



Indianapolis Airport Authority

Agenda
Indianapolis Airport Authority
July 21, 2017
8:00 AM

I. **Call to Order**

II. **Approval of Minutes of the IAA Board's Regular Meeting of June 16, 2017**

III. **Ordinances, Resolutions and Public Hearings**

- a) **Initial Public Hearing of Ordinance No 1-2017**, concerning the Indianapolis Airport Authority budget for 2018, as more particularly described in said **BP2017-07-01**.

IV. **Board Reports**

President's Report

- a) Terminal Optimization Committee Update – Mamon Powers, III, Chair

V. **Official Actions**

- a) Consider, for approval, the individual items on the **IAA General Agenda, dated July 21, 2017**.

VI. **Staff Reports**

Executive Director's Report

- a) IAA Policy Update – Maria Wiley
b) IAA Construction Update – Jarod Klaas
c) 2017 AMAC Airport Top Flight Award – Holli Harrington

VII. **Board Communications**

Next Meeting: Friday, August 18, 2017 @ 8:00 a.m.

MINUTES
Board of Directors Meeting
Indianapolis Airport Authority

The Regular Meeting of the Indianapolis Airport Authority Board was called to order at 8:40 a.m., on June 16, 2017, in the Airport's Board Room at Indianapolis International Airport.

Present at commencement of the meeting and comprising a quorum were:

Barbara Glass, President
Alfred Bennett, Secretary
Mike Wells, Member
Kelly Flynn, Member
Jack Morton, Jr., Member
Toby McClamroch, Member
Mamon Powers III, Member
Brett Voorhies, Member
Lynn Gordon, Advisory Member
Brian Tuohy, Board Counsel

IAA Executive Staff attending:

Mike Medvescek, Sr. Director of Operations & Public Safety
Marsha Stone, Sr. Director of Commercial Enterprise
Robert Thomson, Sr. Director of Finance
Maria Wiley, Sr. Director of Audit, Compliance & Procurement
Reid Goldsmith, Sr. Director of Information Technology
Bill Stinson, Sr. Director of Public Affairs
Rachel Hernandez, Sr. Director of Human Resources
Jeffery Mallamad, General Counsel
Jarod Klaas, Director, Engineering, Planning & Development
Lisa Bierman, Sr. Executive Assistant

APPROVAL OF MINUTES

Upon a motion by Mr. Flynn, seconded by Mr. Wells and unanimously passed, approval was given to the Minutes of the Regular Meeting of May 19, 2017.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARING

President Glass introduced Mr. Robert Thomson, Sr. Director of Finance, who introduced Ordinance No. 1-2017 concerning the Indianapolis Airport Authority budget, as more particularly described in BP2017-06-01. This is an introduction of the 2018 Budget and no vote is necessary at this meeting.

BOARD REPORTS

President's Report

President Glass announced the selection of ad hoc Terminal Optimization Committee which was approved at the May 19, 2017 Board Meeting. The members of this committee will be Mamon Powers III (Chair), Toby McClamroch, Kelly Flynn and Mike Wells.

President Glass recognized and congratulated Mr. Bennett in the celebration of his 60th Wedding Anniversary date on this date of June 16.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA, DATED June 16, 2017: President Glass introduced and then verbally described each of the individual items listed on the General Agenda. Following a brief discussion of each listed item, President Glass asked for separate motions of approval. The following actions were then taken by the IAA Board:

BP2017-06-02. Upon a motion by Mr. Flynn, seconded by Mr. Voorhies and unanimously passed, approval was given to BP2017-06-02.

BP2017-06-03. Upon a motion by Mr. Voorhies, seconded by Mr. Bennett and unanimously passed, approval was given to BP2017-06-03.

BP2017-06-04. Upon a motion by Mr. Wells, seconded by Mr. Bennett and unanimously passed, approval was given to BP2017-06-04.

BP2017-06-05. Upon a motion by Mr. Bennett, seconded by Mr. Powers and unanimously passed, approval was given to BP2017-06-05.

BP2017-06-06. Upon a motion by Mr. Flynn, seconded by Mr. Bennett and unanimously passed, approval was given to BP2017-06-06.

BP2017-06-07. Upon a motion by Mr. Voorhies, seconded by Mr. Morton and unanimously passed, approval was given to BP2017-06-07.

BP2017-06-08. Upon a motion by Mr. McClamroch, seconded by Mr. Wells and unanimously passed, approval was given to BP2017-06-08.

STAFF REPORTS

Executive Director's Report

Mr. Medvescek, Sr. Director of Operations and Public Safety announced the IAA Core Value Winners for the first Quarter of 2017. Next, Mr. Medvescek announced the 2017 Air Race Classic which marks the organizations 41st year of a racing competition and shared that Indianapolis Regional Airport was on the race route.

Next, Mr. Stinson, Sr. Director of Public Affairs, and Mr. Eckstein, Manager Guest Services, each gave a presentation regarding IAA's Customer Service.

Mr. Medvescek and Mr. Shaw, Director of Concessions and Air Service each gave a presentation regarding IAA activities during the Indianapolis 500 Race weekend.

ADJOURNMENT

President Glass announced that the next IAA Board meeting is scheduled for July 21, 2017. There being no further business, the meeting was adjourned at 9:36 a.m.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____
Barbara Glass, President

DATED: _____

By: _____
Alfred R. Bennett, Secretary

* Signed under authority of IAA Board Resolution #7-2017



BOARD MEMO – 2018 BUDGET ORDINANCE

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Finance

Date: July 6, 2017

Board Date: July 21, 2017

Subject: 2018 Budget Ordinance

Attached is the draft template of the 2018 Budget Ordinance No. 1-2017. This Budget Ordinance when adopted will set the maximum appropriation (expenditure) levels for 2018.

The budget process requires an Introduction, an Initial Hearing, and the Final Hearing and adoption of the Budget by August 31, 2017. The July 21, 2017 Board meeting will be the Initial Public Hearing of the Budget. The 2018 Budget Appropriation Support documentation is included.

The 2018 Airport System Fund Budget (which includes the Operating Budget) and Capital Improvement Fund Budget assumptions were reviewed in detail with the Finance and Audit Committee on June 16, 2017. Both budgets were approved for recommendation to the IAA Board. The Final Hearing on the 2018 Budget will be held on August 18, 2017, at which time the Board will be asked to consider and approve the 2018 IAA Budget Ordinance.

The Indianapolis City-County Council (Council) requires the Board to accept the 2018 Budget Ordinance by August 31, 2017. The Council Municipal Corporations Committee will hold a hearing on September 20, 2017 to review the 2018 Budget and the Council will approve the budget on October 9, 2017.

**IAA Board Meeting
General Agenda
July 21, 2017**

General:

BP2017-07-02 **Consider, for approval,** for approval Phase 2 of the Unison Consulting, Inc. Agreement for the Concessions Refresh Project in an amount not to exceed \$161,000, with 100% MBE participation.

Capital:

BP2017-07-04 **Consider, for approval,** Amendment No. 1 to the contract with American Structurepoint for staff augmentation and project management services at IAA in an amount not-to-exceed \$287,456.00.

BP2017-07-05 **Consider, for approval,** an award of contract for Terminal Bird Deterrent System at Indianapolis International Airport to Evans Development Company, Inc. in an amount not-to-exceed \$723,970.00 plus a 3% construction reserve of \$21,719.10 for a total of \$745,689.10. Evans Development Company, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is WBE 16.16% (DECO Coatings and Indiana Barricade).

BP2017-07-06 **Consider, for approval,** a professional services contract with Synthesis Incorporated for IND Terminal/Campus Optimization Program at Indianapolis International Airport in an amount not-to-exceed \$58,665.00 (fees and expenses). Supplier diversity participation is WBE 75.28% (Synthesis Incorporated) and VBE 11.08% (Guidon Design).

BP2017-07-07 **Consider, for approval,** Change Order No. 1 with Milestone Contractors LP for the Rehabilitate IND Roads & Lots project at the Indianapolis International Airport in an amount not-to-exceed \$421,780.00 and an extension of 20 calendar days. Supplier diversity participation for Change Order No. 1 is MBE 36.52% (Hoosier Company), and WBE 7.1% (Protection Plus, Earth Images & CMG Trucking).



Indianapolis Airport Authority

BOARD MEMO – UNISON CONSULTING, INC.

To: IAA Board of Directors
From: Marsha Stone, Sr. Director of Commercial Enterprise
Date: July 12, 2017
Board Date: July 21, 2017
Subject: Concessions Refresh Project - Unison Consulting, Inc., Phase 2 Agreement

Background

As part of the Concessions Refresh Program, the IAA produced and published a “Request for Information” (RFI) to procure the services of an Airport Concessions consulting firm. Through the competitive RFI solicitation process, Unison Consulting, Inc. (Unison) was awarded a “Contract for Services” Agreement, dated April 4, 2016. Unison is a leading aviation consulting firm with more than 25 years of experience advising clients around the world and has provided aviation consulting services to over 100 airports throughout the United States, Canada, South America and the Caribbean.

Unison is also contracted to work with the Indiana Strategic Resource Group LLC (ISRG). The ISRG develops comprehensive programs to support public and private organizations in their endeavors to promote climates of inclusion, organizational integration, political and civic engagement, as well as advocacy for businesses. Unison will lead the project with ISRG’s assistance and support.

The tasks and accountabilities in the Phase 1 Agreement, Concessions Refresh and Customer Experience Program, dated April 4, 2016, consisted of a \$249,000 not to exceed budget to accomplish the following project scope:

1. Coordinate with top consultant on the sense of place and customer experience
2. Prepare current concession statistical analysis
3. Compile public feedback and surveys
4. Identify locality/stakeholders
5. Recommend ancillary concepts
6. Recommend concession agreements/terms

IAA Staff and Unison have effectively completed the Phase 1 Scope and have developed the following Phase 2 scope of work and fee proposal to finalize planning efforts, solicitation/RFI development and implementation of the Concessions Refresh Project.

Scope

The Unison contract for Phase 2 of the Concessions Refresh project will include two sub-tasks:

1. Assist IAA Staff with finalization of Concessions Plan Development, as described below:

- A. Finalize situational analysis and recommendations
 - a. Prepare and document situational analysis plan, including concessions business planning, refresh plan and brand recommendations
- B. Merchandising and space layout plans – space planning
 - a. Identify, document and recommend leading-edge and industry standard concepts and amenities to repurpose space while enhancing the customer experience and customer service. Plan concession space to optimize types, mix, size, offerings, locations and adjacencies of individual concessions, while developing a master space layout plan.
- C. Continue to identify local operators and stakeholders
 - a. Assist IAA staff with identifying local concepts that enhance sense of place and help achieve Concessions Refresh and brand recommendations, potential for Local Market concept, etc.
- D. Concession recommendations
 - a. Lease structure – determine optimal lease terms to maximize passenger satisfaction, concessionaire success and exceeding IAA goals
 - b. Transition plan – develop phasing schedule for concessions development to minimize disruption, while still providing great customer service and concession offerings
 - c. Financial considerations – provide sales and revenue projections

2. RFP Solicitation for Concessionaires to Contract Award

Unison will assist IAA staff with the preparation of solicitation documents in support of new concession operations at Indianapolis Airport. Services shall include the preparation of Request for Proposals (RFP) utilizing the Airport's existing RFP as reference, and modifying same to reflect the goals and objectives of the new program and current industry practices. Unison will further prepare all RFP attachments and supporting documents; and review and recommend modifications to the Airport's standard Lease Agreement as required. Unison will support IAA staff with coordinating concessionaire outreach/networking sessions; analyzing concessionaire proposals including evaluation of financial offers; and by establishing evaluation criteria and weighting methodology.

Throughout the solicitation, evaluation and award periods, Unison will provide on-call support and assistance to the IAA, which includes but is not limited to the following items:

- A. Local operator outreach/networking

- B. Preparation of all solicitation documents including exhibits and addendum as described above.
- C. Pre-proposal meeting(s), tour(s) and RFP addendum(s)
- D. Evaluation of proposals through comparison matrix
- E. Respondent interview(s) if applicable
- F. Negotiation support
- G. Award and contracting
- H. Presentations

Budget

Phase 1 Scope (approved by IAA Board in April 2016)	\$249,000	complete
Phase 2 Scope (described above; seeking approval)	<u>\$161,000</u>	2018 Q4 completion
TOTAL COSTS	\$410,000	

These costs are included within the IAA’s Concessions Refresh Project in the Capital Budget.

Schedule

Upon notice to proceed with a signed agreement, the Phase 2 work will begin immediately, with completion anticipated by Q4 of 2018.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

FIRM	AMOUNT			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Unison Consulting, Inc.	\$140,000	\$0	\$0	100%	0.00	0.0
Indiana Strategic Resource Group	\$21,000	\$0	\$0	100%	0.00	0.0
Totals	\$161,000	\$0	\$0	100%	0.00	0.00

Recommendation

IAA staff recommends that the IAA Board consider for approval Phase 2 of the Unison Consulting, Inc. Agreement for the Concessions Refresh Project in an amount not to exceed \$161,000, with 100% MBE participation.



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

From: Jarod Klaas, Interim Senior Director of Planning & Development

Date: July 11, 2017

Board Date: July 21, 2017

Subject: Approval of Amendment No. 1 with American Structurepoint for Staff Augmentation and Project Management Services at Indianapolis International Airport.

Background

On September 18, 2015, the Indianapolis International Airport (IAA) issued a Request for Qualifications (RFQ) to select consultants to assist the IAA with staff augmentation and project management services. Nine proposals were received, reviewed, and ranked by a review committee. American Structurepoint was one of four firms that received a professional services contract for staff augmentation services for a one-year term with an option for a one-year renewal. American Structurepoint's initial contract term ends August 19, 2017.

The IAA has determined additional project management staff resources are needed to effectively implement the capital projects required to maintain IAA assets, as well as manage the cyclic surge in project management needs.

The current project manager from American Structurepoint is responsible for multiple landside projects at Indianapolis International Airport including road and parking lot rehabilitation, electric bus charging infrastructure installation, and design and construction of various parking product elements and enhancements. American Structurepoint has committed to continuing with the same project manager for the duration of the amendment to ensure consistency in project management. Therefore, the IAA desires to enter into a contract amendment with American Structurepoint for an additional one-year term.

Scope

This contract amendment provides the IAA with an individual project manager to support IAA's Capital Improvement Program, and other projects and initiatives, on a full-time basis for the one-year term of the amendment.

Budget

The funding for this contract is from the approved capital improvement project budgets and the Planning and Development operating budget.

Schedule

The Contract term will be extended by Amendment No. 1 to August 19, 2018.

Supplier Diversity Participation

American Structurepoint is not a diverse business enterprise. Given the nature of this staff augmentation contract, which utilizes a single individual, there is no opportunity for supplier diversity participation.

Recommendation

The IAA staff recommends the Board consider for approval Amendment No. 1 to the contract with American Structurepoint for staff augmentation and project management services at IAA in an amount not-to-exceed \$287,456.00.



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

From: Jarod Klaas, Interim Senior Director of Planning & Development

Date: July 11, 2017

Board Date: July 21, 2017

Subject: Award of Construction Contract with Evans Development Company, Inc. for Terminal Bird Deterrent System at Indianapolis International Airport (Project No. I-16-012)

Background

Shortly after the opening of the Midfield Terminal, birds began roosting in the superstructure underneath the high roof resulting in health and safety issues and was a general inconvenience for customers. In 2009, temporary bird netting was installed and proved immediately effective in resolving the issue. Over time, the effectiveness decreased as the temporary system began to wear and tear. Staff commissioned a study in 2016 to evaluate the type of birds causing the issues and the associated deterrent/elimination systems. Based on the study, staff selected an exclusion system comprised of heavy duty netting installed in a panelized system with robust attachments to the superstructure steel. The selected engineering solution results in a structurally rigid system capable of withstanding the wind loads experienced at that location. The panelized system also provides a means for conducting future localized maintenance activities not available with the temporary system.

On January 20, 2017, the IAA Board approved plans and specifications for the project. Two bids were opened on February 17, 2017. Both bids were considered non-responsive and were subsequently rejected by the IAA Executive Director. The project was re-advertised on April 28, 2017.

On May 26, 2017, the IAA staff received two bids. The project contained a base bid only. The bids ranged from \$723,970.00 to \$1,300,000.00.

Evans Development Company, Inc. was the lowest responsive and responsible bidder in the amount of \$723,970.00 for the base bid.

In addition to the contract amount, IAA staff is requesting a construction reserve of 3% of the total contract amount for this project. A construction reserve of 3% has previously been approved by the IAA Board on other projects and successfully implemented to ensure timely

approval of minor changes necessary due to unforeseen conditions and circumstances. There is sufficient capacity within the approved project budget to accommodate the funding of the 3% contingency for construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

This project shall refurbish the exposed metal structures under the high roof of the main terminal including; cleaning of the roosting surfaces, repainting of structural steel where coatings have been worn or abraded, and removal of the existing bird netting system. A heavy-duty polyethylene bird netting will be installed directly below the bottom chord of the roof trusses. The new panelized bird netting system will act as a structurally rigid system capable of withstanding the necessary wind loads.

Budget

The Evans Development Company, Inc. contract amount is \$723,970.00 which is within the proposed Reforecast Capital Budget for the Terminal Bird Deterrent System.

Project Name

Contract Amount (including 3% reserve)	\$	745,689.10
Design		54,670.00
Advertisements for Bid		250.00
Total Anticipated Project Cost	\$	800,609.10

This project will be 100% Airport cash funded.

This project is being undertaken to repair existing infrastructure integral to the continued safe operation of the airport. As a result of the critical nature of the repairs, this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

Schedule

Substantial completion is expected to be January 2018.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
DECO Coatings	\$ -	\$ 112,800.00	\$ -	0.00%	15.58%	0.00%
Indiana Barricade	\$ -	\$ 4,200.00	\$ -	0.00%	0.58%	0.00%
Totals	\$ -	\$ 117,000.00	\$ -	0.00%	16.16%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Terminal Bird Deterrent System at Indianapolis International Airport to Evans Development Company, Inc. in an amount not-to-exceed \$723,970.00 plus a 3% construction reserve of \$21,719.10 for a total of \$745,689.10. Evans Development Company, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is WBE 16.16% (DECO Coatings and Indiana Barricade).



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

From: Jarod Klaas, Interim, Senior Director of Planning & Development

Date: July 11, 2017

Board Date: July 21, 2017

Subject: Approval of Professional Services Contract with Synthesis Incorporated for IND Terminal/Campus Optimization Program at Indianapolis International Airport (Project No. I-16-010)

Background

The Indianapolis International Airport terminal building has been in operation since 2008, with millions of passengers and guests having passed through the terminal. To insure alignment with the changing population demographics, technology advancements, and customer service's needs, the IAA has developed an IND Terminal/Campus Optimization Program.

The key driver for this project is preparation for the 2018 expiration of the original concessions and retail leases. Sense of Place design initiatives derived from the IND Terminal/Campus Optimization Program will be incorporated into the 2018 concessions and retail leases.

Key areas of focus for the IND Terminal/Campus Optimization Program include:

- Improved guest experiences
- Concessions Refresh
- Signage and wayfinding
- Customer focus areas
- Technology upgrades
- Electric charging stations

Following an RFQ process, which included interviews of 3 firms, Synthesis Inc. was determined the most qualified by the IAA review committee. On December 18, 2015, the IAA Board approved a contract with Synthesis Inc. to lead Phase I of the IND Terminal/Campus Optimization Program. The initial phase of the project included research and development of a customer profile, development of an IND Sense of Place theme, and the research and development of concepts for design initiatives to be implemented for the customer experience and the Concessions Refresh program.

Phase I work has been completed.

On May 19, 2017, the IAA Board formed an ad hoc Terminal Optimization Committee. The committee met on June 30, 2017. The charge of the committee includes the following:

- Ensure the airport terminal remains world class and continues to provide customers with a welcoming and comfortable IND experience; with an emphasis on utilizing local vendors, representative of our world class city / state.
- Maintain the airport's award-winning status and its clean, crisp and open atmosphere, while appropriately updating it to keep it fresh and enhance the passenger experience.
- Review and approve the following budget and planning items provided by IAA staff:
 - o Costs incurred to date relating to the renovation
 - o A multi-year phased budget for any recommended renovations
 - o Available funding sources sufficient to pay for any recommendations
 - o A multi-year phase in plan for implementation which will minimize passenger disruption
- Review and approve recommendations from IAA staff in their utilization of external consultancy support (Synthesis, Bradley & Montgomery, Unison and/or others), public/passenger input and other resources
- Review and approve an overall concept provided by IAA staff for any renovation including: potential relocation of food and other vendors; signage, technology support (charging stations); whether to make any changes in materials and finishes, flooring, seating, etc.
- Provide monthly report to Board, drafted by IAA staff, summarizing actions / decisions of TOC and take strategic and/or significant recommendations to the full Board for its consideration and approval in a comprehensive fashion including budget, funding, concept details and timeline for implementation and completion.

Scope

IAA staff recommend continuing a relationship with Synthesis Inc. for a period of three (3) months while the Terminal/Campus Optimization Program is further defined by the ad hoc Terminal Optimization Committee.

The scope of work during the three-month contract period will include:

- Continued coordination with Unison for Concessions Refresh space planning
- Coordination with Valancourt International for Wayfinding and Signage
- Development of carpet and furniture options for the east ends of the concourses
- Concepts for entrances to concourses A and B from Civic Plaza
- Coordination with IAA IT department for technology associated with the above items
- Cost estimating efforts associated with the above items

Budget

The Synthesis contract is \$58,665.00, which is within the approved 2017 Capital Budget for IND Terminal/Campus Optimization Program.

This project will be 100% Airport cash funded.

This project is being undertaken primarily as a customer service initiative and is expected to provide a better airport experience for passengers and is not subject to the hurdle rate policy.

Schedule

Contract award is anticipated July 21, 2017, with a contract expiration date of October 21, 2017.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Synthesis, Inc.	\$ -	\$ 44,165.00	\$ -	0.00%	75.28%	0.00%
Guidon Design	\$ -	\$ -	\$ 6,500.00	0.00%	0.00%	11.08%
Totals	\$ -	\$ 44,165.00	\$ 6,500.00	0.00%	75.28%	11.08%

Recommendation

The IAA staff recommends the IAA Board consider for approval a professional services contract with Synthesis Incorporated for IND Terminal/Campus Optimization Program at Indianapolis International Airport in an amount not-to-exceed \$58,665.00 (fees and expenses). Supplier diversity participation is WBE 75.28% (Synthesis Incorporated) and VBE 11.08% (Guidon Design).



BOARD MEMO/CHANGE ORDER

To: IAA Board of Directors

From: Jarod Klaas, Interim Senior Director of Planning & Development

Date: July 3, 2017

Board Date: July 21, 2017

Subject: Approval of Change Order No. 01 with Milestone Contractors LP for Rehabilitate IND Roads & Lots at Indianapolis International Airport (Project No. I-16-016)

Background

The current landside asphalt roads and parking lot rehabilitation project was designed and bid in 2016 for construction in 2017. Milestone Contractors LP was awarded a contract for this work as the lowest responsive and responsible bidder.

In early 2017, a portion of the Employee Parking Lot was converted to use as a park-and-walk lot for IND customers to help alleviate overflow from the main parking garage. Park & Walk customers utilize the portion of the lot nearest to the garage and employees now park in the west portion of the lot. Rental cars continue to utilize the southern section of the lot. Given the combined uses in this parking lot, and IAA's continued focus on World Class customer experiences, pedestrian conveniences and safety enhancements as well as traffic calming measures will be implemented consistent with those discussed with the IAA Board. The enhancements are detailed in the scope section below.

In order to facilitate implementation of these enhancements and minimize conflicts with Milestone's ongoing rehabilitation in the employee lot, it is prudent to incorporate this additional work via change order into Milestone's contract. This approach permits the enhancement work to be done concurrently with ongoing asphalt rehabilitation work, will eliminate redundant work, and will result in the earliest possible delivery.

Change Order Summary

Contract changes fall under one of three categories: Errors/Omissions, Unforeseen Circumstances, or additional Owner requested scope. Typically, the cost of an error is paid by the designer as the error may require work already completed to be redone. Omissions are items that are corrected before work is performed and for which the designers are typically charged up to 15% of the cost because the item may have to be negotiated with the contractor. Unforeseen circumstances are items that could not reasonably have been anticipated by the designer and

therefore are not charged against the designer. The work included in this change order is additional scope requested by IAA staff to improve pedestrian safety and enhance customer experience.

The walkway enhancements included in this change order are comprised of, in general, new dedicated walking lanes that extend through both the Park & Walk and employee areas, traffic calming measures where walking paths cross main driving lanes, wider concrete sidewalks to replace narrow sidewalks, protective lighted bollards to shield pedestrians from traffic and to demarcate the walkways with down facing lighting, and additional supplemental lamp poles for path lighting and security.

The change order proposal has been reviewed by the design engineer and found to be acceptable in scope and price; the Contractor's price was below the estimate of the engineer.

Budget

This project is 100% Airport cash funded. Funds will be transferred from the Parking Plan Implementation budget (Project No. I-17-021) to the Rehabilitate IND Roads & Lots budget (CIP No. I-16-016) to fund this change order.

Revised Construction Amount

Original Construction Contract Amount		\$	2,854,733.00
Previous Change Orders	(0.00% of contract)		-
Current Change Order No. 1	(14.88% of contract)		421,780.00
New Construction Contract Total		\$	3,276,513.00

Project Costs

Design (including survey and geotechnical)		\$	246,688.51
Advertisements for Bid			-
Material Testing			49,816.25
Inspection			108,000.00
Sealcoating Contract			42,417.50
Construction Contract Amount			2,854,733.00
Previous Change Orders			-
Current Change Order No. 1			421,780.00
Revised Total Anticipated Project Cost		\$	3,723,435.26

Schedule

The contract substantial completion date will be extended by Change Order No. 1 to October 20, 2017.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Protection Plus	\$ -	\$ 7,200.00	\$ -	0.00%	1.71%	0.00%
Hoosier Company	154,020.70	-	-	36.52%	0.00%	0.00%
Earth Images	-	13,461.88	-	0.00%	3.19%	0.00%
CMG Trucking	-	9,282.32	-	0.00%	2.20%	0.00%
Totals	\$ 154,020.70	\$ 29,944.20	\$ -	36.52%	7.10%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval Change Order No. 1 with Milestone Contractors LP for the Rehabilitate IND Roads & Lots project at the Indianapolis International Airport in an amount not-to-exceed \$421,780.00 and an extension of 20 calendar days. Supplier diversity participation for Change Order No. 1 is MBE 36.52% (Hoosier Company), and WBE 7.1% (Protection Plus, Earth Images & CMG Trucking).