



Welcome!

**Indianapolis Airport Authority
DBE/MBE/WBE/VBE
Planning/Design Professional Service Providers
August 5, 2014**



Agenda

Introduction/Program Purpose

Holli Harrington, Director of Supplier Diversity

Introduction of Staff & Airport System

Shannetta Griffin, Senior 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

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. Director oversight for airfield, reliever and roadway projects.

Jarod Klaas, P.E., Airport Engineer

Leads the department's engineering and technical service activities. Director oversight for facility and parking projects.

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

Brian McMillen

Charles Bischoff

Neal Jenkins

Inspectors

Robert Jones

Mike Riedlinger

Engineering Technician

Jonathan Hull

Sr. Administrative Assistant

Susan Miller

Contracts Administrator

Nancy James-Bates



Introductions of Environmental & Conservation Staff

Environmental & Conservation

Todd Cavender – Environmental Manager

Chris Miller – Conservation Manager

Del Warren – Environmental & Conservation Technician

George Kestler – Environmental & Conservation Technician

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
- 3.6 million enplaned passengers (2013)
- 4.7 million tons of cargo (2013)
- Cargo is 53% of landed weight
- Over 9,000 people employed at the airport
- \$4.57 billion annual economic impact (2012)





Indianapolis Regional Airport

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)
- 138 based aircraft
- 36,000 annual operations
- 110 IAA owned t-hangars
- \$6.2 million annual economic impact (2012)
- Critical aircraft: medium business jet





Indianapolis Metropolitan Airport

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)
- 142 based aircraft
- 40,000 annual operations
- 120 IAA owned t-hangars
- \$19 million annual economic impact (2012)
- Critical aircraft: turbo prop/ business jet





Eagle Creek Airpark

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 $\frac{3}{4}$ mile visibility)
- 121 based aircraft
- 30,000 annual operations
- \$11.9 million economic impact (2012)
- 59 IAA owned t-hangars
- Critical aircraft: turbo prop and small business jet





Hendricks County Airport Gordon Graham Field

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
- 15,000 annual operations
- 60 IAA owned t-hangars
- \$1.2 million annual economic impact (2012)
- Critical aircraft: turbo prop
- Opened in 2000





Indianapolis Downtown Heliport

Facts

- Helipad 60' x 60'
- Instrument approach (516' ceiling and $\frac{3}{4}$ mile visibility)
- 5 based helicopters
- 2,544 annual operations
- \$8.9 million annual economic impact (2012)
- Critical aircraft: helicopter





Anticipated 2015 IND Projects

Insert updated exhibit



Other Potential Projects

- **Airport Runway and Taxiway Connector Rehabilitation and Airfield Lighting Replacement – Metropolitan Airport**
- **Fuel Farm Replacement – Heliport (potentially also Hendricks County Airport)**
- **Geographic Information System (GIS)**
- **On-Call Services Contracts**



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
 - Verify proposed XBE participation levels with prime contractors/consultants, review of good faith effort
 - XBE participation monitored throughout project



Finding a Team

- Make connections at the Outreach Event
- 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 Director of Supplier Diversity to find certified firms



Proposal Format

- Proposals are numerically evaluated by an IAA review team representing multiple departments
- Points to be used for evaluation identified in Request for Proposals
 - Project approach and work plan
 - Project personnel and qualifications
 - Recent company experience relevant to project
 - Supplier diversity participation
 - Current workload and ability to meeting schedule
 - No points, but need response, references, outstanding error and omission claims, acceptance or comments on IAA contract
- From proposals may do short-list interviews



Contract Negotiations

IAA Preferred Professional Service Contract – Hourly not to exceed fee and expenses

- Establish scope of work
- Negotiate fee corresponding to scope by establishing manhours by task, allowances and expenses
- IAA reviews overhead rates of team members
- IAA reviews that insurance requirements can be met
- IAA contracts include requirement to use eVerify



Contract Format

IAA uses a standard professional services contract for Engineering Services that defines the following services:

Basic Services

- Initial design phase
- Preliminary design phase
- Final design phase (construction documents)
- Construction Administration

Additional Services

- With owner's authorization



Insurance Requirements

Typical levels for professional service contracts:

Worker's Compensation as required by Indiana Law

Bodily Injury and Property Damage, with IAA as named additional insured

	Each Occurrence	Aggregate
Bodily Injury	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$1,000,000

Excess Liability: Total liability coverage \$10,000,000 Airport operations area (AOA), \$3,000,000 non AOA

Bodily Injury Liability and Property Damage Liability Automobiles:

Combined Single Limit \$1,000,000

Professional Liability: \$2,000,000



Invoicing

- IAA uses Encompass to process invoices
- Send electronic copy of your invoice to the project manager (PM) with all back-up
 - Documentation of manhours worked, allowance expenditures, and expenses
 - Be sure to verify that staff are included as approved on contract or subsequent approval and billing rates match
 - IAA is tax exempt
- Once invoice is approved by PM upload to Encompass
- Encompass credentials and training at start of project
- Encompass schedule of values includes pay items (fees and expenses) and supplier diversity tracking



Where to Watch

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.

INDIANAPOLIS INTERNATIONAL AIRPORT

IND *Come here first. Get there fast.*
Indianapolis, IN: 66°F, Fair Local time: 4:11 PM

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AIR SERVICE & CARGO DEVELOPMENT
FOREIGN TRADE ZONE

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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

Please be sure to review all information and documents about each opportunity in the related files. If you have questions about a project or business opportunity, please contact the individual(s) listed in the project documents for more information.

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

BUSINESS OPPORTUNITIES

2010 [Calendar](#)

RFQ: Sprinkler system for trash compactor room 10/12/2010 to Files (2)



Facebook and Twitter Alerts

Want to be notified of new opportunities? Follow us!



www.facebook.com/IndianapolisAirportAuthority



www.twitter.com/IAA_business

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.



Panel Discussion

Questions?

