



Indianapolis Airport Authority

WELCOME!

Indianapolis Airport Authority
SUPPLIER DIVERSITY OUTREACH

Professional Services
August 31, 2016

www.indianapolisairport.com



Agenda

Introduction/Program Purpose

Holli Harrington: Director, Supplier Diversity

Introduction of Sr Staff & Airport System

Shannetta Griffin: Senior Director, Planning & Development

Enterprise Opportunities with IAA

Shannetta Griffin: Senior Director, Planning & Development

Introduction of Planning & Development Staff

Shannetta Griffin: Senior Director, Planning & Development

Professional Services: Selection to Closeout

Drew Genneken: Director, Planning & Project Development

Jarod Klaas: Director, Engineering

Supplier Diversity

Holli Harrington

Closing Remarks/Evaluation

Holli Harrington

Network Opportunity

All



Indianapolis Airport Authority

Certification & Advocacy Partners



What is the DBE Program?

DBE stands for Disadvantaged Business Enterprise

It is designed to remedy ongoing discrimination and the continuing effects of past discrimination in USDOT funded contracts nationwide.

What USDOT agencies does it cover?

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Federal Aviation Administration (FAA)

INDOT Contact Information

General questions can be forwarded to:

DBECertification@INDOT.in.gov

Derrick Casson, Certification Manager

- 317-233-4664 or DCasson@INDOT.in.gov

Sean Howard, Supportive Services

- 317-233-4944 or SHoward1@INDOT.in.gov

Sissy Guynn, Supportive Services

- 317-233-4664 or TGuynn@INDOT.in.gov



City of Indianapolis

Office of Minority & Women Business Development

The City of Indianapolis creates and promotes a culture of inclusiveness for business opportunities, economic growth, and sustainability for Minority-, Women-, Veteran-, and Disability-Owned Business Enterprises

The Office of Minority & Women Business Development for the City of Indianapolis strives to enhance the City's growth and economic stability through promotion of contracting and procurement opportunities for Minority-, Women-, Veteran-, and Disability-owned businesses

It is designed to remedy ongoing discrimination and the continuing effects of past discrimination in USDOT funded contracts nationwide.

Connect with the City:

Office of Minority & Women Business Development

OMWBD@indy.gov

1260 City County Building

200 E. Washington St.

Indianapolis, IN 46204

Phone: (317) 327 – 5262

Fax: (317) 327 – 4482



Indiana Department of Administration (IDOA)

Minority and Women's Business Enterprises Division

- The Division was established in 1983 and is currently housed within the Indiana Department of Administration (IDOA)
- Promote, monitor, and enforce the standards for certification of minority and women's business enterprises
- Provide equal opportunity to minority and women enterprises in the state's procurement and contracting process



Doing Business in Indiana

Minority and women business enterprises that wish to provide goods or services to state agencies (with the exception of certain businesses that seek to do business with the INDOT) should be certified by the Division of Supplier Diversity

- Register as a bidder and certify Buy Indiana status with IDOA Procurement at:
<http://www.in.gov/idoa/2464.htm>.
- Read [Indiana Statute](#) and [Indiana Administrative Code](#) which govern Minority & Women's Business Enterprises Certification
- Obtain & Complete MWBE [Certification application](#).



Contact IDOA

Telephone: (317) 232-3061

Fax: (317) 233-6921

E-mail: awolf@idoa.in.gov
mwbe@idoa.in.gov

Website: www.in.gov/idoa/mwbe

Twitter: <https://twitter.com/IndianaMWBE>

Facebook: www.facebook.com/IDOA.MWBE

Address:

Division of Supplier Diversity
402 W. Washington Street, Room W469
Indianapolis, IN 46204



MBE Certification & Advocacy

Mid-States Minority Supplier Development Council

www.midstatesmsdc.org

Mid-States MSDC Headquarters
2126 North Meridian Street
Indianapolis, Indiana 46202
Phone: (317) 923-2110
Fax: (317) 923-2204
E-mail: info@midstatesmsdc.org



Indiana Procurement Technical Assistance Center (PTAC)

Office of Small Business and Entrepreneurship

The mission of PTAC is to generate employment and improve the general economic condition of the state by assisting Indiana companies including those eligible for preferential consideration in obtaining and performing under local, state, and federal government contracts.

www.indianaptac.com

Vicki Hollanders

Program Manager, Indiana PTAC

One N. Capitol, Suite 600

Indianapolis, IN 46204

C: 317.695.7261 O: 317.232-0162





Indianapolis Airport Authority

IAA Board of Directors

Mario Rodriguez

Executive Director

Lisa Bierman

Sr. Exec Asst.

Maria Wiley

Sr. Director of Audit
Compliance & Procurement

Reid
Goldsmith

Sr. Director of IT

Robert
Thomson

Sr. Director of
Finance

Mike
Medvescek

Sr. Director of
Operations

Marsha
Stone

Sr. Director of
Commercial
Enterprise

Joe Heerens

General
Counsel

Shannetta
Griffin

Sr. Director of
Planning &
Development

Rachel
Hernandez

Sr. Director of
HR (interim)



Indianapolis Airport Authority

ENTERPRISE OPPORTUNITIES

**Enterprise wide overview of how Diversity
Suppliers can partner with the IAA**



ENTERPRISE OPPORTUNITIES

OPERATIONS, MAINTENANCE & PUBLIC SAFETY

Mike Medvescek, Sr. Director of Operations and Public Safety

Keith Berlen, Director of Airport & Maintenance Operations

COMMUNICATIONS, MARKETING & EVENTS, PARKING

Megan Carrico, Sr. Marketing Specialist

PROPERTIES, RETAIL & CONCESSIONS

Eric Anderson, Director of Properties

INFORMATION TECHNOLOGY

Reid Goldsmith, Sr. Director of Information Technology

PROCUREMENT PUBLIC PURCHASING

Doreen Cherry, Supply Chain Manager

Types of Purchases?

- **Operating-Public Purchasing**
 - Supplies, equipment and services to manage, maintain and operate the airport.
- **Public Work Projects**
 - Purchases related to construction, reconstruction, alteration, or renovation of a public building, airport facility or other structure.



Indianapolis Airport Authority

Where to Watch

Solicitations are posted
on IAA Website

www.indianapolisairport.com

www.supplierdiversity.ind.com

Select
'Employment and Business'
on the top menu then,
'Business Opportunities'
on the left menu.

INDIANAPOLIS INTERNATIONAL AIRPORT



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AIRPORT SERVICE PROVIDERS

BUSINESS OPPORTUNITIES

ADVERTISING AT THE AIRPORT

PROPERTY MANAGEMENT

AIR SERVICE & CARGO DEVELOPMENT

FOREIGN TRADE ZONE

Home » [Employment & Business](#) » Business Opportunities

BUSINESS OPPORTUNITIES

There are a variety of opportunities for contractors, suppliers, and professional service providers who want to do business at Indianapolis International Airport.

All business opportunities are listed here. Note the listing is approximate and is provided for informational purposes only. Final bid packages, including plans, specification, and addendums, are subject to change without notice.

Document types and categories

RFQ	Request for Quote
RFP	Request for Proposal
ITB	Invitation to Bid
PO	Property Opportunity
CO	Concession Opportunity

To view open, pending, and awarded business opportunities (PDFs), please use the tool below.

BUSINESS OPPORTUNITIES

2016 [Calendar](#)

	Request for Qualifications - Security System Design Consultant Request for Qualification (Open)	08/31/2016 to 09/30/2016	Files (1)	
	RFI - Environmental Audit Legal Counsel Request for Information (Open)	08/25/2016 to 09/08/2016	Files (1)	
	Deicing Control Facilities Improvements - 2016 at IND (I-16-023) Public Bid (Open)	08/16/2016 to 09/01/2016	Files (2)	
	Invitation for Bids - Paper Products Public Bid (Open)	08/12/2016 to 09/21/2016	Files (1)	
	Request for Information - Consultant for Rental Car Concessions Request for Information (Open)	08/10/2016 to 09/28/2016	Files (1)	
	RFQ for Concrete Deck Repair (Q-16-008) at Indianapolis Downtown Heliport Request for Quotation (Open)	08/08/2016	Files (3)	
	Request for Information - Arc Flash Safety Consultant Services Request for Information (Open)	08/01/2016 to 09/29/2016	Files (4)	
	RFP for Coreless Toilet Paper and Dispensers Request for Proposal (Open)	08/01/2016 to 09/02/2016	Files (5)	

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IAA Planning & Development

- Planning
- Engineering & Design
- Project/Construction Management
- Procurement
- Work Permit
- Supplier Diversity
- Environmental Management



Staff Introductions

Shannetta Griffin, P.E., *Sr. Director, Planning & Development*

Oversees IAA's Engineering, Planning, Environmental and Supplier Diversity Programs

Holli Harrington, *Director, Supplier Diversity*

Leads IAA's Disadvantaged, Women, Minority and Veterans Business Participation Program

Drew Genneken, *Director, Planning & Project Development*

Leads the planning efforts and oversees IAA's Airside Capital Improvement Program

Jarod Klaas, P.E., *Director, Engineering*

Leads the engineering and technical service activities. Oversees IAA's Landside Capital Improvement Program

David Roepnack, *Director, Construction*

Leads IAA's construction activities and construction permit process

Todd Cavender, *Manager, Environmental*

Leads IAA's environmental management and NEPA compliance efforts



Staff Introductions

Project Managers

Anthony McMichael

Charles Bischoff

Jim Cates

Neal Jenkins

Mary Zurbuch

Bob Staiton

Webb Burnhardt

Inspectors

Robert Jones

Harry Kidd

GIS/CADD Tech

Mike Howard

Executive Assistant

Andrea Catt

Sr. Administrative Assistant

Katie Adkins

Contracts and Grant Coordinator

Angie Tromp

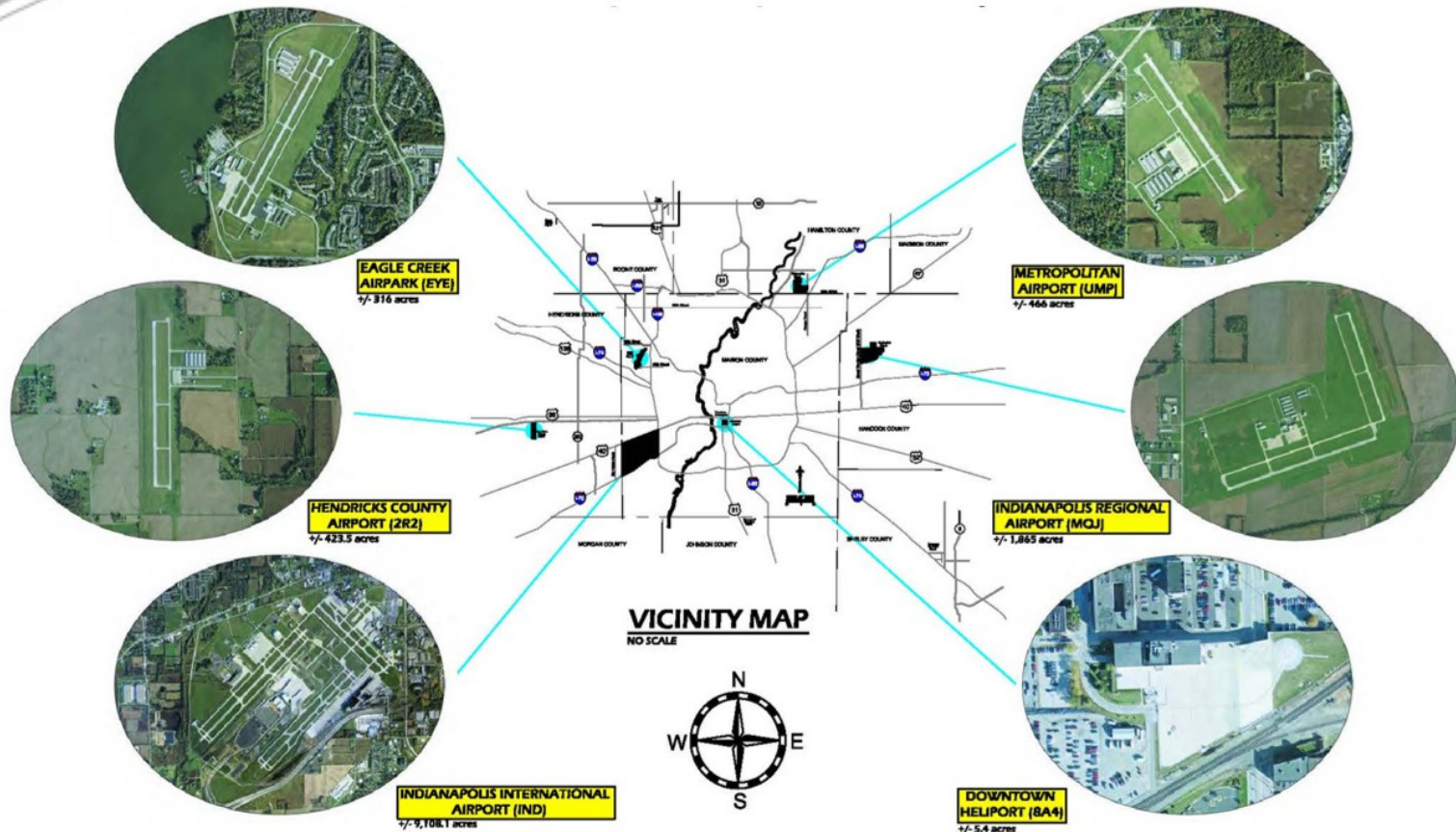
Environmental Specialists

Del Warren

George Kestler



IAA Airport System





Indianapolis Airport Authority

Professional Services

**IAA + Professional
Services + Diversity
= SUCCESS**





Professional Services

**What,
.. Why,
... How,**



....What do we Expect?



Professional Services

What are they...

- Planning
- Environmental Compliance
- Engineering
- Architecture
- Survey
- Geotechnical Analyses
- Aerial Photography/Photogrammetry
- GIS
- Materials Testing
- Inspection Services
- ...



Professional Services

Why do we need them...

IAA Projects:

- Diverse
- Plentiful
- Often Complicated
- Rarely move slow
- and are often Emergencies
- ...

Bottom Line: We need the Expertise



Professional Services

How do we find them...

FAA AIP FUNDED (per AC 150/5100-14)

Request for Qualifications (RFQ)

- Results in a “Statement of Qualifications” (SOQ)
- “One Step” Process
- Qualifications Based Selection

**PROFESSIONAL SERVICES REQUESTS:
ON IAA.COM**



Professional Services

How do we find them...

AIRPORT CASH FUNDED

Request for Qualifications (RFQ)

- Results in a “Statement of Qualifications” (SOQ)
- “One Step” Process
- Qualifications Based Selection
- Scope & fee negotiated with top ranked firm

Request for Proposals (RFP) - Unlimited range \$\$

- Results in a “Proposal”
- Fee proposals, not qualifications based

List of Professional Service Firms - Unlimited range \$\$

- **Formerly know as “Statements of Qualifications List”**
- Firms provide or update Qualifications
- Supplements “On Call” List
- Fee proposals, not qualifications based

PROFESSIONAL SERVICES REQUESTS:

ON IAA.COM



Professional Services

How do we find them...

On Call Professional Services

- Firms under contract for specific “Service Types”
- List established through RFQ process
- 3 – 5 Firms per “Service Type”
- Service Types are Architecture, Electrical Engineering, ...
- Rate schedule negotiated in advance – quicker response times
- Expectations for supplier diversity on Capital Projects



Statement of Qualifications

How do we find them...

- Do your homework
- Get to know the projects
- Our doors are open
- Follow the RFQ
- ***REVISED VERBIAGE***

***STATE
YOUR CASE!***





Statement of Qualifications

How do we find them...

- SOQs are numerically evaluated based on:
 - Project approach and work plan
 - Project personnel and qualifications
 - Recent company experience relevant to project
 - Supplier diversity participation
 - Current workload and ability to meet schedule
 - And include:
 - references,
 - outstanding error and omission claims,
 - acceptance of, or comments on, IAA contract terms
- Short-list interviews as needed



Professional Services

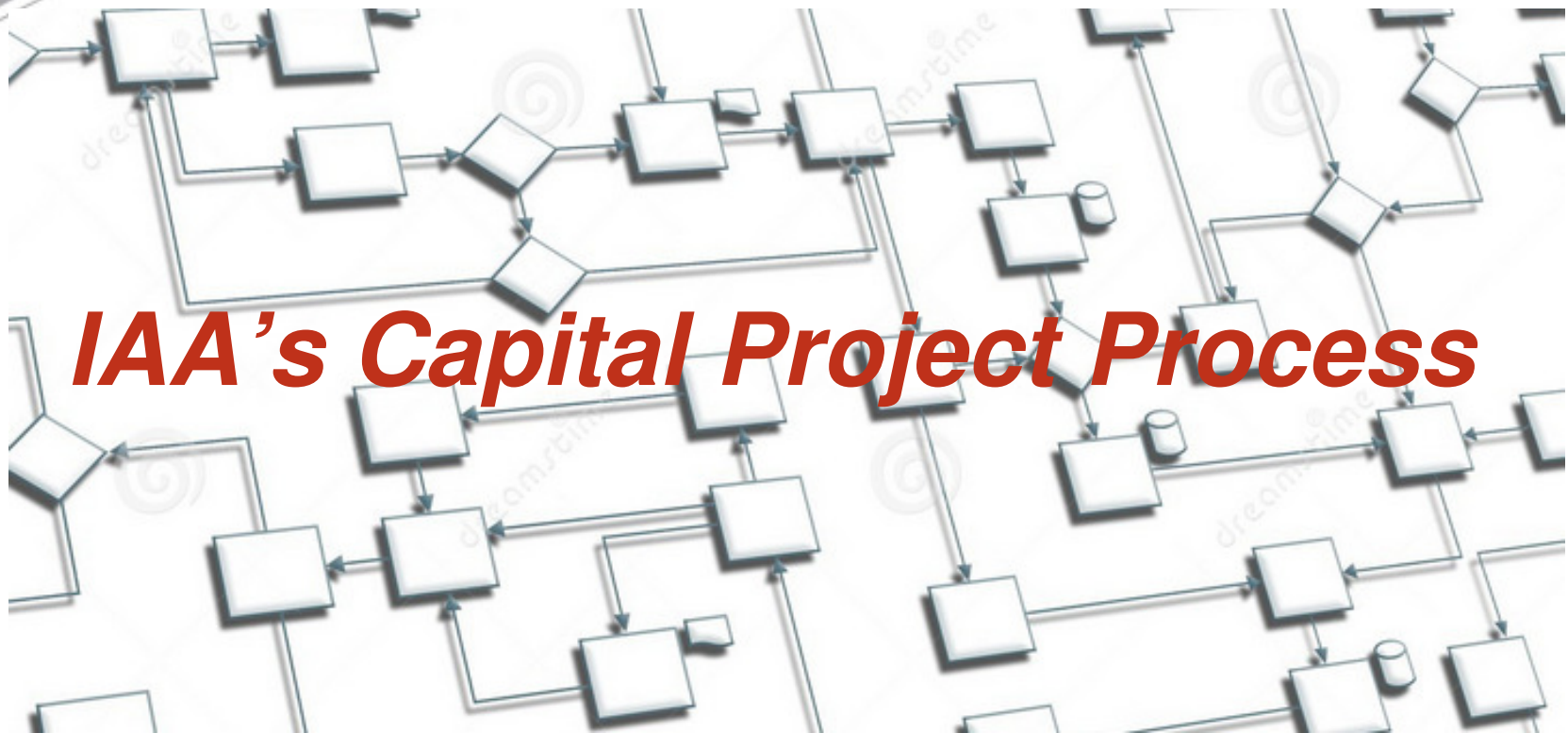
what do we expect from them ...

What is IAA Looking for in Professional Services?

- Expertise and Competence
- Understanding the Big Picture
- “Extension of Staff” Mentality
- Ability and Willingness to Mentor Diversity Team Members
 - Provide Meaningful Opportunities
 - Enhance Capabilities of Partner Firms
- FAA Funded Projects (ACIP)
 - Ability to Negotiate AIP Funding
 - Relationships with FAA
 - Avoid Pitfalls and Reduce Conflicts

MAKE OUR JOBS EASIER!

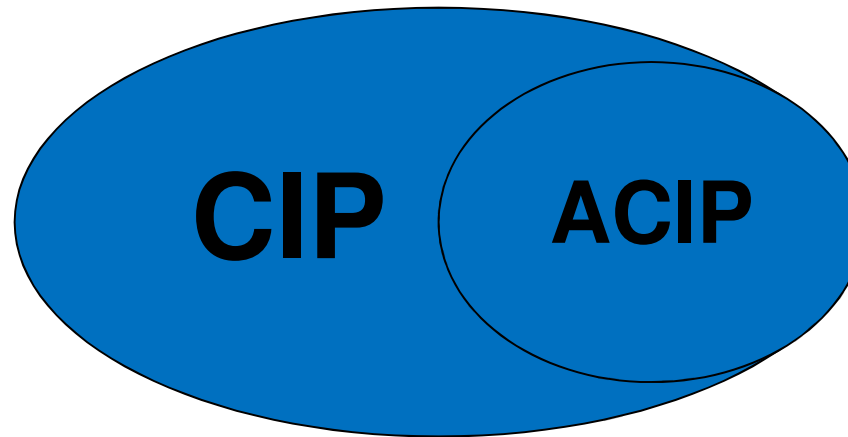
Professional Services



IAA's Capital Project Process



IAA's Capital Project Process

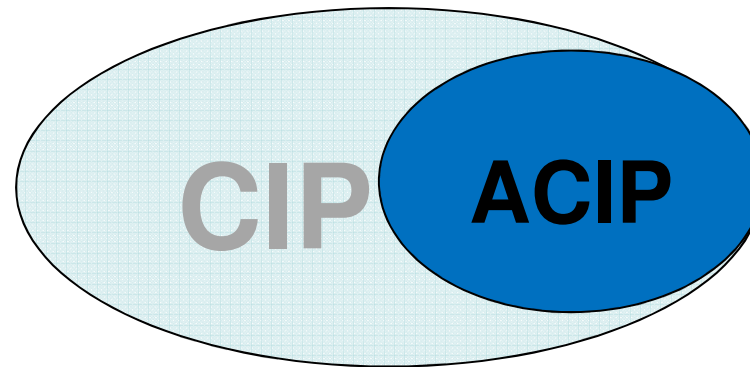


Airport Capital Improvement Program (ACIP) is a part of the Capital Improvement Program (CIP)

- ACIP is FAA and INDOT funded
 - Eligibility is primarily determined by FAA
 - Typically are 'Airside' projects
- CIP is Airport Cash Funded
 - Typically 'Landside' projects



IAA's Capital Project Process



Airport Capital Improvement Program (ACIP)

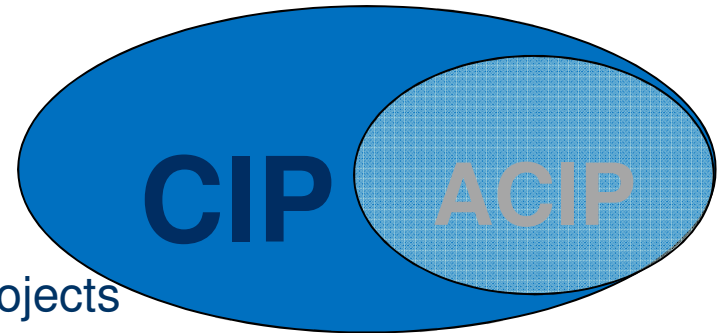
- Submitted to the INDOT, Aviation Section, February each year
- Primarily, but not exclusively, AIRSIDE Projects
- Lays out projects for the next 5 years
- Coordinated with the FAA and INDOT
- ACIP Projects are the FAA Fundable projects within CIP



IAA's Capital Project Process

Capital Improvement Program (CIP)

- Airport Cash Funded Projects
- Primarily, but not exclusively, LANDSIDE Projects
- 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 & operating) hearing: IAA Board in August
 - IAA presents budget to Municipal Corporate Committee in September
 - City-County Council approves budget in October
- ***The Capital Budget is comprised of CIP and ACIP projects***



**Capital Budget is a living document that
guides all capital projects**



Contract Negotiations

Professional Services Contract

- IAA will be transitioning to broader use of Lump Sum Contracts
- Hourly not-to-exceed fee and expenses are Accepted
 - Complexity and Ambiguity of the Project will dictate contract type
- Establish Scope of Work
- Negotiate Fee
 - man-hours by task
 - allowances and expenses
- IAA Reviews:
 - overhead rates of team members
 - supplier diversity participation
- IAA Contracts Include Requirement to Use eVerify



Contract Format

IAA uses standard Professional Services Contracts:

- **Basic Services (Lump Sum or Hourly/NTE)**
 - As part of Scope and Contract
 - Defined Duration and Cost
- **Additional Services (Lump Sum or Hourly/NTE)**
 - With IAA's Authorization
 - Less Defined
 - Allows for Identified Services to be added to the Contract



Insurance Requirements

Workers Compensation per State Requirements

Bodily Injury & Property Damage Insurance

- \$10 million liability insurance for work within the Airport Operations Area (AOA)
- \$3 million liability insurance for work outside the Airport Operations Area (AOA)

Professional Liability Insurance

- \$2 million E&O



Project Requirements

Project Requirements

- Design Schedule, with appropriate Milestones
- Development of Phasing and Sequencing Plan
- Preparation of Construction Safety Phasing Plan (CSPP) (FAA Funded Projects)
- Coordination with Other Projects
- Participation in a Safety Risk Assessment (SRA)
- Preparation of Construction Management Plan (*per FAA AC 150/5370-12*)
- Filing of 7460s
- ALP Revisions
- Submission of all Close-out Docs per IAA Guidance
- **Quality work!**



Invoicing/Converge

- **IAA now uses Converge to process invoices**
- **Send electronic copy of invoice to the PM, with:**
 - Completed invoice checklist
 - Documentation (man-hours worked, allowance expenditures, and expenses - prime and subcontractors)
 - Verify staff is included in contract or subsequent approval
 - Ensure billing rates match
 - Note: IAA is tax exempt
 - ***Diverse Business Participation Tracking***
- **Once invoice is approved by PM upload to Converge**
- **Pay Items, RFI, Submittals, Project Communication**



Project Closeout

Closeout Documents

- Final inspection/punch list complete
- Security badges returned (if applicable)
- As-Built Drawings received by IAA
- Operation/Equipment Manuals provided to IAA (if applicable)
- D/M/W/VBE Subcontractor Utilization Report complete



Project Success

Elements of a Successful Project

- Design Schedules are Met
- Design Coordination with FAA and INDOT (ACIP projects)
- Addenda are kept to a Minimum
- At least 3 bids are Received
- Engineer's Estimates reflect Bids – regardless of timing of project!
- Request for Information (RFIs)
 - As few as possible
 - Addressed expediently
- Thorough, complete documentation provided with invoices, requests for change, change orders, etc.
- **Quality work**



DBE/MBE/WBE/VBE Program

("XBE" Program)

Current Overall IAA Goals:

Disadvantaged Minority/Women/Veteran Business Enterprises	14% DBE	15% MBE	10% WBE	3% VBE	28% Overall Participation
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- Federally funded vs. non federally funded projects relative to DBE's
- Goals adjusted dependent on the scope of each project and based on relative availability
- Good Faith Efforts Requirements
- DMWVBE participation monitored throughout project
- Leverage outreach and advocacy opportunities
- IAA Certification Requirements



Supplier Diversity

Finding a Team

- Make connections at the outreach and advocacy events
- Become familiar with projects of interest
- Attend project pre-proposal meetings
- Utilize the pre-proposal sign-in sheet posted to the IAA website to identify interested firms
- Reach out to potential team members
- Reach out to IAA Planning and Development Staff
- Use supplierdiversity.ind.com website to find certification requirements and certified firms

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SUPPLIER DIVERSITY PROGRAM

Join the IAA on August 31 for the Business Diversity Outreach Event. RSVP at: <https://iaadiversityoutreach2016.eventbrite.com>



The Indianapolis Airport Authority (IAA) is committed to increasing the diversity of and opportunities for disadvantaged, minority, women, veteran-owned business enterprises (D/M/W/VBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) in all airport-related services.

The Indianapolis Airport Authority will not exclude any person from participation, deny any person the benefits, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 or Part 23 on the basis of race, color, sex, or national origin.

The variety of products and services needed at Indianapolis International Airport and IAA's general aviation airports is vast. Examples include goods, services, and supplies related to retail and concessions, airport operations and maintenance, and construction. We encourage companies of all types and sizes to compete for our business.

Business opportunities

Any owner or representative of a city or state certified business enterprise who seeks information about participation in airport projects is encouraged to participate in business opportunities by responding to our requests for proposals (RFPs), requests for qualifications (RFQs), requests to public bids, etc. Explore the complete listing of IAA's [Business Opportunities & RFPs](#).

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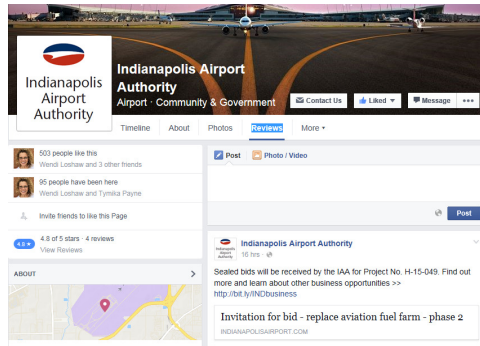
Indianapolis Airport Authority

Facebook and Twitter Post

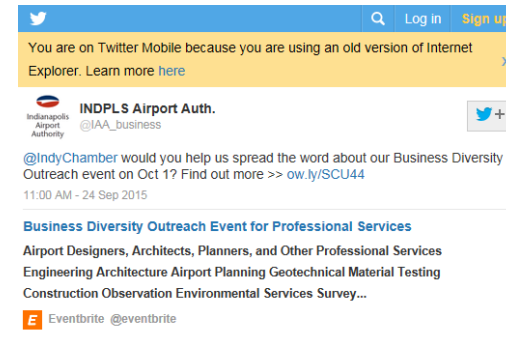
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www.facebook.com/IndianapolisAirportAuthority



www.twitter.com/IAA_business



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:

www.indianapolisairport.com

www.indianapolisairport.com



Indianapolis Airport Authority

Questions



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