

RFP # 19-02-313

## Planning and Zoning Services

March 18, 2019

INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION  
1501 WEST WASHINGTON STREET  
INDIANAPOLIS IN 46222  
Phone: (317) 635-2100

### **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.
- ∞ The Indianapolis Public Transportation Corporation (IPTC) ensures that the Disadvantage Business Enterprises (DBEs), as outlined in 49 CFR Part 26, as amended, have the maximum opportunity to participate in the performance of contracts. Therefore, it is imperative that you read the DBE Section and complete the necessary paperwork in its entirety.
- ∞ 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.
- ∞ 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 Enterprise (OMWBD) and MBE and WBE businesses certified with the Indiana Department of Administrations Division of Supplier Diversity within public transit. The program is designed to ensure an equal opportunity for MBE, WBE, VBE and DOBE 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.

When in doubt contact IPTC’s Procurement Department at [Procurement@IndyGo.net](mailto:Procurement@IndyGo.net)

RFP 19-02-313 Planning and Zoning Services

**PROCUREMENT SCHEDULE**

RFP # 19-02-313

Title: Planning and Zoning Services

Solicitation Release	March 18th, 2019
Pre-Proposal Meeting	March 26th, 2019 12:30PM IPTC Board Room
Written Questions Due	April 1st, 2019
Answers to Written Questions Posted	April 5th, 2019
RFP Due Date	April 17th, 2019 2:00pm EST
Interviews of Select Vendors	May 1st, 2019 10:00am IPTC Board Room
IPTC Board Meeting	May 23rd, 2019 5:00pm IPTC Board Room

# RFP 19-02-313 Planning and Zoning Services

## INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION

### TABLE OF CONTENTS

- **SECTION 1: Introduction & Statement of Work**
  - 1.1 History
  - 1.2 Project Overview
  - 1.3 Term of Engagement
  - 1.4 Nature of Work
  - 1.5 Scope of Services
    - 1.5.1 Phase 1: Summarize Existing Conditions
    - 1.5.2 Phase 2: Determine the Nature/Scope of the Problem
    - 1.5.3 Phase 3: Determine Which Approach(es) to Take
    - 1.5.4 Phase 4: Issue a Set of Findings and Recommendations
    - 1.5.5 Phase 5: Produce a Final Set of Deliverables
  - 1.6 Anticipated Project Schedule
  - 1.7 Evaluation
    - 1.7.1 Project Team
    - 1.7.2 Project Examples
    - 1.7.3 Project Approach
    - 1.7.4 Project Costs
  - 1.8 Evaluation Process
  - 1.9 Solicitation Evaluation Criteria
  - 1.10 Evaluation Methodology
  - 1.11 Bonds, Insurance, and Special Requirements
  - 1.12 Federal Participation
  - 1.13 Reserved Rights
  - 1.14 Access to Public Records Act (APRA)
  - 1.15 Disadvantaged Business Enterprises
  - 1.16 Diversity Commitment and Equal Opportunity
- **SECTION 2: Vendor Instructions**
  - 2.1 Notice to Vendors
  - 2.2 Required Responses
  - 2.3 Limitation of Responsibility
  - 2.4 Vendor Warrants & Sub-Contractor Restrictions
  - 2.5 Responsiveness & Responsibility Definitions
  - 2.6 Taxes
  - 2.7 Independent Contractor
  - 2.8 Contract Required
  - 2.9 Federal Regulations
  - 2.10 Failure to Supply
  - 2.11 Notary Seals
  - 2.12 Bid and Contract Procedures
  - 2.13 Protest Policy
  - 2.14 Required Certifications
- **Required Certifications**
- **SECTION 3: Federal Funding Clauses**
- **Section 4: IPTC Professional Services Agreement Template**

**SECTION 1**  
**INTRODUCTION & STATEMENT OF WORK**

## RFP 19-02-313 Planning and Zoning Services

### **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 more than 500 employees and its annual operating budget is approximately \$65 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.

The Indianapolis Public Transportation Corporation (IPTC) is seeking proposals from qualified consultants to provide professional planning and zoning services in support of the implementation of the Blue Line (BL) Bus Rapid Transit (BRT) corridor. Of particular importance is IPTC's responsibility to substantially advance the following objectives along the Blue Line (BRT) corridor, and throughout the entire transit network.

1. Enhance economic development and transit ridership.
2. Facilitate multi-modal connectivity and accessibility.
3. Increase non-motorized access to transit hubs.
4. Enable mixed-use development.
5. Identify infrastructure needs associated with the transit project.
6. Include private sector participation

### **Section 1.2 Project Overview:**

IPTC is a recipient of an FTA Pilot Program for Transit-Oriented Development (TOD) Planning through which IPTC is working collaboratively with the City of Indianapolis, Department of Metropolitan Development (DMD) to prepare a suite of regulatory updates to the Indianapolis-Marion County Consolidated Zoning and Subdivision Control Ordinance. To do this, the consulting team will need to guide IPTC and DMD through a public process that has been designed to, among other things: define the issues and opportunities presented by the current code; identify and evaluate any number of approaches to achieving the stated objective; and produce any number of regulatory changes needed to ensure that the city's zoning ordinance reflects the transit-supportive land use policies developed by DMD and the Indianapolis Metropolitan Planning Organization (MPO), and adopted by the City of Indianapolis, since April 2016 when the city's new zoning ordinance went into effect.

A general description of the various tasks to be performed as part of this agreement is included on the following pages. Note that the services described below are not intended to represent an exhaustive set of the planning and zoning services that will be sought under this agreement. Rather, the task descriptions below are intended to help frame the project approach.

### **Section 1.3 Term of Engagement:**

The term of the contract will be for (18) months with an expectation that all final deliverables will be produced to IPTC (IndyGo) on or before July 1, 2020 plus two (2) additional six (6) month optional terms to offset any possible delays.

## RFP 19-02-313 Planning and Zoning Services

### **Section 1.4 Nature of Work**

IPTC has an urgent need to better connect land use and transportation through zoning, especially as it relates to public transit. Throughout 2019 and into 2020, the consultant working closely with staff of both the IPTC and DMD, will assist in researching and developing land use controls that can later be applied to the Blue Line BRT station areas. In addition to developing, managing and facilitating outreach and involvement efforts designed to actively engage key stakeholders and the larger Indianapolis community throughout the duration of the project; work related to this effort is likely to require:

1. **Summarizing existing conditions and trends** – Where are we starting from? What do national, regional, and local trends offer or suggest?
2. **Preparing the documentation needed to support the team’s findings and recommendations** – What is the scope/nature of the problem? What are the ways in which we could approach a solution?
3. **Issuing a comprehensive set of findings and recommendations** – What regulations need to change? Are there procedures that could be made better?
4. **Producing a final set of deliverables** – What are the regulatory and procedural changes that DMD will propose to elected and appointed officials for their consideration and action?

Presented first as a refined set of questions, and then as a bulleted list of potential project-related tasks, the following pages include further explanation of the types of services we are anticipating needing to successfully complete this project. As was previously stated, the services described below are not intended to represent an exhaustive set of the planning and zoning services that will be sought under this agreement. Rather, the task descriptions below are intended to help frame the project approach.

Questions to consider when developing the project approach:

1. Why transit-oriented development?
2. What happens if we don’t make any changes to the City’s current land use regulations?
3. Which types of land use activities and development patterns should be prohibited at transit station areas?
4. How can the City better enable, or otherwise accommodate, the types of transit-supportive land use activities and development patterns that many in the community would like to see?
- 5.
6. Are there methods or tools that the community could use/deploy to better estimate off-street parking demand at and around BRT station areas?
7. Are there ways to regulate the siting of a new building or structure so that it is oriented towards the transit station, without inadvertently introducing entitlement risks, or adversely impacting the character of the surrounding neighborhood?
8. How might the City use zoning to enhance aesthetics and architectural design at and around station areas in ways that minimize unnecessary development costs and entitlement risk?
9. How can the City use zoning to incrementally increase residential and employment densities, building heights, housing affordability, a mix of uses, etc., near transit stations?
10. How can the City use zoning to further facilitate improved transportation access and connectivity across all modes of transportation at transit station areas?
11. How can the City use zoning to ensure that public and quasi-public spaces are part of the fabric of transit station areas?

### **Section 1.5 Scope of Services:**

It is anticipated that the answers to these questions is somewhat dependent on the consulting team’s ability to complete the following types of project-related tasks. This includes:

## RFP 19-02-313 Planning and Zoning Services

- **1.5.1 – Phase 1: Summarize Existing Conditions**
  - Inventory the current zoning district classifications, and existing land use activities and development patterns.
  - Review, evaluate, and report on the findings and recommendations of relevant past or present plans and studies and packaging them in such a way that it becomes clear which land use controls are needed, and where.
  - Outline the City’s land use and transportation policies that directly (and indirectly) relate to TOD.
  - Identify any administrative or enforcement practices or procedures that could hinder the implementation of the City’s land use and transportation policies related to TOD, over time.
  - Capture real estate considerations where zoning changes may promote or impede (re)development potential.
  - Obtain, and possibly even collect, raw parking utilization data and information that can be easily replicated, analyzed, evaluated, and shared.
  
- **1.5.2- Phase 2: Determine the Nature/Scope of the Problem**
  - Conduct interview of key stakeholders.
  - Diagnosis several key aspects of the City of Indianapolis-Marion County Consolidated Zoning and Subdivision Control Ordinance for its ability to: 1) prohibit non-contributing land use activities and/or development patterns at or near transit station areas, and 2) attract transit-supportive development to transit station areas, by right.
  - Revisit the city’s parking regulations – the parking minimums, parking maximums, parking adjustments, and parking credits – for their ability to prevent overparking (or prescribe too little parking) at station areas in an environment where underwriting practices and standards of financial institutions and investment companies also dictate how much parking there needs to be on any given site.
  - Audit recent development review cases (some that were allowed by-right, and others that required a rezoning, a variance, or a combination of both) and/or (re)development plans for properties located at or near the Blue Line BRT station areas to determine the scope and nature of the regulatory changes that need to be made.
  - Research and share specific case studies where land use policies contained within local and/or regional planning documents were implemented through specific changes to the local zoning code, including “lessons learned.”
  - Prepare materials to be used in public outreach, education, and engagement efforts that communicate the opportunities for TOD along the Blue Line.
  
- **1.5.3- Phase 3: Determine Which Approach(es) to Take**
  - Identify, review, and report on best practices in controlling land use activities and development around transit station areas.
  - Identify new ways of analyzing transportation impacts, as opposed to just traffic impacts, so that the city can better account for the compact, mixed-use environment that is desired around transit station areas.
  - Explore potential remedies surrounding the amortization of nonconforming situations, over time.
  - Create a visual representation of the fiscal health of a community across various revenue streams (i.e. income, property, and sales tax), thereby demonstrating the varying degrees of value that each type of land use can produce at or near a transit stop, over the life of a development.
  - Assess the efficiencies associated with compact, walkable, transit-oriented development

## RFP 19-02-313 Planning and Zoning Services

both in terms of the tax revenues that can be generated, and the costs savings that public and public-serving agencies stand to realize.

- Contribute to local efforts to educate local developers, lenders, and other real estate professionals on the planning and zoning implications related to transit-oriented development.
- Again, prepare materials to be used in public outreach, education, and engagement efforts that communicate the approach(es) that the City can take to better control land use activities and development at and around transit station areas.

- **1.5.4- Phase 4: Issue a Set of Findings and Recommendations**

- Illustrate and communicate the long-term fiscal impacts of various land use activities and specific development scenarios, as it relates to the Blue Line BRT infrastructure investments.
- Establish a framework for distinguishing between different types of station areas, or different segments of the corridor, as needed.
- Produce a set of scenario projections that compare some pre-determined status quo scenario (with a low-density development tax value) with development scenarios that include a mix of transit-supportive land uses at varying degrees of development intensity.
- Estimate, analyze, or otherwise generate parking, traffic and transit ridership information/data in a mixed-use environment.
- Vet the project findings and recommendations across the Indianapolis community.

- **1.5.5- Phase 5: Produce a Final Set of Deliverables**

- Publish a comprehensive set of design standards and land use regulations, text and graphics, that can be incorporated into the Indianapolis-Marion County Consolidated Zoning and Subdivision Control Ordinance.
- Summarize the community outreach and engagement process; capturing, categorizing, analyzing, and reporting on the input and feedback that is received.
- Present a list of measurable action steps that DMD can champion in 2020 and beyond.
- Propose changes to procedural rules and processes, where appropriate.

**Section 1.6 Anticipated Project Schedule**

The work related to this project is expected to begin in June 2019. Below are a series of anticipated milestones to take into consideration when determining who the project team members will be, and in developing both the project approach and the project costs. Note that the only firm deadline associated with this project is the submission of a set of deliverables to the FTA.

<b>Project Milestone</b>	<b>Estimated Timeframe</b>
IPTC Board meeting (action on the contract award)	May 23, 2019
Contract execution	On or after June 1, 2019
Initial stakeholder outreach and engagement	June – July 2019
Project leadership team in place	June 2019
Heavy community outreach and engagement period	July – August 2020
Vetting of the team’s findings and recommendations	October – December 2019
Substantial completion	On or before January 2, 2020
Assist with the adoption process	January – April 2020
Produce all final deliverables	On or before July 1, 2020

## RFP 19-02-313 Planning and Zoning Services

### **Section 1.7 Evaluation Requirements**

All proposal submissions will be evaluated, and must include, the following content: proposed project team, examples of relevant past (or current) projects, the proposed project approach, and anticipated project costs.

#### **- 1.7.1- Project Team**

- Proposals will be evaluated upon the skills and expertise of the entire project team, with additional considerations for the consultant's project facilitator. As previously discussed, the nature of this work is such that the planning and zoning services cannot simply be in the form of code writing. Rather, we need a team of professionals that can not only write code and determine the most appropriate course(s) of action for strengthening land use controls at and around transit station areas, but also effectively navigate local sensitivities related to these changes.
- It is expected that the team's project facilitator will:
  - Be sensitive to the concerns with changing land use regulations within the Indianapolis-Marion County context.
  - Have experience working within a set of parameters that are either defined by, or guided by, federal requirements.
  - Be well-versed in the ideals and principles of relatively dense walkable urbanism, transit-oriented development, and multi-modal transportation.
  - Have a basic understanding of the history and current status of the Indianapolis-Marion County Consolidated Zoning and Subdivision Control Ordinance, the Marion County Land Use Plan, as well as the Marion County Transit Plan.
  - Maintain an accurate understanding of the City's development review processes and procedures.
  - Be able to advise the larger project team, including IPTC and DMD staff, on the appropriate course of action throughout the duration of the planning project.
- It is further expected that other project team members will be qualified to, among other things:
  - Share specific knowledge with respect to Indiana's enabling statute.
  - Assist staff in organizing the information and recommendations produced by the planning process in a manner that clearly demonstrates the relationship between population change and economic trends and transit ridership.
  - Advise both the IPTC and DMD in a variety of residential and commercial development types that are supportive of transit, especially when it comes to parking needs.
  - Facilitate community meetings, workshops, and design charrettes, while effectively managing the stakeholder involvement process.
  - Adapt best practices in transit-supportive land use activities and development patterns to the Indianapolis-Marion County landscape.
  - Document the findings, recommendations, and the project process in such a way as to adequately inform the ordinance adoption process that it anticipated to occur towards the end of this project timeline.
- Use this section to:
  - Identify individual members of the project team. Note that the project team should primarily consist of those individuals who will have a meaningful role in the day-to-day activities associated with this project.
  - Briefly describe the roles and responsibilities of each project team member, relative to his/her skills or expertise.
  - Demonstrate how the proposed project team, in whole or in part, has assisted other agencies in advancing one or more of the objectives listed under the Project Overview on the previous pages.

## RFP 19-02-313 Planning and Zoning Services

- **1.7.2- Project Examples**
  - Proposals will be evaluated upon the team’s collective experience with similar projects and initiatives.
  - Use this section to:
    - Identify relevant past (or current) projects that required services that are similar to those described herein;
    - List client references, including their contact information; and
    - Draw comparisons between the examples that are being provided, the project team, and the proposed project approach.
  
- **1.7.3- Project Approach**
  - Proposals will be evaluated upon the consultant’s approach to this project. Of particular importance is the need to develop the process undertaken to gather data, the process to prepare the data for analysis, conduct the analysis, and the process for identifying relevant findings. In each of these steps, the process that is developed should be grounded in the various physical, economic, environmental, and social aspects of the development review and approval process.
  - Use this section to:
    - Clearly convey the project team’s understanding of the nature of the planning and zoning services that are being requested;
    - Describe the areas that need to be explored, analyzed, and documented; and
    - Explain when and how the project team might engage the IPTC and DMD staff, a project steering committee, key stakeholders, and the public.
  
- **1.7.4- Project Costs**
  - Proposals will be evaluated upon the anticipated project costs.
  - Use this section to:
    - Propose a fee schedule; and
    - Estimate the level of effort, such as the number of hours, that would likely be required to successfully complete the work described in the team’s proposed project approach.

*Note that the fee schedule must include hourly rates for all known key personnel, including any subconsultants, by name and title, or by title alone. Given the broad range of services that may be requested or ordered under a services contract, respondents are encouraged to propose a comprehensive range of personnel in their fee schedules.*

### **1.8 Evaluation Process**

This is a Best Value Procurement where IPTC reserves the right to select the most advantageous offer by evaluating and comparing all factors as listed in evaluation criteria below. IPTC will appoint an evaluation team consisting of IPTC employees, a representative(s) of DMD, and/or others. Each member of the team will be given a copy of both the RFP and the proposals and asked to evaluate each proposal against the RFP evaluation criteria described below. The top-rated firms may be asked to come in and present their proposals. Should the IPTC elect to conduct in-person interviews, each of the firms interviewed would be evaluated and ranked again.

### **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.

## RFP 19-02-313 Planning and Zoning Services

<b>Submission Requirement</b>	<b>Max Total Pts Possible</b>
Project Team	30
Relevant Project Experience	15
Proposed Project Approach	30
Anticipated Project Costs	25

### **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 offeror's interpretation of IPTC requirements is superficial, incomplete, vague, not comprehensive, or incorrect and therefore deemed unsatisfactory.

\*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 Right**

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.

## RFP 19-02-313 Planning and Zoning Services

### **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 Disadvantaged Business Enterprises**

This procurement is subject to the requirements of 49 CFR part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. IPTC has set an overall corporate DBE participation goal of 10% and a separate DBE participation goal of **11%** for this procurement. Bidders are required to document sufficient DBE participation to meet this goal or, alternatively, document good faith efforts to do so pursuant to the DBE Participation and DBE Good Faith Efforts Documentation Forms provided in this solicitation. The successful bidder will be required to submit monthly reports documenting progress towards meeting its DBE goal. The report must be an accurate reflection of the committed amount and the actual amount paid to the DBE firm(s).

### **Section 1.16 Diversity Commitment and Equal Opportunity**

It is the policy of the IPTC to commit 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-Owned and Women Owned Business Department (OMWBD) and MBE, WBE businesses certified by the Indiana Department of Administration's Division of Supplier Diversity.

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

**SECTION 2  
VENDOR INSTRUCTIONS**

## RFP 19-02-313 Planning and Zoning Services

### **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.

### **2.2 Required Responses**

All Proposals should be submitted with one (1) original proposal with appropriate seals and signatures and one (1) electronic copy on thumb drive no later than **April 17, 2019 by 2:00PM EST**. Any proposal submitted after this date and time will be returned un-opened. Proposals should be labeled with “**RFP #19-02-313 Planning and Zoning Services**” and delivered by mail or courier to:

IPTC Procurement Department  
Attn: Justin Fulford, Contract Specialist  
1501 West Washington Street  
Indianapolis, IN 46222

Under no circumstance will any Proposal be accepted later than the time or date detailed or at any other location than that specified. This restriction is absolute and includes, but is not limited to, failure of a private delivery service or the United States Postal Service to deliver documents in a timely or scheduled manner. No response will be accepted that is not in the hard copy format. Electronic (email/fax) responses are not valid for this RFP solicitation. Proposals received after the due date and time will be returned un-opened.

There is a Pre-Bid Meeting scheduled for this solicitation on Tuesday, March 26, 2019 at 12:30PM EST, in the IPTC Board room.

Please submit questions regarding this solicitation to [procurement@indygo.net](mailto:procurement@indygo.net). Questions may be submitted at any time prior to the Proposal submission date of April 1, 2019. An Addendum with responses to questions received in writing will be posted on April 5, 2019 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.

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 1.7 Evaluation*

### **2.3 Limitation of Responsibility**

IPTC 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.

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

## RFP 19-02-313 Planning and Zoning Services

### **2.4 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.

### **2.5 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.

### **2.6 Taxes**

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

### **2.7 Independent Contractor**

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

### **2.8 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 required in IPTC contracts.*

### **2.9 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.

## RFP 19-02-313 Planning and Zoning Services

### **2.10 Failure to Supply**

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

### **2.11 Notary Seals**

Any certification requiring a Notary Public Seal, must be sealed in the package marked “Original”, and may be copied in the subsequent number of offer packages required.

### **2.12 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.

### **2.13 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.

<http://www.indygo.net/business/procurement/procurement-regulations>

### **2.14 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.

**CHECKLIST FOR PROPOSAL RFP #19-02-313 Planning and Zoning Services**  
(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 envelope addressed to "Contract Specialist"

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

If yes, explain:

---

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**Certificate Items Required to Be Returned**

- \_\_\_\_\_ Proposal Check List
- \_\_\_\_\_ Certificate of Procurement Integrity
- \_\_\_\_\_ Certificate of Restriction on Lobbying
- \_\_\_\_\_ Certificate Regarding Debarment
- \_\_\_\_\_ Affidavit of Non-Collusion
- \_\_\_\_\_ Acknowledgment of Addendums
- \_\_\_\_\_ DOT Assisted Contracts Bidders List Certification
- \_\_\_\_\_ DBE Participation Form
- \_\_\_\_\_ DBE Good Faith Effort Documentation Forms(s)
- \_\_\_\_\_ Proposal: One (1) Original, Five (5) Copies, and One (1) on Thumb Drive

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.

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Offerors Signature

**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

**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)

**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)

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

The undersigned, having submitted a bid, quote, or proposal for **RFP #19-02-313 Planning and Zoning Services** 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: \_\_\_\_\_  
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

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

**RFP #19-02-313 Planning and Zoning Services**

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

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

**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

RFP 19-02-313 Planning and Zoning Services

**DBE PARTICIPATION FORM**  
**RFP 19-02-313 Planning and Zoning Services**  
**IPTC has set the following DBE goal for this Solicitation: 11%**

Bidder must check the appropriate box, provide the information requested, sign and submit this form with its Proposal. Failure to complete and submit this form may result in rejection of the Proposal as non-responsive.

Bidder will meet the DBE goal for this contract. Bidder is certified according to requirements of DOT 49C.F.R. Part 26 as a DBE eligible for participation in DOT assisted contracts and will be performing \_\_\_\_\_ percent (%) of the contract work.

Bidder will meet the DBE goal for this contract. If awarded this contract, Bidder will subcontract with the DBE(s) listed below which will be performing a \_\_\_\_ percent (%) of the total dollar amount of contract work. Each DBE listed below is certified according to requirements of DOT 49 C.F.R. Part 26 for participation in DOT assisted contracts.

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

**A letter of commitment from each DBE listed above shall be submitted with the Proposal. The letter of commitment is assigned letter, on company letterhead, from the DBE that serves as acknowledgment from the DBE of their level of participation in this solicitation. The dollar amount of the commitment, the scope of service or product to be provided and the applicable NAICS code(s) shall be included in the letter.**

Bidder does not meet the DBE goal for this contract. Bidder certifies that it has made good faith efforts in accordance with the Invitation for Bid to meet the DBE goal but, despite those efforts, has been unable to meet the goal. Bidder has completed The Good Faith Efforts Documentation Form attached to this Participation Form. Record any DBE participation achieved in the above table and include a letter of commitment from each DBE.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**DBE GOOD FAITH EFFORTS DOCUMENTATION FORM**  
**DBE GOAL: 11%**

If Bidder has indicated on the DBE Participation Form that it does not meet the DBE goal, Bidder must submit this form with its DBE Participation Form as documentation of its good faith efforts to meet the goal pursuant to 49C.F.R. Part 26.53. Failure to submit this form and supporting documentation with the Bid may render this Proposal non-responsive.

Good faith efforts include, but are not limited to:

- (1) Soliciting DBEs through all reasonable and available means (e.g. – conducting market research, attendance at pre-bid meetings, advertising and/or written notices) and following up on initial solicitations. The bidder must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.
- (2) Selecting portions of work to be performed by DBEs in order to increase the likelihood of DBE goal achievement (e.g. – breaking out contract work items into economically feasible units, even when the performance of work with vendor’s own forces might otherwise be preferred).
- (3) Providing interested DBEs 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 DBEs. It is the bidder’s responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Bidders **must** provide evidence as to why agreements could not be reached for DBEs to perform the work.
- (5) Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
- (6) Making efforts to assist DBEs in obtaining bonding, lines of credit or insurance.
- (7) Making efforts to assist interesting DBEs 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 DBEs is not in itself sufficient reason for a bidder’s failure to meet the contract DBE goal, as long as such costs are reasonable. Prime contractors are not required to accept higher quotes from DBEs if the price difference is excessive or unreasonable. The fact that a bidder may perform 100% of the work with its own workforce is not sufficient justification to fail to negotiate with DBEs or not to meet the DBE participation goal.

**I. A Bidder representative attended the pre-bid meeting: (Yes/No)**

**II. Advertisement Log: (Attach copies of ads)**

Newspaper/Publication	Type of Publication	Date(s)of Advertisement

**III. Selected Portions of the Work to be Performed by DBEs:**

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

**IV. Made efforts to assist interested DBEs in obtaining bonding, lines of credit, insurance or any necessary equipment, supplies and materials, etc. List any specific offers made by Bidder:**



**PLEASE INCLUDE BELOW OR ATTACH ANY ADDITIONAL INFORMATION TO SUPPORT A DEMONSTRATION OF GOOD FAITH EFFORTS:**



DBE firms are certified by the Indiana Department of Transportation (INDOT). A current listing of certified firms with contact information is available online. For more information about DBE firms and certification requirements, please see <http://www.in.gov/indot/2748.htm>.

As a recipient of federal funds, IPTC has the responsibility to make a fair and reasonable judgment as to whether a bidder that did not meet the goal made adequate good faith efforts. IPTC will consider the quality, quantity and intensity of the different kinds of efforts that the bidder has made, based on federal regulations and guidance. IPTC also reviews and compares the performance of other bidders in meeting the contract goal. The efforts employed by the bidder should be those that one could reasonably expect a bidder to take if the bidder were actively and aggressively trying to obtain DBE participation sufficient to meet the goal. Mere pro forma mailings to DBEs requesting bids are not alone sufficient to satisfy good faith efforts under the regulation. A promise to use DBEs after contract award is not considered responsive to the contract solicitation or to constitute good faith efforts.

If you have further questions regarding DBE participation, please contact:

Chelci Hunter  
IPTC DBE Liaison Officer  
Phone:(317) 614-9253  
E-mail: [chunter@indygo.net](mailto:chunter@indygo.net)

**SECTION 3  
FEDERAL FUNDING COMPLIANCE REQUIREMENTS**

## RFP 19-02-313 Planning and Zoning Services

### **Exhibit 1: FEDERAL FUNDING COMPLIANCE REQUIREMENTS**

1. **Government Access to Records and Reports.** In accordance with 49 CFR §18.36(i), Contractor agrees to provide the IPTC, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of Contractor which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 CFR §633.17, to provide the FTA Administrator or his/her authorized representatives, including any Project Management Oversight Provider (“PMOC”), access to Contractor’s records and work sites pertaining to a major capital project, defined at 49 U.S.C. §5302(a)1, which is receiving Federal financial assistance through the programs defined at 49 U.S.C §5307, 5309 or 5311.
  - a. Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
  - b. Contractor agrees to maintain all books, records, accounts and reports required under this Agreement for a period of not less than three (3) years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case the Contractor agrees to maintain same until the IPTC, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
2. **Government-Wide Debarment and Suspension.** In accordance with Executive Order 12549, as implemented by 49 CFR Part 29, a person (as defined in 49 CFR Part 49.105) who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. As a participant in a federally assisted primary covered transaction (grant recipient), the IPTC is required to obtain a certification entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions” from all lower tier participants on this Agreement whose Agreement or agreement will exceed \$25,000. Contractor will submit for itself and obtain and submit from all consultants and subcontractors whose Agreements will exceed \$25,000 the certification entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions” Any Agreement or sub-Agreement executed without such certification will be voidable by the IPTC.
  - a. In the event that Contractor has certified prior to award that it is not debarred, suspended, or voluntarily excluded from covered transactions by any Federal Department or agency and such certification is found to be false, this Agreement may be cancelled, terminated or suspended by the IPTC and Contractor will be liable for any and all damages incurred by the IPTC as a result of such cancellation, termination or suspension because of such false certification.
  - b. Contractor will ensure that certifications completed by subcontractors, lower tier subcontractors or suppliers are attached to and incorporated into their subcontracts or agreements.
3. **Civil Rights.** The following requirements apply to this Agreement:
  - a. **Nondiscrimination.** In accordance with Title VI of the Civil Rights Act, as amended, 42 U. S. C. 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §6102, section 202 of the Americans With Disabilities Act of 1990, 42 U.S.C. §12132, and the Federal law at 49 U.S.C. §5332, Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

## RFP 19-02-313 Planning and Zoning Services

- b. **Equal Employment Opportunity.** The following equal employment opportunity requirements apply to this Agreement:
  - c. **Race, Color, Creed, National Origin, Sex.** In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Agreement Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
  - d. **Age.** In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
  - e. **Disabilities.** In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
4. **Subcontracts.** Contractor agrees to include these requirements in each consultant contract or subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.
5. **Clean Air Requirements.** Contractor and its subcontractors and consultants shall be required to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§7401 *et seq.* To the extent that Contractor discovers or becomes aware of a violation of these requirements during the course of performing this Agreement, Contractor agrees to report such violation to the IPTC and understands and agrees that the IPTC will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. Contractor also agrees to include the requirements of the above clause in each subcontract issued pursuant to this Agreement exceeding \$100,000 financed in whole or in part with Federal assistance provided by the FTA.
6. **Clean Water Requirements.** Contractor and its subcontractors and consultants shall be required to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U. S. C. 1251 *et seq.* To the extent that Contractor discovers or becomes aware of a violation of these requirements during the course of performing this Agreement, Contractor agrees to report such violation to the IPTC and understands and agrees that the IPTC will, in turn, report each violation as required to assure notification to the FTA and the appropriate EPA Regional Office. Contractor also agrees to include the requirements of the

## RFP 19-02-313 Planning and Zoning Services

above clause in each subcontract issued pursuant to this Agreement exceeding \$100,000 financed in whole or in part with Federal assistance provided by the FTA.

7. **Changes to Federal Requirements.** Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement between the IPTC and the FTA, as they may be amended or promulgated from time to time during the term of this Agreement. Contractor's failure to so comply shall constitute a material breach of this Agreement.
8. **Anti-Lobbying.** In accordance with the Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. §1601, *et seq.*], Contractors who apply or propose for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal Agreement, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal Agreement, grant or award covered by 31 U.S.C. §1352. Such disclosures are forwarded from tier to tier up to the recipient.
  - a. Contractor will submit for itself the form entitled "Certification of Restrictions on Lobbying" and if applicable, the form entitled "Disclosure of Lobbying", and obtain and retain from all consultants and subcontractors whose Agreements will exceed \$100,000 the certification entitled "Certification of Restrictions on Lobbying", and obtain from all consultants and subcontractors, at any tier, whose agreements will exceed \$100,000, and submit to the IPTC, if applicable, the form entitled "Disclosure of Lobbying".
  - b. Contractor and its consultants and subcontractors shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by such Contractor, consultants and subcontractors under ¶7.1. An event that materially affects the accuracy of the information reported includes:
    - c. A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
    - d. A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or
    - e. A change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal action.
  - f. Contractor will ensure that certifications completed by lower tier consultants and subcontractors are attached to and incorporated into their Agreements or agreements.
9. **False Statements or Claims.** Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §3801 *et seq* and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Agreement. Upon execution of the underlying Agreement, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Agreement or the FTA-assisted project for which this Agreement work is being performed. In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission or certification, the

## RFP 19-02-313 Planning and Zoning Services

Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

- a. Contractor acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under an agreement connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under authority of 49 U.S.C. §5307, the Government reserves the right to impose the penalties of 18 U.S.C. §1001 and 49 U.S.C. §5307(n)(1) on Contractor, to the extent the Federal Government deems appropriate. Contractor also agrees to include the terms of ¶8 and ¶8.1 in each consultant agreement and subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the consultants and subcontractors who will be subject to the provisions.
- 10. Fly America.** Contractor agrees to comply with 49 U.S.C. §40118 (the “Fly America” Act) in accordance with the General Services Administration’s regulations at 41 CFR Part 301-10, which provide that recipients and sub-recipients of Federal funds and their Contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. Contractor agrees to include the requirements of this section in each consultant agreement and subcontract that may involve international air transportation.
  - 11. Energy Conservation.** Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy plan issued in compliance with the Energy Policy and Conservation Act. To the extent that Contractor discovers or becomes aware of a violation of these requirements during the course of performing this Agreement, Contractor agrees to report immediately such violation to IPTC. Contractor also agrees to ensure that its Services performed under the Agreement, including all portions of the Services performed by subcontractors or consultants, shall be in compliance with the energy efficient standards required in the Contract Documents.
  - 12. No Federal Government Obligation to Third Parties.** Contractor acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the Agreement, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to IPTC, Contractor, or any other party (whether or not a party to the Agreement) pertaining to any matter resulting from the Agreement. Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
  - 13. Agreements Involving Federal Privacy Act Requirements.** The following requirements apply to Contractor and its employees that administer any system of records on behalf of the Federal Government under the Agreement: (1) Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, Contractor agrees to obtain the express consent of the Federal Government before Contractor or its employees operate a system of records on behalf of the Federal Government. Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying Agreement. (2) Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

## RFP 19-02-313 Planning and Zoning Services

### 14. Disadvantaged Business Enterprise Participation.

- a. **DBE Program.** This Agreement is subject to the requirements of 49 CFR Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is ten percent (10%). The IPTC's overall goal for DBE participation is ten percent (10%). The DBE commitment for this Agreement is as stated on the DBE Commitment Form executed by Contractor and on file with the Director of Procurement. If the total Agreement price is increased as a result of change orders (modifications), the Contractor shall make a good faith effort to achieve a commensurate increase in DBE participation.
- b. **DBE Obligation.** Contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT- assisted Agreements. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as IPTC deems appropriate, which may include, but is not limited to, (1) withholding monthly progress payments, (2) assessing sanctions, (3) liquidated damages, and/or (4) disqualifying the Contractor from future bidding as non-responsible. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph.
- c. **DBE Modifications or Substitutions.** In the event that Contractor wishes to modify its DBE subcontractor commitments, the Contractor must notify the IPTC DBE Liaison Officer in writing and request approval for the modification. Contractor may not, without IPTC's prior written consent, terminate for convenience any DBE subcontractor approved by IPTC under this Agreement and then perform the work of the subcontract with its own forces. This includes any changes to items of work, material, services or DBE firms which differ from those identified on the DBE Commitment Form on file with the Director of Procurement. When a DBE subcontractor is terminated or fails to complete its work for any reason, Contractor must make good faith efforts to find another DBE subcontractor to substitute for the original DBE firm. These good faith efforts must be directed at finding another DBE firm to perform at least the same amount of work under this Agreement as the DBE firm that was terminated or failed to complete its work. Contractor must provide the IPTC with any and all documents and information as may be requested with respect to the requested substitution. If IPTC determines that Contractor failed to make good faith efforts, IPTC will provide the opportunity for administrative reconsideration pursuant to 49 CFR 26.53. As part of this reconsideration, Contractor will have the opportunity to provide written documentation or argument and to meet with a designated IPTC official concerning the issue of whether it met the goal or made adequate good faith efforts to do so. A written decision will be sent to Contractor explaining the basis for finding that Contractor did or did not meet the goal or make adequate good faith efforts to do so.
- d. **Reporting and Recordkeeping.** Contractor shall submit documentation concerning Contractor's performance in meeting the DBE commitment during the period of the Agreement. Contractor shall enter into written agreements with the DBEs listed in its DBE Commitment Form or with substitutes which have been approved by IPTC. Contractor shall utilize the specific DBEs listed to perform the work and supply the materials for which it is listed unless the Contractor obtains written consent from IPTC as provided in paragraph (c) above. Unless consent is provided, Contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE. Copies of all executed DBE agreements shall be provided to IPTC's Director of Procurement by Contractor immediately upon execution with a duplicate copy furnished to the IPTC DBE Liaison

## RFP 19-02-313 Planning and Zoning Services

Officer. In addition, thereto, Contractor shall meet the following requirements:

- i. Submit a work schedule outlining when the DBE subcontractors and material suppliers will commence and complete their services or work under the Agreement within 30 days of Agreement execution.
- ii. Submit monthly reports in a format approved by IPTC detailing progress toward meeting the DBE commitment for this project and proofs of payment to the IPTC DBE Liaison Officer. Monthly claims for payment from Contractor will not be processed without submission of these reports and documentation.
- iii. Promptly notify IPTC of any situation in which any regularly scheduled progress payment is not made to a DBE.
- iv. Not willfully make any false statements or provide incorrect information as part of its reporting and recordkeeping duties and obligations hereunder. The willful making of false statements or providing of incorrect information is considered a material breach of Agreement and shall entitle IPTC to all remedies and relief as otherwise provided in the case of a contractual breach in accordance with Article XI of the Agreement.

**15. Prompt Payment and Retainage.** Contractor is required to pay its subcontractors, suppliers and consultants performing services related to this Agreement for satisfactory performance of those services no later than fifteen (15) days following Contractor's receipt of payment for that work from IPTC. Contractor may not hold retainage from its subcontractors, suppliers and consultants. Failure to carry out prompt payment is considered a breach of the Agreement. IPTC will not reimburse Contractor for work performed by subcontractors, suppliers and consultants unless and until Contractor ensures that all subcontractors, suppliers and consultants are promptly paid. IPTC may not award future contracts to Contractors who refuse to pay promptly in accordance with this provision.

**16. Incorporation of FTA Terms.** All contractual provisions set forth in FTA Circular 4220.1F are incorporated herein by reference and made a part hereof. Contractor shall not perform any act, fail to perform any act, or refuse to comply with any IPTC requests which would cause IPTC to be in violation of the FTA terms and conditions.

**17. Default and Termination.** If Contractor fails, neglects or is unable to carry out the Work in accordance with the strict requirements of the Contract Documents, IPTC may declare Contractor in default and, in addition to any other right or remedy afforded by the Contract Documents, stop, correct and/or carry out the Work after prior written notice to Contractor.

- i. If Contractor fails to cure any defaults within seven (7) days after receipt of written notice, IPTC may, and without prejudice to any other remedy IPTC may have, terminate the Contract and finish the Work by whatever method IPTC may deem expedient. All claims costs, losses and damages incurred or sustained by IPTC in exercising such rights and remedies, including but not limited to delay damages, attorney fees and costs of administration, will be charged against Contractor and IPTC shall be entitled to a corresponding decrease in the Contract Price. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor shall pay the difference to IPTC.

**18. Dispute Resolution.** IPTC and Contractor are fully committed to working with each other throughout the Project 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, IPTC and Contractor each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays

## RFP 19-02-313 Planning and Zoning Services

and disruptions to the Work. IPTC and Contractor will first attempt to resolve disputes or disagreements through discussions between their Authorized Representatives, and if not successful, then through discussions between the party principals. Disputes or disagreements that are not resolved shall, at IPTC's sole option, be subject to mediation as a condition precedent to binding dispute resolution. All disputes not resolved by mediation shall be subject to binding arbitration (administered by the American Arbitration Association) or litigation. IPTC shall have the sole option of selecting arbitration over litigation as means for binding dispute resolution. All binding dispute resolution proceedings shall be venued Marion County, Indiana.

**SECTION 4**  
**IPTC PROFESSIONAL SERVICES AGREEMENT TEMPLATE**



**OWNER –PROVIDER PROFESSIONAL SERVICES AGREEMENT**

This **OWNER-PROVIDER PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 201\_, 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:** Provide all professional services set forth and described in IPTC RFP \_\_\_\_\_, and Provider’s Response thereto and described in the Scope of Services set forth in Article II hereof and in accordance with the terms and conditions set forth herein (“Services”).

Provider shall furnish its professional services to IPTC during the term of this Agreement pursuant to this Agreement and any individual Task/Change Order(s) 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 \_\_\_\_\_, 201\_\_.

The Contract Term may be extended by IPTC acceptance of any options as provided in the IPTC RFP 19-02-313 and notification to Provider.

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

RFP 19-02-313 Planning and Zoning Services

**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) all Task/Change Orders issued after the execution of this Contract; and, (4) the Federal Funding Compliance Requirements, attached hereto as Attachment 1. 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.

**ATTACHMENTS:** Attachment 1 Federal Funding Compliance Requirements

**EXHIBITS:** Exhibit A Compensation Schedule for Professional Services and Expenses  
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 \_\_\_\_\_, 201\_ and the date for completion of the Services hereunder is the \_\_\_ day of \_\_\_\_\_, 201\_.
- 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

## RFP 19-02-313 Planning and Zoning Services

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 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 subject to federal funding and related federal compliance rules and regulations, including those of the United States Department of Federal Transit Administration ("FTA"), an agency of the United States Department of Transportation ("USDOT"). Funding for 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.

## RFP 19-02-313 Planning and Zoning Services

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 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 Intentionally Omitted.
- 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, 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,

## RFP 19-02-313 Planning and Zoning Services

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. 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.

## RFP 19-02-313 Planning and Zoning Services

- 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 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

## RFP 19-02-313 Planning and Zoning Services

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**

- 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.

## RFP 19-02-313 Planning and Zoning Services

- 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**

#### **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 10<sup>th</sup> 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

## RFP 19-02-313 Planning and Zoning Services

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.

- 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

## RFP 19-02-313 Planning and Zoning Services

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 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,

## RFP 19-02-313 Planning and Zoning Services

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 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

## RFP 19-02-313 Planning and Zoning Services

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.
- 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.
- 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

## RFP 19-02-313 Planning and Zoning Services

claim is in litigation.

- 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, employer's liability policy and professional liability policy. Additional Insured coverage shall apply as primary insurance with respect to any other insurance afforded to Owner, 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 not less than Seven Hundred Thousand (\$700,000.00) per claim and One Million Dollars (\$1,000,000.00) 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. 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. This insurance shall be maintained at no additional cost to Owner.
- 8.8 Intentionally Omitted.
- 8.9 Intentionally Omitted.
- 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 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.
- 8.11 Intentionally Omitted.
- 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

## RFP 19-02-313 Planning and Zoning Services

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 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

## RFP 19-02-313 Planning and Zoning Services

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.
- 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.

## **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

## RFP 19-02-313 Planning and Zoning Services

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 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.

## RFP 19-02-313 Planning and Zoning Services

- 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 RFQ 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 RFQ 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 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

## RFP 19-02-313 Planning and Zoning Services

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 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,

## RFP 19-02-313 Planning and Zoning Services

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 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 agrees that Owner shall be entitled to obtain immediate injunctive relief prohibiting such violation, in addition to any other rights and remedies available to it.
- 11.18.3 Provider acknowledges that Owner is subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq. and that this Agreement and any written communication between the Parties may be disclosed by Owner pursuant to an APRA request. Any written documentation that Provider considers to be Confidential Information must be clearly marked as such and include the statutory exemption to the ARPA protecting such document(s) from disclosure. In the event Provider takes legal or protective action

RFP 19-02-313 Planning and Zoning Services

and directs Owner not to disclose the Confidential Information, Provider shall indemnify Owner against any losses, including reasonable attorney fees and costs, arising from the non-disclosure of the Confidential Information

- 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

Provider:

\_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_, Project Manager

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 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

## RFP 19-02-313 Planning and Zoning Services

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. In all cases where Provider is permitted to employ a consultant, Provider is responsible for the consultant and consultant's employees being in compliance with the Substance Abuse Policy.
- 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

## RFP 19-02-313 Planning and Zoning Services

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 FEDERAL FUNDING COMPLIANCE REQUIREMENTS

- 12.1 **Federal Funding.** This Agreement and any individual Task Orders may be funded in part by grant monies supplied through the FTA of the USDOT. Federal funding assistance up to eighty percent (80%) may be provided. As such, federal funding terms are required to be included in the Agreement and shall be binding terms and conditions of this Agreement.
- 12.2 **Provider Compliance.** If Federal funding is utilized, Provider shall comply with each and every federal funding compliance requirement set forth in Attachment No. 1, Federal Funding Compliance Requirements, attached hereto and made a part hereof.
- 12.3 **Incorporation of FTA Terms.** If Federal funding is utilized, in addition to the provisions of Attachment No. 1, all contractual provisions set forth in FTA Circular 4220.1F are incorporated herein by reference and made a part hereof. Provider shall not perform any act, fail to perform any act, or refuse to comply with any Owner requests which would cause Owner to be in violation of the FTA terms and conditions.
- 12.4 **Flow Down of Obligations.** Provider shall require each and every vendor, consultant or services provider performing part of the Services under this Agreement or any individual Task Order issued to Provider by Owner, as a material term of performance, to comply with the terms and conditions of this Article. Provider shall furnish to Owner upon Owner's request copies of all subcontracts, agreements and purchase orders entered into by Provider for performance of part of the Provider Services under this Agreement, demonstrating compliance with this provision.

### ARTICLE XIII PROVIDER REPRESENTATIONS AND ACKNOWLEDGEMENTS

- 13.1 **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

## RFP 19-02-313 Planning and Zoning Services

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 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.

- 13.2 **Antitrust Assignment.** Provider hereby assigns, sells and transfers to Owner all right, title and interest in

RFP 19-02-313 Planning and Zoning Services

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 XIV  
SUCCESSORS AND ASSIGNS**

- 14.1 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.
- 14.2 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 to qualified consultants upon written consent of Owner.
- 14.3 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.
- 14.4 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 XV  
EXTENT OF AGREEMENT**

- 15.1 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.

**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: \_\_\_\_\_, 201\_

Procurement Director: \_\_\_\_\_ Date: \_\_\_\_\_, 201\_

RFP 19-02-313 Planning and Zoning Services

Contract Specialist: \_\_\_\_\_ Date: \_\_\_\_\_, 201\_

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_, 201\_

Director of Safety  
Security & Training: \_\_\_\_\_ Date: \_\_\_\_\_, 201\_

**OWNER: INDIANAPOLIS PUBLIC  
TRANSPORTATION CORPORATION**

By: \_\_\_\_\_  
Michael Terry, President and CEO

Date: \_\_\_\_\_, 201

**SERVICE PROVIDER:**

By: \_\_\_\_\_  
Its Duly Authorized Representative

Date: \_\_\_\_\_, 201