Welcome!

Indianapolis Airport Authority
DBE/MBE/WBE/VBE Construction Contractors
Capital Project Presentation
January 29, 2014
Agenda

Introduction/Program Purpose
Holli Harrington, Director of Supplier Diversity

Introduction of Staff & Airport System
Shannetta Griffin, Sr. Director of Planning & Development

Airport Projects
Susan Zellers, Deputy Director of Planning & Development

Supplier Diversity
Holli Harrington

Panel Discussion
Staff

Closing Remarks/Evaluation
Holli Harrington
IAA Planning & Development

- Planning
- Project Management
- Environmental
- Conservation
Introductions of Staff

Shannetta Griffin, P.E., Sr. Director of Planning & Development
Oversees engineering and environmental departments.

Susan Zellers, P.E., A.A.E., Deputy Director of Planning & Development
Leads planning and project management activities; serves as deputy to senior director.

Jarod Klaas, P.E., Airport Engineer
Leads the department’s engineering and technical service activities.

Tim Method, Director of Environmental & Conservation
Manages environmental matters, conservation management responsibilities, and stormwater/deicing operations.
Introductions of Engineering Staff

Project Managers
A.J. Babkowski
Charles Bischoff
Neal Jenkins
(one open position)

Inspectors
Robert Jones
Mike Riedlinger

Engineering Technician
Jonathan Hull

Sr. Administrative Assistant
Susan Miller

Construction Administrator Assistant
Nancy Bates
Introductions of Environmental & Conservation Staff

Environmental & Conservation
Todd Cavender – Environmental Manager
Chris Miller – Conservation Manager
Del Warren – Stormwater/Conservation
George Kestler – Stormwater/Operations

Administrative Assistant
Sharol Weddle
Indianapolis International Airport

Facts

- Runway 5L/23R — 11,200’ x 150’
  Runway 5R/23L — 10,000’ x 150’
  Runway 14/32 — 7,280’ x 150’
- Category III instrument landing system (ILS) on runways 5L & 5R
- Category I ILS all other runways
- 135 daily flights to 32 nonstop destinations
- 3.7 million enplaned passengers (2012)
- 4.7 million tons of cargo (2012)
- Over 9,000 people employed at the airport
- $4.57 billion annual economic impact (2012)
Facts

- General aviation reliever airport
- Located northwest Marion County
- Runway 3-21 is 4,200’ by 75’
- Localizer and LPV instrument approaches (274’ ceiling and ¾ mile visibility)
- 126 based aircraft
- 35,256 annual operations
- $11.9 million economic impact (2012)
- 59 IAA owned t-hangars
- Critical aircraft: turbo prop and small business jet
Facts

- General aviation airport
- Eastern Hendricks County
- Runway 18-36 is 4,400’ by 100’
- GPS instrument approach (423’ ceiling and 1 mile visibility)
- 58 based aircraft
- 21,189 annual operations
- 60 IAA owned t-hangars
- $1.2 million annual economic impact (2012)
- Critical aircraft: turbo prop
- Opened in 2000
Facts

• General aviation reliever airport
• Western Hancock County
• Runway 7-25 is 5,500’ x 100’
  Runway 16-34 is 3,901’ x 75’
• ILS instrument approach (200’ ceiling and ½ mile visibility)
• 134 based aircraft
• 47,599 annual operations
• 110 IAA owned t-hangars
• $6.2 million annual economic impact (2012)
• Critical aircraft: medium business jet
Facts

- Helipad 60’ x 60’
- Instrument approach (516’ ceiling and ¾ mile visibility)
- 5 based helicopters
- 2,544 annual operations
- $8.9 million annual economic impact (2012)
- Critical aircraft: helicopter
Facts

- General aviation reliever airport
- Southern Hamilton County
- Runway 15-33 is 3,850’ x 100’
- GPS instrument approach (375’ ceiling and 1 mile visibility)
- 127 based aircraft
- 34,200 annual operations
- 120 IAA owned t-hangars
- $19 million annual economic impact (2012)
- Critical aircraft: turbo prop/ business jet
Construction Trades

Grading
General earth work
Asphalt
Concrete
Building construction
Electrical
Mechanical
Roofing
Fencing
Maintenance of traffic in support of construction
Plumbing
Miscellaneous
IAA’s Capital Project Process

• Project must be in the approved capital budget
  – Capital budget process starts in March for following year
  – Capital budget reviewed with Airlines in early August
  – Final budget (capital and operating) hearing at IAA Board meeting in August
  – IAA presents budget to Municipal Corporate Committee in September
  – City-County Council approves budget in October

• Typical funding sources for capital projects
  – Airport cash, from airport revenues
  – Airport Improvement Program (AIP) federal grant funds

• Airport Capital Improvement Program (ACIP) is submitted to the Indiana Department of Transportation, Aviation Section, February 1st with next five (5) years grant requests.

Capital budget is a living document and guides all capital projects.
Heliport Structural Slab Replacement

- Pre-Bid Meeting
  February 4, 2014 at 1:30 pm at the Downtown Heliport, 51 S. New Jersey Street, Indianapolis, IN 46204

- Bids Due February 25, 2014 at 1:30 pm at IAA North Campus, 1910 S. Girls School Road, Indianapolis, IN 46241
Building Rehabilitation

IMC Roof and Skylight Repairs

Rehabilitate Parking Garage
2013/2014
Roadway Rehabilitation

- Rehabilitate High School Road and other perimeter road segments
- Construct new Republic Entrance Road
DBE/MBE/WBE/VBE Program
“XBE” Program

Current Overall IAA XBE Capital Project Goals:
- DBE: 14%
- MBE: 18%
- WBE: 5%
- VBE: 3%

- Federally funded vs. non federally funded projects relative to DBE’s
- Goals are adjusted dependent on the scope of each project
- Review XBE subcontracting plans/Letter of Intent
- Verify proposed XBE participation levels with prime contractors/consultants, review of good faith effort
- XBE participation levels provided to IAA Board with contract recommendation
- XBE participation monitored throughout project
- Contact project manager or director of supplier diversity early, if there are concerns with your participation, when project is complete it is too late.
- HAVE AN AGREEMENT WITH PRIME IN WRITING!
All solicitations posted on IAA Web site, www.indianapolisairport.com

Select ‘Employment and Business’ on the top menu then ‘Business Opportunities’ on the left menu

Projects that are bid are also advertised two times in the Indianapolis Star newspaper and once in the Court & Commercial Record or Indianapolis Recorder.
Notice: Please be advised that individuals interested in receiving information about potential business opportunities with the Indianapolis Airport Authority ("IAA") regarding employment opportunities, bid packages, Requests for Proposals and all other opportunities related to public procurement, should refer to IAA's social media pages solely as a supplement to, and not as a substitute for, the IAA’s official procurement site, which is www.indianapolisairport.com.

Want to be notified of new opportunities? Follow us!

Facebook and Twitter alerts

www.facebook.com/IndianapolisAirportAuthority
www.twitter.com/IAA_business
How Construction is Procured

Construction (Public Works IC 36-1-12)

- Competitive sealed bid (project construction cost > $100,000)
- Competitive sealed quote (project construction cost < $100,000)
- Competitive proposal (detailed specifications not feasible) (IC 5-22-9)
Pre-Bid Meetings

Watch for Project Bid Advertisement
• In newspapers and on IAA’s website
• Pre-Bid Meeting announced in advertisement

Attend the Pre-Bid Meeting
• Scope of project reviewed
• Generally include a site visit, unless project is publicly accessible
• Networking opportunity provided at the meeting
• Attendee list posted to IAA website after the meeting (1-2 days)
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
- Encompass (electronic project manager) enrollment form
- Work Permit Application with certificate of insurance and safety/security plan
Construction 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, no interest
  • If project 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
• Security for airfield work
• FAA review of safety and phasing plans

At the Reliever Airports
• $5 million liability insurance
• Coordination with operations
• FAA review of safety and phasing plans

All IAA Properties
• Work permit
Indianapolis International Airport

- Airfield – Security escorts by IAA approved company, number needed set by size of work area and number of contractor employees
- Non Airfield – Project specifications may allow for up to two (2) contractor representatives to be badged for duration of the project, otherwise security escorts by IAA approved company
- Landside – Security awareness, typically no security escorts needed unless portion of work inside airfield perimeter fence

Relievers Airports

- No security escorts needed, gates must be locked or manned
Activities During Construction

- Inspector is an IAA representative
- Inspector provides
  - Oversight that security requirements are met
  - Coordinates IAA testing representative to be on site, does not relieve contractor of quality control requirements
  - Monitors that project is proceeding per plans and specifications
  - Monitors that project is per reviewed submittals
  - Monitors environmental concerns/erosion control
IAA’s Invoice Process

- Encompass used for electronic submittal of all invoices
- Pencil copy is reviewed by project manager prior to submittal
- Schedule of values in Encompass is filled out
- XBE participation is tracked in Encompass
- Support invoice documents are uploaded
- Once contractor submits an invoice, contractor is locked out until it is paid
Typical Project Invoice Timeline

- 20th of month – Prime submits pencil copy
- End of month – Prime submits final month invoice
- Approximately 1 week – Invoice, if correct and complete, approved by engineering and accounting staff
- 1-2 weeks other IAA internal approvals occur and check is cut

Result – Lower tier subs and suppliers wait 45-60 days.

If a subcontractor, know the prime’s billing schedule and submit your invoice on time.
Invoice Supporting Documents

Construction

- AIA Form G702 or similar
- Schedule of values
- Lien waivers
- XBE participation supporting invoices
- Prior to first invoice being processed, schedule of values and escrow account must be established, and Supplier A&B forms must be completed
- IAA is tax exempt

Other Submittals

- Weekly Certified Payroll
D/M/W/VBE Responsibility During Construction

Prime

• Pre-Approval by IAA of any changes in D/M/W/VBE participation from pledged amount at contract award
• Identify all D/M/W/VBE subcontractor participation on invoice
• Include D/M/W/VBE documentation of participation (invoice or lien waiver)

D/M/W/VBE Subcontractor

• Provide timely invoice to Prime
• Document work effort for that billing period
• Attend any required meetings
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
• Written request for release of retainage
• XBE Subcontractor utilization report complete
• Final Waiver of Lien letters received
• Payrolls reports including subcontractors received
Wrap Up

Questions?