



Agenda  
Indianapolis Airport Authority  
November 20, 2015  
8:30 AM

I. **Call to Order**

II. **Approval of Minutes of the Pre-Board and Regular Meeting of October 16, 2015**

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

Introduction of **General Ordinance No. 4-2015** concerning the 2016 Rates and Charges.

IV. **Board Reports**

President's Report

V. **Official Actions**

Consider, for approval, the individual items listed on the IAA General Agenda, dated November 20, 2015.

VI. **Staff Reports**

Executive Director Report

VII. **Other Reports/Update**

VIII. **Board Communications**

*Next Meeting: Friday, December 18 @ 8:30 a.m.*

IX. **Adjourn**

**MINUTES**  
**Board of Directors Meeting**  
**Indianapolis Airport Authority**

The Regular Meeting of the Indianapolis Airport Authority Board was called to order at 8:48 a.m., on October 16, 2015, in the Airport's Board Room at the Indianapolis International Airport.

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

Mike Wells, President  
Kelly Flynn, Vice President  
Alfred Bennett, Secretary  
Jean L. Wojtowicz, Member  
Dr. Philip C. Borst, Member  
Steve Dillinger, Member  
Jack T. Morton, Jr., Member  
Lynn T. Gordon, Advisory Member

Rex M. Joseph, Jr., IAA Board Counsel

**IAA executive staff attending:**

Mario Rodriguez, Executive Director  
Mike Medvescek, Sr. Director of Operations  
Marsha Stone, Sr. Director of Commercial Enterprise  
Joseph Heerens, General Counsel  
Shannetta Griffin, Sr. Director of Planning & Development  
Robert Thomson, Sr. Director of Finance  
Jamie Leap, Sr. Executive Assistant/Recording Secretary

**APPROVAL OF MINUTES**

Upon a motion by Mr. Flynn, seconded by Mr. Dillinger and unanimously passed, approval was given to the Minutes of both the Pre-Board and Regular Meetings of September 18, 2015.

**ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS**

President Wells opened the public hearing and described Resolution No. 14-2015, amending and replacing the existing Investment Policy, effective October 16, 2015. President Wells asked if there were any comments or testimony. There being none, he closed the hearing and asked for a motion. Upon a motion by Ms. Wojtowicz, seconded by Mr. Bennett and unanimously passed, approval was given to Resolution No. 14-2015.

President Wells opened the public hearing and described BP2015-10-1, authorizing IAA staff to conduct and sell specified land at a public auction, which is scheduled to occur on November 21, 2015. President Wells then asked if there were any comments or testimony. There being none, he closed the hearing and asked for a motion. Upon a motion by Mr. Flynn, seconded by Ms. Wojtowicz and unanimously passed, approval was given to BP2015-10-1.

## **BOARD REPORTS**

### **President's Report**

None.

## **OFFICIAL ACTIONS**

**INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA, DATED October 16, 2015:** President Wells introduced and then verbally described each of the individual items listed on the General Agenda, after which he asked for separate motions of approval, as follows:

**BP2015-10-2.** Upon a motion by Mr. Bennett, seconded by Ms. Wojtowicz and unanimously passed, approval was given to BP2015-10-2.

**BP2015-10-3.** Upon a motion by Mr. Dillinger, seconded by Mr. Flynn and unanimously passed, approval was given to BP2015-10-3.

In connection with BP2015-10-3, President Wells introduced the mayor of the City of Fishers (Indiana), Mr. Scott Fadness, along with Mr. Steve Dillinger, the IAA's Board Representative from Hamilton County (Indiana), who both spoke in support of this project and its approval, and also expressed how wonderful it has been to work with Executive Director Mario Rodriguez and the IAA's Executive Team.

**BP2015-10-4.** Upon a motion by Mr. Bennett, seconded by Mr. Flynn and unanimously passed, approval was given to BP2015-10-4.

In connection with BP2015-10-4, President Wells introduced the superintendent of the Hendricks County Parks Board, Mr. William Roche, along with Mr. Alfred Bennett, the IAA's Board Representative from Hendricks County (Indiana), who both spoke in support of this project and its approval, and also expressed their vision of eventually creating a premiere public park on this conservation land.

**BP2015-10-5.** Upon a motion by Ms. Wojtowicz, seconded by Mr. Morton and unanimously passed, approval was given to BP2015-10-5.

**BP2015-10-6.** Upon a motion by Ms. Wojtowicz, seconded by Mr. Bennett and unanimously passed, approval was given to BP2015-10-6.

**BP2015-10-7.** Upon a motion by Mr. Morton, seconded by Dr. Borst and unanimously passed, approval was given to BP2015-10-7.

**BP2015-10-8.** Upon a motion by Mr. Bennett, seconded by Mr. Flynn and unanimously passed, approval was given to BP2015-10-8.

**BP2015-10-9.** Upon a motion by Mr. Flynn, seconded by Mr. Dillinger and unanimously passed, approval was given to BP2015-10-9.

**BP2015-10-10.** Upon a motion by Mr. Morton, seconded by Mr. Bennett and unanimously passed, approval was given to BP2015-10-10.

**BP2015-10-11.** Upon a motion by Mr. Flynn, seconded by Dr. Borst and unanimously passed, approval was given to BP2015-10-11.

### **STAFF REPORTS**

#### **Executive Director's Report**

Mr. Rodriguez provided the following report:

- IAA's Planning & Development Department hosted a community outreach event for diverse and small vendors at the Indianapolis International Airport on October 1, 2015, which was attended by more than 80 people. Mr. Rodriguez also noted the 25% participation rate in diversity spend, which is a 5% increase over 2013.
- Mr. Rodriguez also shared highlights from the Rolls-Royce Centennial Celebration that was held at the Indianapolis International Airport on October 7, 2015, which was attended by more than 1,000 people, including Rolls-Royce dignitaries from around the world, Indiana Governor Mike Pence, and other elected officials. Mr. Rodriguez expressed his appreciation to Mr. Medvescek (Sr. Director of Operations) and his entire team for their significant contributions in making this event successful.

### **ADJOURNMENT**

President Wells announced the next IAA Board meeting is scheduled for November 20, 2015. There being no further business, the meeting was adjourned at 9:04 a.m.

**INDIANAPOLIS AIRPORT AUTHORITY \***

By: \_\_\_\_\_  
Michael Wells, President

By: \_\_\_\_\_  
Alfred R. Bennett, Secretary

DATED: \_\_\_\_\_

\* Signed under authority of IAA Board Resolution #6-2013



## Board Memo – 2016 Rates & Charges Ordinance

To: IAA Board of Directors

From: Joseph R. Heerens, General Counsel

Date: October 30, 2015

Board Date: November 20, 2015

Subject: 2016 Rates & Charges Ordinance

### **Scope**

The Board of the Indianapolis Airport Authority (“IAA”) annually adopts an ordinance in order to implement a schedule of rates and charges for the use of the Airport’s facilities and services. This proposed Ordinance (for 2016) sets forth rates (*both current and those proposed to be changed*) that, if approved, will go into effect at the beginning of next year (January 1, 2016). The following represents a summary of these changes (which are also shown by highlighting on the attached copy of the proposed Ordinance):

1. Section III: Consistent with the new “Airline Use Agreement” finalized this year with the Signatory Airlines, the following changes have been made:
  - a. The landing fee per 1,000 pounds of Certified Gross Landing Weight has been updated, as per the appropriate calculation: (i) for Signatory Airlines (those airlines signing the above-referenced “Airline Use Agreement”), the landing fee will increase from \$1.92 up to \$1.95; and (ii) for Non-Signatory Airlines (which are those airlines that do not sign said “Airline Use Agreement”), the landing fee will increase from \$2.88 up to \$2.93.
  - b. The annual space rental charge(s) per square foot has been updated, as per the appropriate calculation: (i) for Signatory Airlines, such rental will increase from \$95.11 up to \$114.09; and (ii) for Non-Signatory Airlines, such rental will increase from \$142.67 up to \$171.14. With respect to Aircraft Apron, rental will increase: (y) from \$0.27 up to \$0.71 for Signatory Airlines; and (z) from \$0.41 up to \$1.07 for Non-Signatory Airlines.
  - c. The baggage space square footage will be allocated among the airlines based on a new percentage of total enplaned passengers.
  - d. The “per enplaned passenger fee” paid by non-signatory airlines having less than 3% of the total enplaned passengers at the Airport will increase, from \$7.23 up to \$7.58.

- e. The “parking fee” for the apron area of the International Arrivals Ramp and the Remote Parking Areas will be decreased, from \$300 down to \$200, per twenty-four (24) hour period (or fraction thereof).
- f. The “gate use fees” paid by Signatory Airlines and Non-Signatory Airlines has been updated, as per the appropriate calculation. In essence, the Signatory Airline fees are consistent with the terms of the new “Airline Use Agreement”; and the fees to be paid by the Non-Signatory Airlines will be 150% of the fees established for the Signatory Airlines.

2. Section IV:

- a. Eliminates the “per trip” fee of \$7.50 paid by off-Airport parking operators, and replaces it with a “gross revenue” fee equal to ten percent (10%) of all of the sales and fees of said off-Airport parking operator in connection with its customers arriving, departing, or using the Airport.

**Schedule**

November 20, 2015	Introduction of General Ordinance No. 4-2015
December 18, 2015	Public Hearing/Consideration for Adoption of said Ordinance

**Revenue and/or Operating Cost Implications**

The annual Rates & Charges Ordinance is the principal document to impose fees and charges for the use of Airport’s facilities and services in support of the 2016 approved Operating and Capital Budgets of the IAA.

**IAA Board Meeting  
General Agenda  
November 20, 2015**

**General:**

- BP2015-11-1** Consider for approval the Amended and Restated Agreement to State Quantity Purchase Agreement for Security Services at the Indianapolis Maintenance Center with Securitas Security Services USA. Supplier Diversity participation in this agreement is MBE 0.00%, WBE 25% (Protection Plus Inc.) and VBE 0.00%
- BP2015-11-2** Consider for approval Amendment No. 1 to the Engagement Letters with Baker & McKenzie and Krieg DeVault; and Amendment No. 1 to the Professional Services contract with MWH
- BP2015-11-3** Consider for approval the proposed Memorandum of Understanding that allows for the IAA to collaborate and work cooperatively with the Town of Plainfield, Indiana, for the purpose of leasing and/or selling of excess airport property within the Conservation Area and Adjacent Excess Land

**Capital Program:**

- BP2015-11-4** Consider for approval Plans and Specifications for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall – Bid Package #1 at Indianapolis International Airport, Project # I-15-010, as prepared by Walker Parking Consultants, Inc. and authorize the public bidding process
- BP2015-11-5** ACTION #1 – Consider for approval Amendment No. 2 to the contract with Durham Engineering, Inc. for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport, Project No. I-15-017, in an amount not-to-exceed \$19,960 (fees). Supplier diversity participation on amendment is MBE 100.00% (Durham Eng.), WBE 0.00%, and VBE 0.00%
- ACTION #2 - for approval Amendment No. 1 to the contract with Shrewsberry & Associates LLC for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport, Project No. I-15-017, in an amount not-to-exceed \$34,425 (fees). Supplier diversity participation on amendment is MBE 100.00% (Shrewsberry), WBE 0.00%, and VBE 0.00%
- ACTION #3 - Consider for approval Change Order No. 1 with Evans Development Company for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport, Project No. I-15-017, in an amount not-to-exceed \$11,505.00 Supplier diversity participation for Change Order No. 1 is MBE 0.00%, WBE 0.00%, and VBE 0.00%
- ACTION #4 - Consider for approval Change Order No. 1 with Calumet Civil Contractors, Inc. for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport, Project No. I-15-017, in an amount not-to-exceed \$314,168.35. Supplier diversity participation for Change Order No. 1 is MBE 6.37% (Ellington Trucking), WBE 0.00%, and VBE 0.00%

BP2015-11-6

Consider for approval an award of contract for Replace Aviation Fuel Farm – Phase 2 Site Work & Underground Storage Tank (UST) Removal at the Downtown Indianapolis Heliport, Project No. H-15-049, to Hoosier Equipment Service, Inc. in an amount not-to-exceed \$410,791.10 plus a 3% construction reserve of \$12,324.00 for a total of \$423,115.10. Hoosier Equipment Service, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation on this contract is DBE 6.23% (Indiana Sign & Barricade, L&L Bulk Transport and SMS, LLC), MBE 3.16% (SMS, LLC), WBE 3.07% (Indiana Sign & Barricade and L&L Bulk Transport), and VBE 0.00%



## **BOARD MEMO –STATE QUANTITY PURCHASE AGREEMENT (QPA)**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: November 3, 2015

Board Date: November 20, 2015

Subject: IMC Security Services

### **Background**

Quantity purchase agreements (QPAs) are contracts between the state and vendors in which commodities are supplied to Indiana state agencies on an on-going, as-needed basis. QPAs benefit the state by enabling the state to aggregate its purchases to achieve bulk pricing. QPAs are awarded via the competitive bid process.

This Board Memo is brought forward to seek approval and request the execution of the Indianapolis Maintenance Center (IMC) Security Services Agreement (a labor contract). This request is the culmination of a Request for Proposal (RFP) process issued May 1, 2015. The deadline for responses was June 4, 2015. A total of seven (7) responses were received by IAA Staff.

Securitas Security Services USA, is a leading international company specialized in protective services for all commercial and industrial markets. Previous and current Airport clients include: Sky Harbor International in Phoenix, Honolulu International in Hawaii, and Indianapolis International. Securitas has been providing security services for the IAA at IMC since 2003 and beginning in 2012, commenced security services at the passenger terminal's two vehicle access points. It became evident through the overall Committee evaluation that Securitas was being the most creative and innovative entity in its security services approach at the IMC, including cost structure, labor allocation and integration of gate security technology to align with the IAA goals and objectives.

### **Operating Expense Actuals & Estimates**

Securitas as the current security service provider of the IMC had a 2014 actual spend of \$498,284 which is made up of 100% labor, benefits and company profit.

In the new Agreement, Securitas will reduce eighty eight (88) labor hours per week with integration of security technology providing for a full year calendar savings realized in excess of \$135,000. IAA Staff will partner with Securitas to ensure these dollar savings are achieved.

The term of the Service Agreement will be for a period of two years. The IAA will have the ability to terminate the Agreement upon ninety (90) days' prior written notice to Securitas.

**Schedule**

- May 1, 2015: Request for Proposals issued to public.
- July 22, 2015: Commence amending and restating agreement to State QPA with Securitas.
- Nov 20, 2015: IAA Board execution of Service Agreement.
- Nov 20, 2015: Commence transition period for installation of security gate Technology by Securitas.
- Dec 18, 2015: End of transition period. Technology operational by Securitas.

**Supplier Diversity Participation**

The Director of Supplier Diversity has approved 25% WBE participation for this agreement.

**Recommendation**

Staff recommends the Board consider for approval the Amended and Restated Agreement to State Quantity Purchase Agreement for Security Services at the Indianapolis Maintenance Center with Securitas Security Services USA. Supplier Diversity participation in this agreement is MBE 0.00%, WBE 25% (Protection Plus Inc.) and VBE 0.00%.



## **BOARD MEMO – PROJECT AGREEMENTS**

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development  
Joseph R. Heerens, General Counsel

Date: November 2, 2015

Board Date: November 20, 2015

Subject: Stormwater/Wastewater Project: Approval of Amendment No. 1 to the Engagement Letter with Baker & McKenzie, LLP (“B&M”) and Krieg and DeVault; and Approval of Amendment No. 1 to the Professional Services Contract with MWH Americas, Inc. (“MWH”)

### **Background**

The Indianapolis Airport Authority (“IAA”) has been pursuing a project since last year to determine whether the private sector may have innovative and cost-effective solutions with respect to the capacity and cost issues relative to the IAA’s stormwater and deicing systems at the Indianapolis International Airport (“Airport”). Several presentations and updates on this project have previously been given to the IAA Board.

The IAA has been pursuing this project because it recognizes that the technologies and capabilities of service companies involved with domestic water, wastewater and deicing fluids management infrastructure are evolving at a rapid pace and that other governmental entities responsible for these systems have been looking for new efficient, cost-effective ways to manage them. Innovative ideas that reduce the annual amount of outflow from the Airport are part of the evaluation by the IAA of its stormwater and deicing systems. These new technologies and capabilities may be able to deliver solutions that are more efficient, sustainable, and financially viable for the Airport.

IAA Staff and its consultants have identified at least key three components within the Airport’s stormwater and deicing systems that might be improved by partnering with innovative private sector companies that have commitments to sustainability, efficient operations, and strong financial results:

1. Capital assets – The system of stormwater and deicing retention, piping and discharge on the Airport that supports both aviation operations and functions at the terminal and aprons, and the development sectors of the Airport that are tied into the IAA’s on-Airport system.
2. Annual operating expenses, including maintenance and repairs – The IAA incurs annual operating costs for permits and compliance, sewer discharge, personnel time and

routine equipment/facility maintenance, and repair and replacement as part of the Airport's operation. The Airport's annual operating expenses are based on the current model of stormwater and deicing collection and discharge.

3. Funding for additional capital projects for the stormwater and deicing systems needed to support the growth of the Airport's commercial and development sectors.

The consultants for this project are composed of technical and financial experts, as well as attorneys, who have expertise in the areas of public-private partnerships with a focus on procurement, evaluation, selection, contract development, technical expertise, and financial impacts.

Amendment No. 1 to the Engagement Letters; B&M, Krieg DeVault

The law firms of Baker & McKenzie, LLP, and Krieg DeVault, LLP, were engaged to provide legal counsel and assistance in the preparation of a Request for Proposals ("RFP") to be issued by IAA for this project. Baker & McKenzie will continue to assist in all aspects of the RFP process and act as transaction counsel, and Krieg DeVault as local counsel, to provide legal assistance to the IAA in connection with this project. These law firms would provide the following services to IAA:

1. Provide general legal advice, counsel, guidance and assistance to the IAA in connection with all aspects of a potential transaction;
2. Assist IAA in the development of a Request for Proposal ("RFP"), letters of correspondence, summaries, memoranda, and other communications;
3. Assist IAA in analyzing and evaluating proposals, bids, quotes, or other materials in connection with a potential transaction;
4. Assist IAA in negotiations pertaining to a potential transaction or any definitive agreement related thereto; and
5. Attend any necessary meetings to finalize a potential transaction.

Amendment No. 1 to the Professional Services Contract; MWH

The IAA has directly engaged the services of MWH Americas, Inc. ("MWH"), as the technical advisor. Under this agreement, MWH will perform the following tasks during the above-referenced RFP and negotiation process for the IAA:

1. Evaluate the RFP submittals in regards to the technical qualifications, and provide written feedback and recommendations to the IAA;
2. Assist in preparing technical documents, addendums, responses to questions, and other similar communications required during the RFP and negotiation process; and
3. Attend any necessary meetings to finalize a potential transaction.

**Budget**

Amendment No. 1 with MWH is \$52,390. The amount of legal fees and expenses of Baker & McKenzie and Krieg DeVault, will depend on a variety of factors, including the complexity of a potential transaction and the negotiation thereof; however, for purposes of the proposed Amendment No. 1 to the Engagement Letters, those legal fees and expenses are presently estimated at \$400,000 for Baker & McKenzie, and no budget change for Krieg DeVault. All of the foregoing consulting and legal services are 100% Airport cash funded.

**Anticipated Schedule**

November 20, 2015:	IAA Board approval of Amendment No. 1 to the Engagement Letters (Baker & McKenzie, and Krieg DeVault); and Amendment No.1 to the MWH contract.
January 15, 2016:	Receive final proposals
February 2016	Announcement of Selected Proposer from RFP process
May 2016	Execution of Transaction Agreement (As required)

Remaining schedule to be developed, contingent upon FAA recommendations.

**Supplier Diversity Participation**

With respect to the proposed Amendment No. 1 to the Engagement Letters, and Amendment No. 1 to the Professional Services Contract with MWH, there will be no diversity participation requirements at this time; however, and yet to be determined, through the RFP process, securing M/W/VBE participation will be a goal of any final transaction.

**Recommendation**

The IAA staff recommends that the Board consider for approval Amendment No. 1 to the Engagement Letters with Baker & McKenzie and Krieg DeVault; and Amendment No. 1 to the Professional Services contract with MWH.



## **BOARD MEMO – MEMORANDUM OF UNDERSTANDING**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: November 6, 2015

Board Date: November 20, 2015

Subject: Memorandum of Understanding (MOU) between Indianapolis Airport Authority (IAA) and the Town of Plainfield, Indiana

### **Background**

The IAA and the Town of Plainfield desire to enter into an MOU in order to collaborate and work cooperatively with each other to formalize a process to identify portions of The Conservation Area and Adjacent Excess Land to be leased or sold to The Town of Plainfield in an effort to enhance economic development for the community while putting monies back on the tax rolls.

### **Scope**

1. Identifying the specific portion or portions of the Conservation Area and the Adjacent Excess Land to be leased or sold.
2. Develop a plan to lease or sell the Identified Parcels to Plainfield and/or third parties, under terms and conditions that are acceptable to IAA
3. Ensure ongoing compliance with any and all laws, rules, regulations, permits and restrictions applicable to the Identified Parcels, including, but not limited to, those of the Federal Aviation Administration (“FAA”) and the United States Fish & Wildlife Service (“USFWS”).

### **Schedule**

This MOU shall commence on the Effective Date and will end on December 31, 2016. The Parties may elect to extend the term of this MOU for additional periods of one year each; however, any such extension shall be in writing and signed by both Parties. Either party may terminate this MOU at any time, for any reason, upon at least thirty (30) days prior written notice.

### **Revenue and/or Cost Implications**

No IAA revenues will be realized until a lease or sale of this land has been negotiated and agreed upon by IAA.

### **Supplier Diversity Participation**

Not applicable.

### **Recommendation**

IAA Staff recommends that the Board consider for approval the proposed Memorandum of Understanding that allows for the IAA to collaborate and work cooperatively with the Town of Plainfield, Indiana, for the purpose of leasing and/or selling of excess airport property within the Conservation Area and Adjacent Excess Land.



## **BOARD MEMO – PLANS & SPECIFICATIONS APPROVAL**

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: November 10, 2015

Board Date: November 20, 2015

Subject: Approval of Plans and Specifications for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall – Bid Package #1 at Indianapolis International Airport, Project # I-15-010, and Authorize the Public Bidding Process

### **Background**

On September 15, 2014, the Executive Director signed a contract with Walker Parking to perform feasibility studies for corrective actions designed to the issues with the parking garage atrium canopy. These studies looked at a number of options based upon either a complete demolition of the existing system and construction of a new canopy and structure or re-using the existing canopy structure with additional framing and stiffening members added with differing canopy materials. The various options were compared based on replacement cost, maintenance requirements of each new canopy system, functionality of each new system and appearance to the public. After completing the study, the Airport determined the best approach when taking into account the various criteria was to replace the existing system with new tensioned Teflon fabric and added supplemental structural steel members to increase support within the canopy framing.

On July 25, 2015, a new contract signed by the Executive Director was awarded to Walker Parking Consultants, Inc. to perform preliminary design services for the selected system to confirm the viability of this design, to allow sufficient time to bid for construction services in 2015, and to ensure the installation work for the new canopy can be accomplished before winter of 2016. Due to the obvious advantages to the operation of the Parking Garage to concurrently construct the glass enclosure wall at the fifth level of the garage around the garage atrium that was previously included within an earlier CIP Project, it was decided to merge the canopy replacement work and the addition of the glass enclosure wall into a single Capital Project.

At the August 21, 2015 Board Meeting, Contract Amendment No. 1 was approved for Walker Parking's design contract covering the completion of the design documents, bidding support, and construction phase services.

Due to the complexity and potential impact to the Garage Facilities, Traveling Public and Rental Car Companies, it was determined that the Airport Authority would procure the Professional Services of a Construction Management organization. The CM would be tasked to assist the

Airport in managing the on-site construction process, to provide expertise in estimating costs during pre-construction, and to provide input during design and construction regarding potential site craning issues, logistical constraints, operational impacts and coordinate construction activities with the daily operation of the Parking Garage.

On July 9, 2015, the IAA issued a qualifications based Request for Proposals (RFP) to select a construction manager for this project with the responses due by July 30, 2015. Seven proposals were received. A review committee made up of six IAA representatives reviewed and ranked the proposals. Hunt Construction Group was ranked highest by the committee to meet this project's construction management requirements. A Contract for Professional Services for Construction Manager was approved and awarded to Hunt Construction Group at the September 18, 2015 Board meeting.

### **Scope**

It has been determined by the Planning and Development staff that it would be advantageous to the Airport to bid the work in three separate bid packages. Staff expect a lower overall cost by breaking up the work into smaller, more specialized scopes of work, while providing the designer more flexibility in meeting the design schedule by focusing first on the longer lead item - the canopy work. The lower cost would result by eliminating the general contractor mark-up for the different types of work and going directly to the specialty contractors. This will increase the potential for competition among bidders; and also accommodate a construction schedule that is better suited for the time frames in which the work is expected to be performed.

The scope of these separate bid packages shall include:

1. Bid Package #1 Includes: New supplemental canopy framing members with additional bracing, removal of existing canopy, and the installation of a new tensile fabric canopy. Staff is requesting Approval to Bid for this package at the November 20, 2015 IAA Board meeting.
2. Bid Package #2 Includes: the construction of the new glass enclosure wall around the atrium at the 5<sup>th</sup> level. This package is tentatively scheduled for IAA Board Approval to Bid at the at the December 18, 2015 Board meeting.
3. Bid Package #3 Includes: a general conditions package that would cover the work impacted by both areas of work such as:
  - o Safety barricades
  - o Concrete work
  - o Signage
  - o General cleaning
  - o General painting

This package is also tentatively scheduled for IAA Board Approval to Bid at the at the December 18, 2015 Board meeting.

**Budget**

The total construction cost of Bid Package #1 described above is estimated between \$1,000,000 and \$5,000,000. The range is established per Federal Acquisition Regulation Subpart 36.2.

This project will be 100% Airport cash funded.

This project is being undertaken to repair existing infrastructure that is integral to the continued 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**

Advertisement of Opportunity to Bid: 11/24/15 and 12/1/15

**Pre-Bid Meeting:** Date: 12/2/15 Time: 11:00 am Location: Board Room

**Bid Opening:** Date: 12/23/15 Time: 11:00 am Location: Board Room

Est. Bid Award (Board Mtg.) (January 15, 2016)

Contract award anticipated January 25, 2016 and the substantial completion date is expected to be November 30, 2016.

**Supplier Diversity Participation**

The Director of Supplier Diversity established the following participation goals: 20% cumulative participation comprised of MBE, WBE, and/or VBE.

**Recommendation**

The IAA staff recommends that the Board consider for approval Plans and Specifications for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall – Bid Package #1 at Indianapolis International Airport, Project # I-15-010, as prepared by Walker Parking Consultants, Inc. and authorize the public bidding process.



## BOARD MEMO – CHANGE ORDERS & AMENDMENTS

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: November 10, 2015

Board Date: November 20, 2015

Subject: Approval of Amendment No. 2 with Durham Engineering, Inc.;  
Approval of Amendment No. 1 with Shrewsberry & Associates LLC;  
Approval of Change Order No. 1 with Evans Development Company; and  
Approval of Change Order No. 1 with Calumet Civil Contractors, Inc. for  
Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International  
Airport, Project No. I-15-017

### **Background**

The Indianapolis Airport Authority (IAA) owns and maintains approximately 23 miles of landside roads and 110 acres of parking lots on the Midfield Campus at Indianapolis International Airport (IND). More than 50% of the landside roads were constructed before 1990. The parking lots were constructed as part of the Midfield Terminal project and have been in place since 2006 and have been heavily used since the opening of the terminal in 2008. The Rehabilitate Airport Roads and Parking Lots 2015 project is a combination of three capital projects allowing for implementation of the work in a manner that maximizes economies of scale in execution and oversight.

The Rehabilitate Airport Roads and Parking Lots 2015 project consists of:

- Rehabilitate Airport Roads – 2015: localized rehabilitation and crack sealing of the IND perimeter road system including South Service Road, South Access Road, North Access Road, repairs to Weir Cook Drive shoulders, and sections of New Haven Drive and Hoffman Road. It also addresses erosion issues at the bridge on West Perimeter Road; on-off ramps to Weir Cook Drive and along the North and South Service Roads.
- Rehabilitate Airport Lots – 2015: localized rehabilitation and crack sealing of the employee, police, Airport Operations Center/Emergency Operations Center (AOC/EOC), and limo/taxi parking lots.
- The combined 2014 projects of; Rehabilitate High School Road, Rehabilitate Roads 2014, and Replace Republic Entrance, were carried over to 2015 because no bids were received in 2014 due to the weak bid environment. Critical portions of the work was accomplished through change orders to existing 2014 projects with similar work scope, including; localized rehabilitation to High School Road and manhole repairs and crack sealing on Perimeter Road. The balance of the work on High School Road and the relocation of the Republic entrance sign was incorporated into this 2015 project.

After the conclusion of construction activities associated with this project, the roadway and parking lot management plans will be updated to reflect the current condition of the pavements. These pavement management plans are tools which guide our landside asphalt pavement project planning for the next five year capital improvement period.

On January 23, 2015, the IAA Board of Directors approved a Professional Services contract with Durham Engineering, Inc. in the amount of \$243,250.00; and on July 17, 2015, the IAA Board of Directors approved Amendment #1 in the amount of \$36,650.00.

On March 11, 2015, the Executive Director approved On-Call Professional Services Contract with Shrewsberry & Associates LLC (Shrewsberry) for Inspection Services; and on July 27, 2015, the Senior Director of Planning and Development approved Task Order #1 for Inspection Services, in the amount of \$45,497.44.

On June 12, 2015, the Executive Director approved a Contract Award to Evans Development Company (EDCO) in the amount of \$61,321.00 for the base quote.

On June 19, 2015, the IAA Board of Directors approved a Construction Contract award with Calumet Civil Contractors, Inc. in the amount of \$1,916,500.00 for the base bid.

On September 9, 2015, the Executive Director approved a Professional Services Contract with Patriot Engineering and Environmental, Inc., for materials testing in the amount of \$47,599.50.

### **Scope of Amendments**

The Scope of Amendment No. 2 with Durham Engineering, Inc. includes additional Construction Administration directly related to Calumet Change Order No. 1.

The Scope of the Amendment No. 1 with Shrewsberry & Associates, LLC includes additional Construction Inspection Services directly related to Calumet Change Order No. 1.

### **Scope of Change Orders**

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 since this requires redo of work that has been completed. Omissions are items that are corrected before work is done on that item and the designers are typically charged up to 15% of the cost of that item since the item has to be negotiated with the contractor. Unforeseen circumstances are items that could not have been anticipated by the designer and are not charged against the designer.

The Evans Development Company Change Order No. 1 addresses relocation of Republic Airways entrance sign which is Owner requested additional scope.

The Calumet Civil Contractors Change Order No. 1 addresses the following additional scope items created by the discovery of unforeseen conditions:

- Storm Drain Structure Subsidence Repair & Storm Sewer Inspection
- Former Employee Parking Lot Storm Drainage Repair
- Center Creek Erosion Repair
- Weir Cook Memorial Drive Shoulder Repair – Soft Subbase Rehabilitation
- Aviation Drive – Limited Full Depth Repairs Due to Subbase Failures
- Perimeter Road Bridge – Erosion Repairs
- Storm Drainage Outlet Repair Near ARFF Station #1

Additionally, there is one item included on the Calumet Change Order No. 1 that results from Owner requested additional scope; the resurfacing of Stafford Road. This additional work was accomplished without an increase to the overall approved capital budget for the combined resurfacing projects detailed above.

**Budget**

Durham Engineering, Inc. Amendment No. 2 is \$19,960 and Shrewsberry & Associates LLC Amendment No. 1 is \$34,425.00, both of which are within the approved 2015 Capital Budget for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport.

The Evans Development Company Change Order No. 1 is \$11,505.00 and the Calumet Civil Contractors, Inc. Change Order No. 1 is \$314,368.35, both of which are within the approved 2015 Capital Budget for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport.

The total anticipated project spend with these amendments and change orders is as follows:

EDCO Contract Amount	\$	61,321.00
EDCO Change Order #1 (18.76% of contract)		11,505.00
Calumet Contract Amount		1,916,500.00
Calumet Change Order #1 (16.39% of contract)		314,168.35
Design (including peer review, survey, and geotechnical)		250,720.00
Construction Admin / PASER Update (Including Amendments #1 & #2)		56,610.00
Advertisements for Bid		250.00
Materials Testing		47,599.50
Construction Inspection (Including Amendment #1)		79,922.44
<b>Total Anticipated Project Cost</b>	<b>\$</b>	<b>2,738,596.29</b>

This project will be 100% Airport cash funded.

This project is being undertaken to repair existing infrastructure that is integral to the continued 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**

The Amendment No. 2 with Durham does not change the term of the contract. The contract with Durham Engineering expires on March 31, 2016 to allow for completion of as-builts and project closeout.

The Amendment No. 2 with Shrewsberry does not change the term of the contract. The On-Call contract with Shrewsberry & Associates LLC expires on February 28, 2017.

The Change Order No. 1 with EDCO will extend the contract term by 7 Calendar Days; the revised substantial completion date is November 27, 2015.

The Change Order No. 1 with Calumet will extend the term by 37 Calendar Days; the revised substantial completion date is November 24, 2015.

**Supplier Diversity Participation**

The table below summarizes the supplier diversity participation on a contract basis, including the amendments and change orders detailed in this Board paper for this project:

CONTRACT/ AMENDMENT/ CO	AMOUNT	AMOUNT			%		
		MBE	WBE	VBE	MBE	WBE	VBE
Durham Engineering	\$ 243,250.00	\$ 169,599.00	\$ 3,000.00	\$ 36,139.00	69.72%	1.23%	14.86%
Amendment #1	\$ 36,650.00	\$ 33,480.00	\$ -	\$ -	91.35%	0.00%	0.00%
Amendment #2	\$ 19,960.00	\$ 19,960.00	\$ -	\$ -	100.00%	0.00%	0.00%
Journey Eng. (Peer Review)	\$ 7,470.00	\$ -	\$ 7,470.00	\$ -	0.00%	100.00%	0.00%
EDCO	\$ 61,321.00	\$ -	\$ -	\$ -	0.00%	0.00%	0.00%
CO #1	\$ 11,505.00	\$ -	\$ -	\$ -	0.00%	0.00%	0.00%
Calumet Asphalt	\$1,916,500.00	\$ 90,080.00	\$ 99,335.00	\$ -	4.70%	5.18%	0.00%
CO #1	\$ 314,168.35	\$ 20,000.00	\$ -	\$ -	6.37%	0.00%	0.00%
Shrewsberry	\$ 45,497.44	\$ 45,497.44	\$ -	\$ -	100.00%	0.00%	0.00%
Amendment #1	\$ 34,425.00	\$ 34,425.00	\$ -	\$ -	100.00%	0.00%	0.00%
Patriot Eng.	\$ 47,599.50	\$ -	\$ 4,830.00	\$ 2,415.00	0.00%	10.15%	5.07%
<b>XBE Totals</b>	<b>\$2,738,346.29</b>	<b>\$ 413,041.44</b>	<b>\$ 114,635.00</b>	<b>\$ 38,554.00</b>	<b>15.08%</b>	<b>4.19%</b>	<b>1.41%</b>

## **Recommendations**

### **Durham Amd #2**

The IAA staff recommends that the Board consider for approval Amendment No. 2 to the contract with Durham Engineering, Inc. for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport, Project No. I-15-017, in an amount not-to-exceed \$19,960 (fees). Supplier diversity participation on amendment is MBE 100.00% (Durham Eng.), WBE 0.00%, and VBE 0.00%.

### **Shrewsberry Amd #1**

The IAA staff recommends that the Board consider for approval Amendment No. 1 to the contract with Shrewsberry & Associates LLC for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport, Project No. I-15-017, in an amount not-to-exceed \$34,425 (fees). Supplier diversity participation on amendment is MBE 100.00% (Shrewsberry), WBE 0.00%, and VBE 0.00%.

### **EDCO CO #1**

The IAA staff recommends that the Board consider for approval Change Order No. 1 with Evans Development Company for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport, Project No. I-15-017, in an amount not-to-exceed \$11,505.00 Supplier diversity participation for Change Order No. 1 is MBE 0.00%, WBE 0.00%, and VBE 0.00%.

### **Calumet CO #1**

The IAA staff recommends that the Board consider for approval Change Order No. 1 with Calumet Civil Contractors, Inc. for Rehabilitate Airport Roads and Parking Lots 2015 at Indianapolis International Airport, Project No. I-15-017, in an amount not-to-exceed \$314,168.35. Supplier diversity participation for Change Order No. 1 is MBE 6.37% (Ellington Trucking), WBE 0.00%, and VBE 0.00%.



## **BOARD MEMO – CONTRACT AWARD**

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: November 10, 2015

Board Date: November 20, 2015

Subject: Approval of an Award of a Construction Contract for Replace Aviation Fuel Farm - Phase 2 Site Work & Underground Storage Tank (UST) Removal at Downtown Indianapolis Heliport, Project No. H-15-049 to Hoosier Equipment Service, Inc.

### **Background**

The Downtown Indianapolis Heliport opened in 1969 as a private use heliport under the name Beeline Heliport and in December 1978 became a public use facility. In 1983 the Federal Aviation Administration (FAA) selected the heliport to be part of its National Prototype Demonstration Heliport Program, and as a result it received considerable funding for improvements and expansion.

The existing fuel farm was constructed in 1986 and reconstructed in 1993. The fuel facility is an underground system that has met its life expectancy. Replacement of the fueling system is prudent at this time to prevent future environmental impacts. The new fuel farm is anticipated to have a life expectancy of approximately 20 years with appropriate maintenance and meet all current regulations.

This project was designed to bid in two phases: Phase 1 – Above ground storage tank (AST) procurement, and Phase 2 – Removal of the existing underground fuel storage tank and all associated piping along with all site restoration and new infrastructure for the AST. The phased approach provided the maximum flexibility and saved time by allowing the manufacture of the tank to begin sooner.

NGC Corporation (NGC) was selected via a qualifications based request for proposals per Federal Aviation Administration (FAA) requirements for this project.

On April 1, 2015, the Executive Director approved a contract with NGC Corporation to design the project and prepare plans and specifications for bidding the work.

On July 17, 2015, the Board approved plans and specifications for Replace Aviation Fuel Farm – Phase 1 AST Procurement at the Downtown Indianapolis Heliport, Project No. H-15-049, and authorized the public bidding process.

On September 18, 2015, the Board approved a contract with Tarbett Engineering and Construction Svs, LLC for their bid amount of \$235,583.00 to provide the new above ground fuel storage tank bid as Phase 1 of Replace Aviation Fuel Farm project. Additionally, the Board approved the plans and specifications for Replace Aviation Fuel Farm – Phase 2 Site Work & Underground Storage Tank (UST) Removal at the Downtown Heliport, Project No. H-15-049 and authorized the bidding process.

Hoosier Equipment Service, Inc. was the lowest responsive and responsible bidder in the amount of \$410,791.10 for the base bid.

In addition to the contract amount, IAA is requesting a construction reserve of 3% of the total contract amount for this project. A construction reserve of 3% has been previously approved by the Board on other projects and successfully implemented to ensure timely approval of minor changes necessary due to unforeseen conditions and circumstances. There are sufficient dollars within this project’s budget to accommodate the funding of the 3% contingency for construction reserve. Any change orders exceeding the contract and construction reserve will be submitted to the Board for approval. For the fuel tank site work and underground storage tank (UST) procurement, this contingency would cover potential costs for unexpected field conditions that might be encountered during the tank removal and execution of the site work.

**Scope**

The scope of work:

Phase 2- Includes removal of the existing underground fuel storage tank and all associated piping along with all site restoration, piping and control wiring connections to the new above ground fuel tank and associated infrastructure.

**Budget**

Total anticipated project cost for Phase 1 & 2- Replace Aviation Fuel Farm:

<b><u>Replace Aviation Fuel Farm</u></b>	
Contract Amount for Phase 1 (including 3% reserve)	\$242,650.50
Contract Amount for Phase 2 (including 3% reserve)	\$423,115.10
Design (including survey, geotechnical & peer review)	86,875.50
Advertisements for Bid	1,500.00
Temporary Fueling Allowance	45,000.00
Materials testing (estimated)	<u>\$ 5,820.00</u>
<b>Anticipated Project Cost for Phase 1 &amp; 2</b>	<b>\$804,961.10</b>

The funding for this project is expected to be 90% Federal Aviation Administration (FAA) grant funds and up to 10% Airport capital improvement funds. The IAA will also be applying for a state grant from Indiana Department of Transportation (INDOT). When there are sufficient monies in the state budget, INDOT provides a grant of up to 5% of the funding, potentially reducing the Airport capital funding to as little as 5% of the project.

This project is being undertaken to repair and replace existing infrastructure that is integral to the continued operation of the Heliport. 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**

Contract award anticipated November 20, 2015 and substantial completion date is expected to be February 2016.

**Supplier Diversity Participation**

With respect to the Phase 1 (AST Procurement) bid award, the Director of Supplier Diversity has approved the following:

Phase 1 Total \$235,583.00	Amount				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
TESCO, LLC	\$ -	\$ -	\$ 5,475.00	\$ -	0.00%	0.00%	2.32%	0.00%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,475.00</b>	<b>\$ -</b>	<b>0.00%</b>	<b>0.00%</b>	<b>2.32%</b>	<b>0.00%</b>

With respect to the Phase 2 (AST installation and site work) bid package, the Director of Supplier Diversity has approved the following participation goals: 15% cumulative participation comprised of DBE, MBE, WBE and VBE.

Phase 2 Total \$410,791.10	Amount				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
Indiana Sign & Barricade	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	1.22%	0.00%	1.22%	0.00%
L&L Bulk Transport	7,600.00	-	7,600.00	-	1.85%	0.00%	1.85%	0.00%
SMS, LLC	13,000.00	13,000.00	-	-	3.16%	3.16%	0.00%	0.00%
<b>Totals</b>	<b>\$ 25,600.00</b>	<b>\$ 13,000.00</b>	<b>\$ 12,600.00</b>	<b>\$ -</b>	<b>6.23%</b>	<b>3.16%</b>	<b>3.07%</b>	<b>0.00%</b>

Combining the two phases, the approved participation for the project is:

Phase 1 & 2 total \$731,013.60	Amount				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
TESCO	\$ -	\$ -	\$ 5,475.00	\$ -	0.00%	0.00%	2.32%	0.00%
Indiana Sign & Barricade	5,000.00	-	5,000.00	-	1.22%	0.00%	1.22%	0.00%
L&L Bulk Transport	7,600.00	-	7,600.00	-	1.85%	0.00%	1.85%	0.00%
SMS, LLC	13,000.00	13,000.00	-	-	3.16%	3.16%	0.00%	0.00%
<b>Totals</b>	<b>\$ 25,600.00</b>	<b>\$ 13,000.00</b>	<b>\$ 18,075.00</b>	<b>\$ -</b>	<b>3.49%</b>	<b>1.77%</b>	<b>2.47%</b>	<b>0.00%</b>

**Recommendation for Phase 2**

The IAA staff recommends the Board consider for approval an award of contract for Replace Aviation Fuel Farm – Phase 2 Site Work & Underground Storage Tank (UST) Removal at the Downtown Indianapolis Heliport, Project No. H-15-049, to Hoosier Equipment Service, Inc. in an amount not-to-exceed \$410,791.10 plus a 3% construction reserve of \$12,324.00 for a total of \$423,115.10. Hoosier Equipment Service, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation on this contract is DBE 6.23% (Indiana Sign & Barricade, L&L Bulk Transport and SMS, LLC), MBE 3.16% (SMS, LLC), WBE 3.07% (Indiana Sign & Barricade and L&L Bulk Transport), and VBE 0.00%.