Welcome & Introductions of IAA Board and Staff

Jarod Klaas: Senior Director, Planning & Development
Holli Harrington: Director, Supplier Diversity

Key Elements of Performing Airport Work

Jarod Klaas: Senior Director, Planning & Development
Todd Cavender: Director, Environment & Sustainability

Supplier Diversity

Holli Harrington: Director, Supplier Diversity

Construction Projects Overview

David Roepnack: Director, Construction

Upcoming Projects

Jarod Klaas: Senior Director, Planning & Development

Closing Remarks/Evaluation

Holli Harrington: Director, Supplier Diversity

Network Opportunity

All
Future Concessions Business Opportunity

- 40 of the current 54 retail leases are expiring at end of 2018
- 4 additional retail leases are expiring at end of 2020
Future Concessions Business Opportunities:
- Design
- General Construction
- Marketing
- Supplies
- Consulting
- Insurance

For Additional Information visit the Concessions Refresh Program website:
- [https://www.ind.com/business/concessions-refresh-program](https://www.ind.com/business/concessions-refresh-program)
• Planning
• Engineering & Design
• Project/Construction Management
• Work Permit & Inspections
• Supplier Diversity & Title VI Compliance
• Environment & Sustainability
Staff Introductions

Jarod Klaas, P.E., Sr. Director, Planning & Development
Oversees IAA’s Engineering, Planning, Construction, Environmental and Supplier Diversity Programs

Holli Harrington, Director, Supplier Diversity
Leads IAA’s Disadvantaged, Women, Minority and Veterans Business Participation and Title VI: Non-Discrimination Programs

Drew Genneken, Director, Planning & Project Development
Leads the planning efforts and oversees development of IAA’s Capital Improvement Program

David Roepnack, Director, Construction
Leads IAA’s construction activities and construction permit process

Todd Cavender, Director, Environment & Sustainability
Leads IAA’s environmental management, NEPA compliance and sustainability efforts

Brad Bobich, P.E., Sr. Engineering Consultant
Oversees the engineering and technical service activities and the design process for the Capital Improvement Program
Staff Introductions

Project Managers
Webb Bernhardt
Charles Bischoff
Jim Cates
Neal Jenkins
Anthony McMichael
Robert Staiton
Mary Zurbuch
James Cruz

Inspector
Robert Jones
Rusty Burgess

GIS & Information Technician
Mike Howard

Environmental
Alex Able
Megan Wenzel

Contracts and Grant Coordinator
Angie Tromp

Executive Assistant
Mary Jane Glaspy

Sr. Administrative Assistants
Katie Adkins
Ashley Cronnon
BOI helps business owners by providing:

- Free one:one business coaching (in English and Spanish) – primarily focused on cash flow and cash management
- Workshops on a variety of business topics, and
- Access to capital: Business loans up to $50,000 for business owners (including legal residents and ex-offenders)
My Challenge:

- Do I have the funds to fulfill this contract and the others already committed?
- Need some working capital, but no time for the bank application process!
- Banks aren’t able to respond to my needs at this time.
- I know my subs are technically capable, but not sure if they are on solid financial ground.
- But I’m not a Chamber member

Solution:

- Work with your BOI coach to determine working capital needs.
- Work with your BOI coach to complete application efficiently.
- BOI can issue loans up to $50,000 for businesses unable to receive a bank loan
- Refer them to BOI for optimal preparation.
- You don’t have to be!
How do I Prepare to Work
On the Airport

- Make connections at the outreach and advocacy events
- Become familiar with projects of interest
- Attend project pre-bid meetings
- Read & Understand the Plans and Specifications
- Utilize the pre-bid sign-in sheet posted to the IAA website to identify interested firms
- Use supplierdiversity.ind.com website (opportunities & resources)
What do I Need to Know?

• Types of Bids/Requests for Quotes/Proposals
• Understand the documents
• Responsive and Responsible
  – Fatal flaws
  – Bid Alternates
  – Supplier Diversity Goals; GFE requirements
• Demonstration of qualified employees
  – Requirements listed in the Specifications
  – Submittal
IAA Approved Security Firms

- **Securatex**
  - Aaron Frye
  - (317) 987-3383
  - Afrye@Securatex.com

- **Securitas USA**
  - Ben Marth
  - (317) 260-6267
  - Benjamin.marth@securitasinc.com

- **Protection Plus**
  - Raymond Stanley
  - (317) 244-7569
  - rstanley@protectionplus.net

- **American Global Management**
  - Henry Maye
  - (317) 225-7807
  - henry@americanglobalmgmt.com
For work in Secured Areas

- A limited number of construction employees may be badged to act as security supervisors.
- These badged employees may be used in place of Owner Approved Security Firm personnel for security supervision as Crew or Area Guards.
- Crew and Area Guards full attention must be on security supervision, they will not be allowed to do production work while acting as a security supervisor.
- Owner Approved Security Firm personnel must still be used as Gate Guards, Escort Vehicle Drivers and Flagpersons.
Working in Secured Areas at IND

Project Security Requirements

• Understand the Specifications!!!
• Carefully review plans & specs for security requirements.
• Contractor is responsible to meet the project security requirements.
• Security requirements to be reviewed 24 hours in advance of work.

Reliever Airports

• No security escorts needed, gates must be locked or staffed.
Badging

- Badging costs are the responsibility of contractor, $50 per person.
- Individual must be able to pass a 10-year fingerprint Criminal History Records Check, a Security Threat Assessment and security training before a badge can be issued.
- Badging process normally takes about 3-5 working days.
- Badges will be valid until the completion of individual projects and must be surrendered upon project completion or earlier at the request of the Airport Security Coordinator (ASC).
- One company employee may act as Signatory for company and be badged first.
Escorting

• Badged construction employees will only be allowed to provide security supervision of persons directly employed by the contractor or a subcontractor utilized for the specific job.

• All escorts must comply with the following requirements of Section 900 of the IAA Airport Security Program:
  – Properly badged individuals are permitted to escort up to six (6) unbadged personnel at one time within the work zone within 500 feet line of sight of escort.
  – The escort must maintain positive control of all personnel under their supervision, including continuous visual contact, and will ensure that the escorted individual engages only in those activities for which escorted access was granted.
  – The escort must be able to immediately contact the AOC at 487-5089.
Construction (Public Works IC 36-1-12)

- Competitive sealed bid (project construction cost $\geq 100,000)
- Competitive sealed quote (project construction cost $< 100,000)
- Lowest Responsive & Responsible
- Competitive proposal per IC 5-22-9
- PlanetBids online solicitation process
Funding $$$

• Airport Operating vs Capital Funds
  – Airport cash funded projects
  – Grant funded projects
    • FAA AIP funds
    • Voluntary Airport Low Emissions (VALE)
    • Zero Emissions Vehicle (ZEV) and Infrastructure Program

• No Local Tax $
Environmental Compliance

Erosion Control/Pollution Runoff

Spill Prevention and Control

Waste Management/Disposal

Project-Specific Permit Requirements
Minimize the negative environmental impact of our operations and ensure compliance with all applicable regulatory requirements.

Integrate sustainable design and construction practices in the development of our airport systems.

Work with our partners, tenants, contractors and suppliers to implement our sustainable principles throughout our airport system.

Monitor and report on progress in meeting our sustainability principles.
Accessing Opportunities with IAA
Go to IND.com
New Online Solicitation System!

The Indianapolis Airport Authority is posting all solicitations through a new web-based solicitation management system, anetBids. Vendors should register in the new system in order to receive automatic e-mail notifications on future solicitations based on the type of service and/or supply in their company's line of business. PlanetBids is offered to vendors for free and provides better service and convenience.

To learn more about the system, visit our FAQ page.

Vendor Registration
Register for the free online solicitation system to receive automatic e-mail notifications on future solicitations based on the type of service and/or supply in your company's line of business.

Business Opportunities
View all open airport business opportunities through the new online solicitation system. Must be a registered vendor to download documents.
Doing Business with the IAA

The Vendor Portal will appear giving you the option to register or browse.
## Vendor Profile New Registration

### User Authentication

<table>
<thead>
<tr>
<th>User Name</th>
<th>Kadkins461</th>
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<tbody>
<tr>
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### Company

Enter mailing address (No P.O. Boxes) below and enter Headquarters and Remit addresses on the Additional Addresses tab.

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Use key words related to services you offer in your search.
In selecting ALL CATEGORIES (999999), an email will be sent every time a bid opportunity arises with IAA.
Double click to open
Current Overall IAA Goals:

<table>
<thead>
<tr>
<th>Disadvantaged Minority/Women/Veteran Business Enterprises</th>
<th>18% DBE</th>
<th>15% MBE</th>
<th>10% WBE</th>
<th>3% VBE</th>
<th>28% Overall Participation</th>
</tr>
</thead>
</table>

- Federally funded (DBE) vs. non federally funded projects
- Goals adjusted dependent on the scope of each project and based on relative availability
- DMWVBE participation monitored throughout project (goals/commitment/actual)
- IAA Certification Requirements
- Leverage outreach and advocacy opportunities
If the supplier diversity goals are not met, the contractor will be required to provide Good Faith Efforts (GFE).

- GFE’s should reflect the plan to attain the goal including identifying potential services and/or supplies to be provided by certified disadvantaged, minority, woman and/or veteran owned businesses.
- GFE documentation must be submitted within three (3) days of notification as the apparent low bidder.
- GFE documentation is subject to review and approval by IAA.
- Failure to provide an acceptable GFE could result in declaring the bid nonresponsive.
- The Special Provisions section of the Specifications provides details regarding Good Faith Efforts.
49 CFR Part § 21
Nondiscrimination in federally-assisted programs

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin in programs that receive Federal financial assistance.

**TITLE VI CLAUSES MUST BE INCLUDED IN ALL CONTRACTS:**

The Federal Aviation Administration (FAA) requires the airport sponsor—as a recipient of federal financial assistance—and any of its lessees; concessionaires; or CONTRACTORS to ensure that there is nondiscrimination in all of their operations.
49 CFR Part § 21
Nondiscrimination in federally-assisted programs

Title VI Clauses Must be included in all Contracts. Title VI requirements will be provided by IAA:

- Instruction to Bidders
- Contract General Provisions
- Pre-construction Meetings

Inclusion of required Title VI contract clauses in subcontracts is subject to verification
The USDOT’s Bonding Education Program (BEP) is designed to provide the tools and resources needed to compete for projects, specifically the fundamentals of bonding, and the importance of construction accounting.
Construction Trades used on IAA Projects

- Grading
- General Earth Work
- Asphalt
- Concrete
- Building Construction
- Electrical
- Mechanical
- Roofing
- Fencing
- Utilities
- Maintenance of Traffic in Support of Construction
- Plumbing
- Miscellaneous
Construction Financial Requirements

Bid Guaranty – Bid bond or certified check of 5% of bid amount provided by prime

- Held until contract awarded by IAA Board

Performance and Payment Bonds - 100% of contract

- Performance for work
- Payment for payments to subcontractors and suppliers

Retainage - 5%

- Held if more than one payment for the project
- If project less than $200,000 held by IAA. IAA does not pay interest.
- If project is more than $200,000 held in bank escrow account or by IAA at contractor’s request. IAA does not pay interest.
**Construction Insurance Requirements**

**Workers Compensation per State Requirements**

**At Indianapolis International Airport**
- $10 million liability insurance for airfield work
- $5 million liability insurance for landside work

**At the Reliever Airports**
- $5 million liability insurance
Typical Project Startup & Award Process

CIP/ACIP
Completed, Prepared Approved

Project Designer Selection & Award Process

Designs Completed and Approved

IAA Board Approves Plans, Specifications and Approval to Bid

Construction Services Bid Process
Advertisement
PreBid Meeting
Site Visit
Addendum(s) issued
Receive Bids & Host Opening
Contractors – Confirm your bid is complete

Evaluation of Bids

IAA Board Contract Award

Notice of Award
Bonds & Insurance
Work Permit Process
Critical & Long Lead Submittals Prepared

Preconstruction Meeting & Notice to Proceed
Elements of a Successful Project

- Contractor ready to promptly begin work after Notice to Proceed
- Realistic, achievable schedule submitted and then executed
  - Shop drawings and submittals in a timely manner especially long lead items
  - Complete, SATISFACTORY QUALITY CONTROL PROGRAM
- Contractor accounts for weather as specified in construction documents to complete project on time
- No assumptions, use Request for Information (RFI) to have questions addressed
- Thorough, complete documentation provided with invoices, requests for change, change orders, daily reports, etc.
- Certified payrolls submitted timely when there are wage rates
- Quality work product per construction documents
Pre-Construction Meetings

Project Manager Schedules After Contract is Executed by IAA Board

Documentation Needed at Meeting or Before

- Initial project schedule (within 10 days of executed contract)
- Schedule of values in Excel format
- Supplier A&B Forms for Prime and D/M/W/VBE Subcontractors
- Contractor emergency contact list (24/7)
- Escrow/Retainage letter identifying where retainage is to be held
- Prolog / Converge (electronic project manager) enrollment
- Work Permit Application with certificate of insurance and safety/security plan
- Title VI language in subcontracts (subject to verification)
Work Permit

• Submit at least **2 weeks prior** to anticipated start.
• **No work can be started prior to work permit being submitted and approved!**
• **Documentation needed for Work Permit**
  — Completed work permit application
  — Certificate of Insurance with IAA as additional insured on liability coverage
  — Security plan if in secured area
  — Written confirmation of utility locates, public, IAA and FAA
  — Project description
  — Project start and completion dates
  — Name, address, and phone number of contact person
  — Hot works if necessary
• **Work permit is in addition to any and all other required permits, licenses, certificates, etc.**
Activities During Construction

- Testing requirements vary by project
- Testing requirements identified in specifications
- FAA and INDOT specifications and pay requirements vary, READ the SPECIFICATIONS
- Contractor hires and manages quality control testing
  - Copy of results provided to IAA
- IAA hires and coordinates Quality Assurance Testing
  - Copy of results can be available to contractor upon request
Closeout Documents

- Final inspection/punch list complete
- Security badges returned (if applicable)
- Written One (1) Year Warranty (unless otherwise specified)
- As-Built Drawings received by IAA
- Operation/Equipment Manuals provided to IAA (if applicable)
- Written request for release of retainage
- XBE Subcontractor Utilization Report complete
- Final Waiver of Lien letters received
- Payrolls reports including subcontractors received
- 10 month walk-thru
2018 – 2019 Capital Program
## Potential IND Projects 2018 - 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Project Description</th>
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<tbody>
<tr>
<td>Pavement Management: Airfield Rehabilitation Program - 2018</td>
<td>Rehabilitate Airport Roads &amp; Lots - 2018</td>
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<tr>
<td>Terminal Apron Joint Rehabilitation and Repair - IND</td>
<td>CEP - Change out R-22 Refrigerant in Chillers</td>
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<tr>
<td>CEP - Pipe Arbor Insulation Replacement</td>
<td>IMC - Rehabilitate Workstand/GSE Parking &amp; Construct Tug Road</td>
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<tr>
<td>Property - Replace Roof of Building 7</td>
<td>CEP - Lift Station #2 Pump Replacement</td>
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<tr>
<td>IMC - Hangar Door Rehabilitation 1, 2, &amp; 3</td>
<td>IMC - Hangar Door Rehabilitation - Motor &amp; Gearbox</td>
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<tr>
<td>IMC - Courtyard Roadway Replacement</td>
<td>High School Road Rehabilitation</td>
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<tr>
<td>IMC - Sustainability Management Plan</td>
<td>Rehab of RW 14-32 and TW M, with LED S/L for 14-32 and TWs M and N</td>
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<tr>
<td>Terminal Back-up Water Connection</td>
<td>IMC - Hangar Door Rehabilitation 5 and 6</td>
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<tr>
<td>Tug Road - Rehab and Widen South of Runway 14-32</td>
<td>Bldg 611 thru 615 - HVAC, Parking Lots, &amp; Water System</td>
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<tr>
<td>IMC - Aircraft Apron Pavement Panel Replacements</td>
<td>IMC - Rehabilitate Parking Lot</td>
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<td>IMC - Hangar Door Rehabilitation</td>
<td>IMC - Replace Victaulic Fire Suppression Piping</td>
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<tr>
<td>IMC - Rehabilitate Parking Lot</td>
<td>Pavement Removal IMC TW A7 Connector</td>
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<tr>
<td>IMC - Aircraft Apron Pavement Panel Replacements</td>
<td>Reconstruct Runway 5R-23L &amp; Taxiway D, with LED Lighting and Signage</td>
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<tr>
<td>IMC - Hangar Door Rehabilitation 5 and 6</td>
<td>Terminal Backup Heating and Cooling</td>
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<tr>
<td>IMC - Aircraft Apron Pavement Panel Replacements</td>
<td>TW C8 - Design &amp; Construction w/ LED</td>
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<tr>
<td>IMC - Hangar Door Rehabilitation 5 and 6</td>
<td>Bldg 146 - Paint Exterior &amp; Garage Doors; Rehab HVAC, Electrical, &amp; Roof</td>
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<tr>
<td>IMC - Aircraft Apron Pavement Panel Replacements</td>
<td>TWs B5 and B7 Reconfiguration, with LED S/L TW B and RW 5L-23R</td>
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<td>IMC - Hangar Door Rehabilitation 5 and 6</td>
<td>Rehabilitate Taxiway P</td>
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<tr>
<td>IMC - Supply Building - Roof Rehab</td>
<td>IMC - Aircraft Apron Pavement Panel Replacements</td>
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## Potential Reliever Airport Projects
### 2018 - 2019

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<th>Project Description</th>
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<tr>
<td>Rehabilitate and Shift Taxiway B</td>
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<tr>
<td>Install Perimeter Fence - Eagle Creek</td>
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<tr>
<td>Rehabilitate Northwest T-Hangar Parking Lot - Eagle Creek</td>
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<td>Rehabilitate Building Exterior/EIFS - Heliport</td>
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<td>Runway &amp; Taxiway Pavement Crack Repair - Hendricks</td>
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<td>Terminal Building - Hendricks</td>
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<td>Upgrade Utility Infrastructure - Hendricks Co.</td>
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<td>Jet A Fueling - Hendricks Co.</td>
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<td>RW 18-36 PCC Overlay Rehabilitation</td>
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<td>Drainage Repairs - Indianapolis Regional</td>
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<td>Rehabilitate East &amp; West Apron Pavement - Indy Regional</td>
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<td>Master Plan and ALP Update - Indy Regional</td>
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<td>Install Perimeter Fence</td>
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<tr>
<td>Rehabilitate Hangar Access Taxiways</td>
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About the Storm Water and Deicing Facility
At Indianapolis International Airport

Project Overview
- Expansion and modifications to the existing storm water and deicing storage and treatment facilities
- New storm water containment basins and storage structures
- New pumping stations servicing each new basin or storage structure, modifications to existing storm water piping,
- Addition of new gravity storm sewer force main piping between facilities owned, operated, or located on property managed by the IAA.
OVERALL PROJECT
Scope of Work

- Earth Embanked Detention Basins
- Geo-membrane Basin Liners
- Gravity Storm Sewers
- Horizontal Directional Drilling
- Sewer Tunneling
- Force Main
- Cast In Place Structural Concrete
- Precast Detention Vaults
- Pump Stations
- SCADA Controls
- Traffic Maintenance, etc.
- Erosion Control
- Grading
- Seeding
- Paving
- Other Civil Related Items
Design Release 2 – West Facility

Bid Documents: 3/15/2018
Bids Due: 4/13/2018
Anticipated Award: 4/27/2018

Potential Project Opportunities

- Reinforcing Steel
- Excavation
- Hauling
- Misc. Piping
- Concrete Pumping
- Hoisting
- Labor
- Potentially Whole Package

- Material Suppliers
- Maintenance of Traffic
- Piping Installation
- Aggregates
- Disposal
- Erosion Control
- Seeding
Design Release 3 – MEP for the Whole Project

Bid Documents: 4/16/2018
Bids Due: 5/16/2018
Anticipated Award: 5/30/2018

Potential Project Opportunities

- Material Supplier
- Labor
- Reinforcing Steel
- Excavation
- Hauling
- Misc. Piping
- Concrete Pumping

- Hoisting
- Maintenance of Traffic
- Aggregates
- Paving Subs
- Disposal
- Seeding
THANK YOU!

Sponsors

AECOM
HUNT

MILESTONE CONSTRUCTION LLC

Glenroy Construction

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