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

- 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
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 ¾ 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 ¾ mile visibility)
- 5 based helicopters
- 2,544 annual operations
- $8.9 million annual economic impact (2012)
- Critical aircraft: helicopter
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
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
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
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

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**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
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.
Panel Discussion

Questions?