Indianapolis Airport Authority
SUPPLIER DIVERSITY OUTREACH

Professional Services
August 31, 2016
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
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)
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
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.
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
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
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](http://www.in.gov/idoa/2464.htm).
- Read [Indiana Statute](http://www.in.gov/idoa/2464.htm) and [Indiana Administrative Code](http://www.in.gov/idoa/2464.htm) which govern Minority & Women’s Business Enterprises Certification.
- Obtain & Complete MWBE [Certification application](http://www.in.gov/idoa/2464.htm).
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
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
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
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
• 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.
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.
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 + Professional Services + Diversity = SUCCESS
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
• …
**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
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
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
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!
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
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
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

- 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
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:

<table>
<thead>
<tr>
<th>Disadvantaged Minority/Women/Veteran Business Enterprises</th>
<th>14% DBE</th>
<th>15% MBE</th>
<th>10% WBE</th>
<th>3% VBE</th>
<th>28% Overall Participation</th>
</tr>
</thead>
</table>

- 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
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 (DIM/WVBE) 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 operator 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.
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
Questions
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