provider Services or be unlawful.

**ARTICLE VII
DOCUMENT PREPARATION AND TRANSMISSION**

- 7.1 Provider and Owner warrant that in transmitting Deliverables, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the services engagement or project, unless Provider Deliverables arise from information provided by or through or at the direction of Owner. If Provider and Owner intend to transmit Deliverables or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

**ARTICLE VIII
INSURANCE**

- 8.1 Upon entering into the Agreement, and prior to Provider commencing performance of the Services under the Agreement, Provider shall secure and maintain at its own cost and covering all times herein, such insurance as will protect it from claims which may arise out of or result from Provider's furnishing of services under the Agreement and for which Provider may be legally liable, whether such services be by Provider or by Provider's consultants or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

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- 8.2 Provider shall purchase and maintain such insurance as shall protect Provider from claims, losses and damages which may arise out of and during the operation of this Agreement, whether such claims, losses and damages arise out of or result from the acts or omissions of Provider or his consultants, or agents or anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable, and whether such claims, losses and damages are arising out of statutory liability, bodily injury, occupational sickness or disease, or death, insured personal injury liability, property damage, other than to the Work itself, contractual liability, products and completed operations, fire damage, advertising injury, medical expenses and comprehensive automobile liability. Such insurance shall specifically include, but not be limited to, insurance coverage under the workers compensation, disability benefit and other similar employee benefit laws of the state in which the Provider's Services are being performed. Such liability and property damage insurance shall be obtained in such amounts and with such coverage to fulfill Provider's obligations under the Agreement as well as Provider's contractual obligations with regard to any claim, damage, loss or expense described in this Agreement.
- 8.3 Such insurance coverage shall be placed with companies that have insurer ratings no lower than "A+ VIII" in the AM Best's Insurance Guide, latest edition as of the date of the Agreement, or at time of renewal, and to which Owner has no objection.
- 8.4 Prior to Provider commencing performance of the Work under the Agreement, Provider shall provide to Owner a Certificate of Insurance showing liability coverage for Provider and any employees, agents or consultants of Provider for the Workers Compensation, Employer's Liability and Automobile Liability coverage required by law and as set forth in ¶8.2 hereof. Coverage shall be for no less than the statutory amounts required for Workers Compensation, and Employer's Liability Insurance shall be for coverage of One Million Dollars (\$1,000,000.00) for bodily injury caused by accident (for each accident), One Million Dollars (\$1,000,000.00) for bodily injury by disease (policy limit), and One Million Dollars (\$1,000,000.00) for bodily injury caused by disease (for each employee). Owner may withhold payment to Provider pending receipt of such Certificate in satisfactory form.
- 8.5 Provider's Commercial General Liability Insurance coverage, where applicable, shall be per occurrence and in the general aggregate (subject to a per project general aggregate provision applicable to the Project). Commercial General Liability Insurance coverage shall be for no less than One Million Dollars (\$1,000,000.00) for bodily injury and property damage – with a combined single limit, One Million Dollars (\$1,000,000.00) for personal and advertising, One Million Dollars (\$1,000,000.00) for products and completed operations, and Two Million Dollars (\$2,000,000.00) for general aggregate. Provider's Commercial General Liability Insurance also shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, employee dishonesty, pollution liability and liability assumed under an insured contract, including any tort liability of another assumed by contract. Coverage shall be afforded to the Additional Insured whether or not a claim is in litigation. Comprehensive Automobile Liability shall include coverage for liability arising out of owned, non-owned and hired automobiles and for bodily and property damage. For each motor vehicle used by Provider in connection with the services provided under the Agreement, public liability insurance shall be written for not less than One Million Dollars (\$1,000,000.00) for bodily injury and property damage – with a combined single limit, as to such vehicle or vehicles.
- 8.6 Provider's Commercial General Liability Insurance shall be written on an occurrence basis. Owner shall be named as Additional Insured on all insurance coverage required under the Agreement except on the worker's compensation policy, employers liability policy and professional liability policy. Additional Insured coverage shall apply as primary insurance with respect to any other insurance afforded to Owner,

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and the Provider's policy will not seek contribution from any and all insurance afforded to Owner, whether as Additional Insured or otherwise. Amounts of insurance and coverage provided shall be as required as set forth in this Article VIII.

- 8.7 Provider shall, throughout the term of this Agreement, maintain professional liability insurance in the aggregate amount of coverage of Two Million Dollars (\$2,000,000.00) per claim and in the aggregate. In addition to its own professional liability insurance, Provider shall require of any consultant utilized by Provider in connection with this Project that each maintain, throughout the term of this Agreement, its own professional liability insurance satisfactory to Owner, in the aggregate amount of coverage for each of One Million Dollars (\$1,000,000.00) per claim and in the aggregate, which insurance shall be separate and distinct from Provider's insurance provided hereunder. Provider shall provide evidence of such insurance coverage of Provider and of its consultants by a certificate or certificates of insurance provided to Owner, which certifications shall contain a provision that coverage afforded under the policies will not be cancelled until at least thirty (30) days prior written notice has been given to Owner by the insurance carrier or its agent, with the exception that coverage may be terminated upon ten (10) days written notice provided to Owner for non-payment of the premium by Provider. If Provider receives notice of a threatened cancellation of coverage for non-payment of premium it shall immediately advise Owner in writing prior to any such cancellation deadline so as to provide Owner the opportunity to advance such payment on behalf of Provider out of monies to be paid to Provider under this Agreement for the coverage required hereunder. Provider shall maintain its professional liability coverage in effect for at least four (4) years after final completion and acceptance of the Project by Owner, and shall require the same duration for the professional liability coverage from its consultants. This insurance shall be maintained at no additional cost to Owner.
- 8.8 Provider shall furnish Excess (Umbrella) Liability coverage with limits of liability of not less than Three Million Dollars (\$3,000,000.00) applying in excess of the primary coverage provided for above in ¶8.1 through ¶8.6, and such Umbrella policy shall provide coverage at least equal to that provided for in the primary coverage.
- 8.9 Commercial General Liability Insurance may be arranged under a single policy for the full limits required or by a combination of a base One Million Dollar (\$1,000,000.00) Commercial General Liability Policy with the balance provided by an Excess or Umbrella Liability policy that attaches to the Commercial General Liability Policy at the One Million Dollar (\$1,000,000.00) level and which covers all of the required insurance under this Article, including the commercial general liability, comprehensive automobile liability, and excess or umbrella liability coverage.
- 8.10 Provider shall provide evidence of all insurance coverage of Provider and of its consultants as required in this Article, including professional liability or errors and omissions policies of insurance and Excess Liability Umbrella coverage, by a certificate or certificates of insurance provided to Owner, which certifications shall contain a provision that coverage afforded under the policies will not be cancelled until at least thirty (30) days prior written notice has been given to Owner by the insurance carrier or its agent with the exception that coverage may be terminated upon ten (10) days written notice provided to Owner for non-payment of the premium by Provider. If Provider receives notice of a threatened cancellation of coverage for non-payment of premium it shall immediately advise Owner in writing prior to any such cancellation deadline so as to provide Owner the opportunity to advance such payment on behalf of Provider out of monies to be paid to Provider under this Agreement for the coverage required hereunder.
- 8.11 Should Provider fail or neglect to provide the required insurance, or allow any required coverage to lapse, Owner shall have the right, but not the duty, to provide such insurance and deduct the cost thereof from any money due to Provider any and all premiums paid by Owner for and on account of said insurance. The

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policy or policies, and each certificate of insurance, shall further provide that the insurance will not be materially altered, reduced or canceled prior to at least thirty (30) days after written notice by certified mail of such cancellation or change has been provided by the respective insurer and has been received by Owner, with the exception that coverage may be terminated upon ten (10) days written notice provided to Owner for non-payment of the premium by Provider. If Provider receives notice of a threatened cancellation of coverage for non-payment of premium it shall immediately advise Owner in writing prior to any such cancellation deadline so as to provide Owner with the opportunity to advance such payment on behalf of Provider out of monies to be paid to Provider under this Agreement for the coverage required hereunder. No less than fourteen (14) days prior to the expiration, cancellation or termination of any such policy, Provider shall supply Owner with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of the original policy and coverage, with such new or replacement policy and endorsements in the same manner and for the same coverage and amounts in favor of Owner as set forth in this Article.

- 8.12 The insurance carriers for Provider shall have no right of subrogation against Owner and its officers, directors, consultants, agents and employees, and Provider shall obtain from each of its insurers a waiver of subrogation on all insurance coverage required in this Article, including, but not limited to, Commercial General Liability, Workers Compensation, Employer's Liability and Business Auto Liability, in favor of the parties identified herein with respect to losses arising out of or in connection with the Work on the Project under the Agreement. Provider shall require waivers of subrogation in favor of Owner from its consultants, if any, in their agreements with those entities.
- 8.13 Notwithstanding any other provision of this Agreement to the contrary, should any policy required by this Agreement be canceled or otherwise terminated before the completion of the services hereunder, Provider shall exert all reasonable efforts to procure and maintain in force similar insurance from insurers satisfactory to Owner and provide certificates of such insurance to Owner upon Owner's written request.

**ARTICLE IX
TERMINATION OF AGREEMENT**

- 9.1 **Termination for Cause.** This Agreement may be terminated for cause by either party should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. Such termination for cause shall be upon fifteen (15) days prior written notice by Owner if it is Owner terminating the Agreement and upon thirty (30) days prior written notice by Provider if it is Provider terminating the Agreement. The terminating Party shall provide to the other Party in its written notice specific reasons or grounds for its intended termination, with supporting factual details and with specific reference to the express terms and conditions of this Agreement which the defaulting Party has failed to perform, and shall state with specificity the means by which the Party may cure the alleged grounds for default. This right to termination shall be in addition to, and not in lieu of, all other rights and remedies which the non-defaulting party may have by law or as otherwise provided in this Agreement, such rights and remedies being cumulative and none being exclusive of any other, and the defaulting party's liability shall survive such termination. No delay or forbearance by the non-defaulting party in exercising such termination or in enforcing any other rights and remedies hereunder shall constitute a waiver thereof in any instance. In any event, the Owner shall pay Provider all amounts invoiced and otherwise due and owing for Services performed up to the termination date that are not in dispute and are in excess of the costs or damages, if any, claimed by Owner against Provider and withheld under ¶4.2.1.
- 9.2 **Termination Due to Task Order Abandonment or Suspension.** This Agreement may be terminated by Owner upon at least ten (10) days written notice to the Provider in the event that the services engagement

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or project or any individual Task Order issued to Provider by Owner is temporarily or permanently abandoned, suspended or discontinued, whether by decision or action of governmental authority or unilateral decision by Owner. If the individual Task Order, services engagement or project is resumed, Provider shall be compensated for expenses incurred in the interruption and resumption of Provider's services.

- 9.3 **Termination for Convenience.** This Agreement may be terminated by Owner in whole or in part without cause and for its convenience upon fifteen (15) days prior written notice by Owner to Provider. In the event of such termination for convenience, Provider shall be compensated for all services performed to the date of such termination and any termination expense that is directly attributable to termination for which Provider is not otherwise compensated, subject to the limitations upon compensation and expenses as provided herein. Such entitlement of Provider shall constitute Provider's sole and exclusive remedy and recovery and in no event shall Provider be entitled to recover anticipated profits on unperformed services, overhead, or other additional sums or consequential damages by reason of such termination for convenience.
- 9.4 If termination of this Agreement is effectuated by Owner under ¶9.1 and it is subsequently found or determined in legal proceedings that Provider was not in substantial breach of this Agreement by failure to perform in accordance with its terms, or that such failure was caused through the fault of Owner, then such termination shall be deemed to be a termination for convenience pursuant to ¶9.3 and Provider's remedy and recovery as against Owner shall, in such case, be limited to the payments provided by such in ¶9.3.
- 9.5 In the event of termination of this Agreement or upon request by Owner, Provider shall deliver to Owner within ten (10) days thereof all of the Deliverables, including in electronic format, not previously delivered to Owner during the course of the performance of the Services. Upon receipt of notice of a termination for default or for Owner's convenience, Provider shall: (1) promptly discontinue all the Services affected, unless the termination notice expressly directs otherwise; (2) deliver or otherwise make available to Owner the Deliverables and such other information, materials or documents as may have been accumulated by Provider in performing this Agreement and any individual Task Orders, whether completed or in process; and (3) assign upon the request by Owner those requested consultant agreements between Provider and its consultants performing any of the Services, in accordance with the provisions of ¶14.4 hereof. Owner's reliance upon and use of any incomplete Deliverable shall be the sole risk of Owner provided that Provider identifies and discloses to Owner in writing such incomplete data, information and other documents or if such documents, normally to be stamped and sealed if complete, are not stamped and sealed by a professional engineer. Provider shall have no liability to Owner arising from Owner's use of such incomplete data, information and other documents identified and disclosed by Provider to Owner.
- 9.6 For any written notice required under this Article, such notice shall be sent by certified mail, by hand delivery or by overnight courier service (Federal Express or equivalent) to the other party hereto in accordance with the provisions of ¶11.19 hereof.

**ARTICLE X
DISPUTE RESOLUTION**

10.1 General

- 10.1.1 Owner and Provider are fully committed to working with each other throughout the term of the Agreement and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Owner and Provider each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Services.

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- 10.1.2 Owner and Provider will first attempt to resolve disputes or disagreements through discussions between their Authorized Representatives as designated herein. If a dispute or disagreement cannot be resolved through discussions between the Owner's and Provider's Authorized Representatives, upon the request of either party, principals of Owner and Provider shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such dispute or disagreement. Prior to any meetings between the principals of Owner and Provider, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement. If after meeting the parties' principals determine that the dispute or disagreement cannot be resolved on terms satisfactory to both parties, the parties shall submit the dispute or disagreement, if mutually agreed upon by Owner and Provider, to non-binding mediation as set forth hereinafter in ¶10.2.
- 10.1.3 Owner and Provider shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement within the period specified by applicable law, but if not otherwise specified by applicable law, within not more than five (5) years after the actual date of completion of the services engagement or project or any individual Task Order issued to Provider by Owner with respect to any warranty claim and cause of action by Owner against Provider, or if the Project is permanently abandoned, suspended or discontinued as provided by ¶9.2, then within not more than five (5) years of the Date of Project suspension or abandonment. If a third party commences a claim or cause of action against Owner, whether based in warranty, contract, tort or otherwise, and such claim and causes of action include claims, issues or disputes involving the Services furnished under this Agreement, then such claims and causes of action which Owner may seek to pursue against Provider shall survive the five (5) year limitation provided herein and shall not be time barred if commenced within the period specified by applicable law.

10.2 Mediation

- 10.2.1 All claims, disputes, or other matters in question between the parties to this Agreement or breach thereof shall, as a condition precedent to binding dispute resolution, be submitted to nonbinding mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Indiana Rules for Alternative Dispute Resolution currently in effect.
- 10.2.2 A request for mediation shall be made in writing and delivered to the other party to the Agreement. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of ninety (90) days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.
- 10.2.3 The Parties, in good faith, shall attempt to agree upon a mediator. If the Parties cannot so agree within ten (10) business days of the other Party's receipt of the request for mediation, the Parties shall jointly petition the Circuit Court of Marion County, Indiana to provide a list of five (5) mediators from which the parties shall strike. The Parties shall strike within five (5) business days of receipt of the list of mediators with the Party that requested mediation striking first. The individual remaining at the conclusion of the striking process shall serve as mediator, unless the Parties agree otherwise on a mediator. The parties shall share the mediator's fee and any filing fees equally.
- 10.2.4 The mediation shall be held in the City of Indianapolis, Indiana, unless another location is mutually agreed upon by the parties. Agreements reached in mediation shall be enforceable as a settlement agreement in any court having jurisdiction thereof. If mediation is unsuccessful, the parties shall proceed to litigation as described hereinafter.

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10.3 Litigation

- 10.3.1 Claims, disputes and other matters in controversy arising out of or related to this Agreement, not otherwise resolved in accordance with ¶10.2 above, shall be decided through litigation in an Indiana court of law, and by trial to the bench. Trial by jury is expressly waived by Owner and Provider.
- 10.3.2 Any litigation arising out of or relating to this Agreement may include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement as a party to the litigation provided that the claims and issues being litigated relate to or involve such additional person or party. The foregoing agreement to litigate and other agreements to litigate with an additional person or entity shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.
- 10.3.3 For any litigation undertaken pursuant to this ¶10.3, exclusive venue for such judicial proceedings shall be in Indianapolis, Marion County, Indiana, and any hearing, trial or conference shall take place in that locale, unless agreed to otherwise in writing by Owner and Provider. The judicial proceedings, and all claims, disputes and other matters in controversy arising out of or related to this Agreement or the performance or breach thereof shall be governed by the laws of the State of Indiana. Owner and Provider consent to the choice of law, the choice of dispute resolution designated by them, venue as provided herein, and to personal jurisdiction over each of them as provided herein, and waive any right to object to the exercise of personal jurisdiction by the court and to exclusive venue in this locale.
- 10.3.4 No dispute under this Article shall interfere with the progress of the Provider's Services, and Provider shall proceed with furnishing its Services, including disputed performance, despite the existence of, and without awaiting the resolution of, any such dispute. The failure or refusal of Provider to continue performing under such circumstances shall constitute a default under the Contract as provided in Article IX hereof.
- 10.3.5 In any instance or proceeding whereby any claim, dispute or other matter in controversy between Owner and Provider involves, arises from or gives rise to a similar claim, dispute or other matter in controversy as between Owner and another third party, Provider shall furnish and present to Owner evidence, documentation and other information to support its claim, defense or other position with respect thereto. It is expressly understood that as to any and all Provider Services performed or agreed to be performed by Provider and as to any and all actual or alleged damages or costs incurred by Provider in connection with the Project, Owner shall under no circumstances be liable to Provider to any greater extent than Provider is found liable to Owner.

**ARTICLE XI
MISCELLANEOUS PROVISIONS**

- 11.1 **Governing Law.** Unless otherwise specified, this Agreement shall be governed by the laws of the State of Indiana without regard to its choice of law provisions.
- 11.2 **Force Majeure.** Any delay or failure of Provider in performing its required obligations hereunder shall be excused if and to the extent such delay or failure is caused by a Force Majeure Event. A "Force Majeure Event" means an event due to any acts of God, strike, labor dispute fire, storm, flood, windstorm, unusually severe weather, sabotage, embargo, terrorism, energy shortage, accidents or delay in transportation, accidents in the handling and rigging of heavy equipment, explosion, riot, war, court injunction or order, delays by acts or orders of any governmental body or changes in laws or government regulations or the interpretations or application thereof. In the event of a Force Majeure Event, Provider shall receive an equitable adjustment extending Provider's time for performance for such Services sufficient to overcome

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the effects of any delay.

- 11.2.1 **Compensable Delays.** Any delay or failure of Provider in performing its required obligations hereunder shall be excused if and to the extent such delay or failure is caused by the acts or omissions of Owner or Owner's other contractors, vendors or consultants, and which delay or failure is not due to any fault or neglect on Provider's part, and the risks of which are not otherwise assumed by Provider pursuant to the provisions of this Agreement. The time for completion of the portion or portions of the Services directly affected by such delay, shall upon timely request of Provider be extended by a period equivalent to the time lost by reason of any and all of the aforesaid causes. Any claim for an extension in the Contract Time or for increased compensation under this Agreement or any individual Task Orders, in order to be considered by Owner, shall be based on written notice delivered to Owner in accordance with ¶11.19 within fourteen (14) days of Provider becoming aware of the event or occurrence giving rise to the claim. Failure to timely submit notice as required herein shall constitute a waiver of the right to seek a time extension or additional compensation. Provider's compensation for Basic Services may be adjusted as mutually agreed by Owner and Provider for any increased costs of performing the Services.
- 11.3 **Statute of Limitations.** As between the parties of this Agreement, as to all acts or failures to act by either party to this Agreement, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have occurred in any and all events no later than the Date of Completion of the Services under this Agreement or as provided by current law unless and except as provided otherwise by applicable statute.
- 11.4 **Precedence.** In the event of a conflict among the IPTC RFP, the Provider Response thereto, and this Agreement, the terms and conditions of this Agreement take precedence over the terms of the RFP and Provider Response, and no term or condition in the Provider Response that contradicts, conflicts with, limits or narrows any term or condition of the Agreement or the IPTC RFP shall be effective or controlling. In the event of a conflict within the language of this Agreement typed language, terms and conditions shall take precedence over printed language, terms and conditions and the term or condition which provides the greater benefit or protection to Owner shall control.
- 11.5 **Severability.** Every provision of the Agreement is intended to be severable such that, if any term or provision hereof is illegal or invalid for any reason whatsoever, such provision shall be severed from the Agreement and shall not affect the validity of the remainder of the Agreement.
- 11.6 **Indemnity.** To the fullest extent permitted by law, Provider shall indemnify, hold harmless and defend Owner and all of its officers, directors, and employees, from and against all claims, suits, demands, causes of action, damages, losses, costs and expenses, including reasonable attorney's and consultant's fees and expenses, brought by a third party to the extent caused by Provider's negligent performance of professional services under this Agreement, or caused by Provider's failure to perform any duty expressly assumed under this Agreement in performing the Services, provided that any such claim, suit, demand, cause of action, damage, loss, cost, fees or expense: (a) is attributable to bodily injury, sickness, disease or death, or patent infringement, or injury to or destruction of tangible or real property, including the loss of use thereof; and (b) only to the proportionate extent caused in whole or in part by any negligent act or omission or wrongful act by Provider or anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether such claim, suit, damage, loss, cost or expense is caused in part by any joint, several or comparative, but not sole, negligent act or omission, of Owner.
- 11.7 Without limiting the generality of the foregoing and in addition thereto, the indemnification, hold harmless and defense duties and obligations of Provider under ¶11.6 shall apply to any claims, suits, demands, causes

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of action, damages, losses, costs and expenses, including attorney's and consultant's fees and court costs of Provider against any other consultant, contractor, subcontractor, material supplier or third party, and to their claims against Owner or any other party indemnified hereunder which may be triggered or caused by Provider's actions taken under this Paragraph, subject to the indemnity provisions of ¶11.6.

- 11.8 In any and all claims against Owner or any of its officers, directors, agents or employees, by any employee of Provider or anyone directly or indirectly employed by Provider, or anyone for whose acts Provider may be liable, the indemnification obligations under ¶11.6 and ¶11.7 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Provider under worker's compensation acts, disability benefit acts or other employee benefit acts.
- 11.9 **Right to Attorney Fees.** In the event Owner employs attorneys or incurs other expenses it may deem necessary to protect or enforce its rights under the Agreement where Provider is in default or breach of the Agreement, or Owner otherwise is required to undertake performance of Provider's obligations hereunder because of Provider's failure or refusal to perform, Provider agrees to pay the attorney fees, costs and expenses so incurred by Owner. Furthermore, wherever in the Agreement Provider agrees to pay expenses incurred by Owner such expenses shall include, but are not limited to, attorney fees incurred by Owner.
- 11.10 **Independent Contractor Status.** Provider agrees that it is, or prior to the start of the performance of the Services hereunder will become, an independent contractor and an employing unit subject as an employer to all applicable unemployment compensation statutes so as to relieve Owner of any responsibility or liability for treating Provider's employees as employees of Owner for the purpose of keeping records, making reports and payment of unemployment compensation taxes or contributions; and Provider agrees to indemnify and hold Owner harmless and reimburse it for any expense or liability incurred under said statutes in connection with employees of Provider, including a sum equal to benefits paid to those who were Provider's employees, where such benefit payments are charged to Owner under any merit plan or to the individual reserve account pursuant to any state unemployment compensation statute.
- 11.11 **No Third Party Beneficiary Rights.** Nothing set forth and contained in this Agreement shall create or establish any contractual relationship or obligations between Owner and any of Provider's employees, consultants, agents or representatives nor create a cause of action in favor of any third party against either Owner or Provider. There are no intended present or third party beneficiaries under this Agreement, and any and all rights and remedies hereunder are exclusively for the benefit of the parties hereto. Provider's services under this Agreement are being performed solely for Owner's benefit and no other entity shall have any claim against Owner or Provider because of this Agreement or the performance or non-performance of Provider's services hereunder.
- 11.12 **Provider's Consultants.** Owner shall enjoy the same benefits and rights as to Provider's consultants as Provider enjoys with respect to its consultants. Such consultants shall owe the same duties and obligations to Owner as they do to Provider.
- 11.13 **No Agency Relationship.** Nothing set forth and contained in this Agreement creates an agency relationship by and between Owner and Provider whereby Provider has actual, implied or apparent authority, rights, duties or powers to act for or on behalf of Owner, or otherwise to bind or commit Owner to any third party, without the express, prior written approval and notice from Owner to such third party.
- 11.14 **Waiver of Consequential Damages.** Provider waives any claims against Owner for consequential damages arising out of or relating to this Agreement. This waiver includes damages incurred by Provider for principal office expenses, including the compensation of personnel stationed there and other components of home

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office overhead, for losses of financing, business and reputation, for loss of management or employee productivity or of the services of such persons and for loss of profit except anticipated profit arising directly from the Provider Services being furnished hereunder. This waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article IX.

- 11.15 **Waiver.** No action or failure to act by Owner shall constitute a waiver of any right or duty afforded Owner under the Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach hereunder, except as may be specifically agreed in writing. Owner's right to require strict performance of the Agreement shall not be affected by any previous waiver or course of dealings. Permitting Provider to continue after the date of scheduled completion shall not be construed as a waiver of any such claim or damages or increased costs due to delays.
- 11.16 **Publicity.** All publicity, press releases and other announcements relating to the Agreement or the Services being provided hereunder will be reviewed in advance by and subject to the approval of Owner. Without the prior written consent of Owner, Provider shall not, and shall cause its employees and consultants not to, make any statements that are based on knowledge gained as a result of performing the Provider Services.
- 11.17 **Confidential Information.** During the course of performing the Services hereunder, Provider may be given access to information that relates to Owner's past, present and future research, development, business activities, products, work and technical knowledge that is considered by Owner as confidential ("Confidential Information"). Confidential Information also includes derivatives and enhancements to preexisting Confidential Information. For these reasons, Provider agrees that all Confidential Information disclosed to or discovered by Provider in the course of the performance of the Agreement shall be considered confidential and protected information, and that Provider shall not disclose such information to a third party unless: (1) such disclosure is necessary in the performance of the Services, (2) Provider obtains Owner's prior written consent to such disclosure, or (3) as may be required by laws and/or regulations; provided, however, Confidential Information shall not include information (a) independently developed by Provider without use of Confidential Information; (b) separately acquired by Provider from a third party that is not under an obligation of confidence with respect to such information; or (c) that is or becomes publicly known through no breach of the Agreement.
- 11.18 Provider agrees to protect the confidentiality of Confidential Information in the same manner that it protects the confidentiality of its own proprietary and confidential information of like kind, but in no event shall Provider exercise less than reasonable care in protecting such Confidential Information. Confidential Information may not be copied or reproduced without Owner's prior written consent. All Confidential Information, including copies thereof, shall be returned or destroyed upon the request of Owner; provided, however, Provider may retain one copy of the Confidential Information. Confidential Information disclosed hereunder shall at all times, as between Owner and Provider, be the property of Owner. No express or implied license or right to or under any patents, trade secrets, copyrights or other rights are granted by any disclosure of Confidential Information. If Provider receives a subpoena or other validly issued administrative or judicial process demanding Confidential Information, it shall immediately notify Owner in writing of such receipt and tender to it the defense of such demand. Provider shall thereafter be entitled to comply with such subpoena or other process to the extent required by law.
- 11.18.1 Provider acknowledges the economic value of Owner's Confidential Information. Provider shall (a) use the Confidential Information only in connection with this Agreement and the Provider Services and for no other purpose; (b) restrict disclosure of the Confidential Information to only those employees and contractors of Provider and its affiliates with a "need-to-know" and not disclose it to any other person or entity, including any regulatory agencies, without the prior written consent of Owner; (c) advise those

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employees, Consultants or contractors who access the Confidential Information of their obligations with respect thereto and, prior to disclosure to Consultants and contractors, have entered into non-disclosure agreements with such Consultants and contractors having obligations of confidentiality as strict as those contained in this Agreement; and (d) copy the Confidential Information only as necessary for those employees, Consultants or contractors who are entitled to receive it. A "need-to-know" means that the employee, Consultant or contractor requires the Confidential Information to perform their responsibilities in connection with this Agreement and the Provider Services. Provider shall be responsible for any disclosure of Confidential Information by its employees or contractors.

11.18.2 Provider agrees that an impending or existing violation of ¶11.18 and ¶11.18.1 of this Agreement may cause Owner irreparable injury for which it would have no adequate remedy at law, and agree that Owner shall be entitled to obtain immediate injunctive relief prohibiting such violation, in addition to any other rights and remedies available to it.

11.19 **Written Notice.** Whenever written notice is required to be sent under the Agreement, such notice shall be deemed to have been duly served if (a) delivered in person to the designated representative or corporate officer of the party, (b) delivered at or sent to such designated representative or corporate officer by registered or certified mail, or (c) delivered by a reputable delivery service, to the address set forth below or such other address as Owner or Provider may designate for itself in accordance with this Paragraph:

Owner:

Indianapolis Public Transportation
Corp. (IndyGo)
1501 West Washington St.
Indianapolis, IN 46222

Attention: _____, Project Manager

Provider:

Attention: _____

11.20 **Non-Discrimination.** Provider shall comply with all federal, state, and municipal and local rules, ordinances, rules, regulations, orders, notices and requirements relating to non-discrimination in employment, fair employment practices, and equal employment opportunity, whether or not provided elsewhere in the Agreement without additional charge or expense to Owner, and shall be responsible for and correct, at its own cost and expense, any violations thereof resulting from or in connection with the performance of the Provider Services hereunder. Provider shall at any time upon demand, furnish such proof as Owner may require to demonstrate compliance with such requirements and correction of any violations. Provider agrees to save harmless and indemnify Owner from and against any and all loss, injury, claims, actions, damages, costs and expenses, including legal fees and disbursements, caused or occasioned directly or indirectly by Provider's failure to comply with any of said laws, ordinances, rules, regulations, orders, notices or requirements, or to correct violations.

11.21 Pursuant to the requirements of existing laws of the State of Indiana and the United States of America, Provider and its consultants shall not discriminate against any employee or applicant for employment to be employed in the performance of the Agreement, with respect to his or her hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of his or her race, creed, religion, color, sex, pregnancy, national origin, ancestry, age, disability, genetic information, veteran status, or any other characteristic or status protected by law. Provider agrees to comply with all the provisions contained in the Equal Opportunity Clause quoted in Executive Orders No. 11246 and No. 113375. In addition, Provider shall cause this Equal Opportunity Clause to be included in the consultant

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agreements hereunder unless exempted by rules, regulations and orders of controlling local, state or federal agencies having jurisdiction over the Project, including but not limited to, the Secretary of Labor issued pursuant to Section 204 of the Executive Orders No. 11246 and No. 11375 as amended. Breach of this covenant may be regarded as a material breach of contract.

- 11.22 Provider and its consultants shall, in all solicitations or advertisements for employees placed by them or on their behalf, state all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, pregnancy, national origin, ancestry, age, disability, genetic information, veteran status, or any other characteristic or status protected by law. In the hiring of employees for the performance of work under the Agreement or any consultant agreement hereunder, neither Provider, its consultants, nor any person acting on behalf of Provider or its consultants, shall by reason of race, religion, color, sex, pregnancy, national origin, ancestry, age, disability, genetic information, veteran status, or any other characteristic or status protected by law discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates.
- 11.23 **E-Verify Compliance.** As required by Ind. Code §22-5-1.7, Provider swears and affirms under the penalties of perjury that it does not knowingly employ an unauthorized alien. Provider further agrees that:
- a. Provider shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in Ind. Code §22-5-1.7-3. Provider is not required to participate should the E-Verify program cease to exist. Additionally, Provider is not required to participate if Provider is self-employed and does not employ any employees.
 - b. Provider shall not knowingly employ or contract with an unauthorized alien. Provider shall not retain an employee or contract with a person that Provider subsequently learns is an unauthorized alien.
 - c. Provider shall require all of its consultants or subcontractors who perform work under this Agreement to certify to Provider that the consultant or subcontractor does not knowingly employ or contract with an unauthorized alien and that the consultant or subcontractor has enrolled and is participating in the E-Verify program. Provider agrees to maintain this certification throughout the duration of the term of its contract with its consultant or subcontractor.
 - d. If Provider or any consultant or subcontractor violates the requirements of this ¶11.23 and its subparts, and it is brought to the attention of Owner, Owner shall require Provider to remedy the violation, or require the subcontractor or consultant to remedy the violation, not later than thirty (30) days after Owner notifies Provider. If Provider fails to remedy the violation, either directly or through its subcontractor or consultant, within the thirty (30) period, the failure of Provider to comply with this requirement may be treated by Owner as a default under the Agreement as provided in Article IX hereof. If Provider employs or contracts with an unauthorized alien but Owner determines that terminating the Agreement would be detrimental to the public interest or public property, Owner may allow the Agreement to remain in effect.
- 11.24 **Drug Free Work Site.** Provider and its employees shall comply with all provisions of the Drug Free Workplace Act of 1988 as amended. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Provider is responsible for the development implementation, administration and enforcement of a formal substance abuse policy (“Substance Abuse Policy”) which, as, a minimum, meets the standards set forth by the Owner. In all cases where Provider is permitted to employ a consultant, Provider is responsible for the consultant and consultant’s employees

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being in compliance with the Substance Abuse Policy. Contracts between Provider and its consultants must stipulate that Owner reserves the right to audit the consultants' substance programs for compliance with the requirements of this provision.

- 11.25 **Competing Laws.** As between inconsistent provisions among Federal, State and local laws, Provider should generally comply with the more stringent requirement, unless a Federal law, rule or regulation requires that the affected Federal provision be observed, notwithstanding the existence of a more stringent applicable State or local requirement.
- 11.26 **Differing Dates of Execution.** Notwithstanding differing dates of execution hereof, this Agreement shall be deemed to have been made and entered into on the year and date hereinabove described, and except as otherwise provided for herein with respect to effective dates for specific obligations, shall become binding and effective upon that date.
- 11.27 **Execution in Counterparts.** This Agreement may be executed in counterparts by each party signing a separate signature page which then shall be furnished to the other party hereto. Counterparts executed and distributed by email copy are acceptable and shall be considered as binding and effective as an original signature, and all of which together shall constitute one and the same instrument.

ARTICLE XII
PROVIDER REPRESENTATIONS
AND ACKNOWLEDGEMENTS

- 12.1 **Provider Representations.** In order to induce Owner to enter into and perform this Agreement, Provider represents and warrants to Owner that:
- a. **Authority.** Provider has full power, authority and legal right to execute, deliver and perform this Agreement. Provider has taken all necessary action to authorize the execution, delivery and performance of this Agreement.
 - b. **No Litigation.** Except as specifically disclosed to Owner in writing prior to the date hereof, no claim, litigation, investigation or proceeding of or before any court, arbitrator or governmental authority is currently pending nor, to the knowledge of Provider, is any claim, litigation or proceeding threatening against Provider or against its properties or revenues (i) which involves a claim of defective design or workmanship in connection with any agreement entered into by Provider or (ii) which, if adversely determined, would have an adverse effect on the business, operations, property or financial or other condition of Provider. For purposes of this paragraph, a claim, litigation, investigation or proceeding may be deemed disclosed to Owner if Owner has received, prior to the date hereof, detailed information concerning the nature of the matter involved, the relief requested, and a description of the intention of Provider to controvert or respond to such matter.
 - c. **No Default.** Provider is not in default in any respect in the payment or performance of any of its obligations or in the performance of any mortgage, indenture, lease, contract or other agreement or undertaking to which it is a party or by which it or any of its properties or assets may be bound, and no such default or Event of Default (as defined in any such mortgage, indenture, lease, contract, or other agreement or undertaking) has occurred and is continuing or would occur solely as a result of the execution and performance of this Agreement. Provider is not in default under any order, award, or decree of any court, arbitrator, or government binding upon or affecting it or by which

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any of its properties or assets may be bound or affected, and no such order, award or decree would affect the ability of Provider to carry on its business as presently conducted or the ability of Provider to perform its obligations under this Agreement or any of the other financing to which it is a party.

- d. **Conflict of Interest.** Provider covenants that neither it, nor any officer, director, partner, employee or agent of Provider has any interest, nor shall it acquire any interest, either directly or indirectly, which would conflict in any manner or degree with the performance of the Work hereunder. Prior to entering into the Agreement Provider has conducted all requisite due diligence to investigate and confirm that neither Provider nor its intended subcontractors and consultants have an existing conflict of interest with Owner and that by entering into the Agreement or subcontractor or consultant agreements no conflict of interest with Owner shall be created. Provider shall exercise all requisite care and due diligence to prevent any actions or conditions that may result in a conflict with Owner's best interest. A conflict of interest shall mean any interest, relationship, transaction or other matter that conflicts, or could conflict, with the best interests of Owner. A conflict of interest shall include, but is in no way limited to, where Provider recommends, suggests or in any way encourages Owner to enter into an agreement or any type of business arrangement with a firm or company in which Provider, or its employee or agent, or a family member of its employee or agent, has a pecuniary interest.

In the event Provider discovers or becomes aware of a conflict of interest, Provider shall immediately disclose to Owner in writing the conflict of interest including, but in no way limited to, prior to Provider making any recommendation, suggestion or otherwise encouraging Owner to enter into an agreement or any type of business arrangement with a firm or company in which Provider, or its employee or agent, or a family member of its employee or agent, has a pecuniary interest. Provider's efforts shall include, but is in no way limited to, continually making itself aware of the firms or companies that Provider's employees or agents, or family members of its employee or agents, have a pecuniary interest in as well as establishing precautions to prevent its employees or agents, or family members of its employee or agents, from making, receiving, providing or offering substantial gifts, extravagant entertainment, payments, loans or other considerations for the purpose of influencing individuals to act contrary to Owner's best interests.

It is expressly understood that breach of any of the covenants contained in this paragraph is a material breach hereof and shall entitle Owner to all remedies and relief as otherwise provided in the case of a contractual breach in accordance with Article IX hereof.

- 12.2 **Antitrust Assignment.** Provider hereby assigns, sells and transfers to Owner all right, title and interest in and to any claims and causes of action arising under the antitrust laws of the State of Indiana or of the United States relating to the particular goods or services purchased or procured by Owner under this Agreement.

**ARTICLE XIII
SUCCESSORS AND ASSIGNS**

- 13.1 Owner and Provider, respectively, bind themselves, their agents, partners, successors, assigns and legal representatives to the other party to this Agreement and to the agents, partners, successors, assigns and legal representatives of such other party with respect to all terms, duties and covenants of this Agreement.
- 13.2 Provider shall not assign or transfer any interest in this Agreement without written consent of the Owner, whose consent shall not be reasonably withheld. Provider may subcontract certain portions of its services

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to qualified consultants upon written consent of Owner.

- 13.3 This Agreement may be assigned by Owner, with the consent of Provider, which consent shall not be unreasonably withheld, to another entity, either existing or formed at a later date that will own the Project. Provider shall be notified in writing of such change in ownership within thirty (30) days of its occurrence.
- 13.4 Pursuant to Article X, should this Agreement be terminated by Owner for any reason, Owner shall have the right to have Provider's subcontractor and consultant agreements assigned to it, and upon Owner's request to Provider, Provider shall assign such subcontractor and consultant agreements to Owner. Copies of Provider's subcontractor and consultant agreements shall be furnished to Owner within thirty (30) days from the date of execution of this Agreement, or within such longer time period as may be acceptable to Owner. The assignment of Provider's subcontractor and consultant agreements to Owner shall not obligate Owner to pay for any services provided under any of the subcontractor and consultant agreements to Provider prior to the date of such assignments and their acceptance by Owner, Owner's payment obligations to any subcontractor and consultant being limited to payment for services that may be provided to Owner thereafter by that subcontractor and consultant.

**ARTICLE XIV
EXTENT OF AGREEMENT**

- 14.1 This Agreement represents the entire and integrated agreement between Owner and Provider and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument approved and executed by both Owner and Provider.

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Owner and Provider agree to the terms above and as set forth in the Attachments and Exhibits attached hereto, all of which are a material part of this Agreement. This Agreement is not valid unless signed by Owner and shall become effective on the date first above written notwithstanding different dates of execution hereof.

REVIEWED AND APPROVED BY:

General Counsel: _____ Date: _____, 20__

Procurement Director: _____ Date: _____, 20__

Contract Specialist: _____ Date: _____, 20__

Project Manager: _____ Date: _____, 20__

Director of Safety
Security & Training: _____ Date: _____, 20__

**OWNER: INDIANAPOLIS PUBLIC
TRANSPORTATION CORP.**

SERVICES PROVIDER: *Insert Name*

By: _____
Inez Evans, President and CEO

By: _____
Its Duly Authorized Representative

Date: _____, 20__

Printed Name and Title

Date: _____, 20__