PROFESSIONAL SERVICES
BUSINESS DIVERSITY OUTREACH EVENT
Tuesday, September 10, 2019
9:30 a.m.-12 Noon
Agenda

Introduction/Program Purpose
Holli Harrington: Director of Supplier Diversity and Diversity Officer

Introduction of Staff & Overview of IAA Strategy
Jarod Klaas: Senior Director, Planning & Development

Professional Services: Working with the IAA Airport System
Drew Genneken: Deputy Senior Director, Planning & Development
Kevin Forbes, Director, Landside Development
Tony McMichael: Project Manager III

Supplier Diversity
Holli Harrington, Director of Supplier Diversity and Diversity Officer

Upcoming Projects
Drew Genneken, Deputy Senior Director, Planning and Development

Closing Remarks/Evaluation
Holli Harrington, Director of Supplier Diversity and Diversity Officer

Network Opportunity
All
The Indianapolis Airport Authority (IAA) is governed by a board of 11 voting members appointed by the mayor of Indianapolis and officials from Marion, Hamilton, Hancock, Hendricks, and Morgan counties.
Staff Introductions

**Jarod Klaas, P.E., Sr. Director, Planning & Development**
Oversees IAA’s Engineering, Planning, Environmental and Supplier Diversity Programs

**Holli Harrington, Director of Supplier Diversity and Diversity Officer**
Leads IAA’s Disadvantaged, Minority, Women, and Veterans Business Participation and Title VI Programs

**Drew Genneken, Deputy Senior Director, Planning & Development**
Leads the Planning, Airside Development, and IAA’s Capital Improvement Program

**Kevin Forbes, Director, Landside Development**
Leads IAA’s Landside Development

**Todd Cavender, Director, Environment & Sustainability**
Leads IAA’s Environmental Management and Sustainability efforts
Staff Introductions

**Project Managers**
Attiyanna Morris  
Bob Staiton  
Cathy Winterrowd  
Dave Halverson  
Don Higgins  
Emmanuel Maldonado  
Jim Cates  
Mary Zurbuch  
Neal Jenkins  
Tom Summerlin  
Tony McMichael  
Trish Graham

**Inspectors**
Robert Jones  
Rusty Burgess

**Executive Assistant**
Mary Glaspy

**Sr. Administrative Assistant**
Katie Adkins  
Ashley Cronnon

**Supplier Diversity**
David Fredricks  
Ronalda Minnis

**Environmental Specialists**
Alex Abell

**Engineering Consultant**
Brad Bobich

**CAD Tech**
Gerald Mears
IAA Airport System
• Planning
• Engineering/Architecture
• Project/Construction Management
• Procurement
• Work Permit
• Supplier Diversity and Title VI
• Environmental Management
• Sustainability
• .....
IAA’s Capital Program
IAA’s Capital Program

Airport Capital Improvement Program (ACIP)
- ACIP is FAA and INDOT funded
  - Eligibility and Priority is determined by FAA and INDOT
  - Typically are ‘Airside’ projects

Capital Improvement Program (CIP)
- CIP is Airport Cash Funded
  - Typically ‘Landside’ projects
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)
- Qualifications Based Selection
- Occasionally Use “Interview Process”

PROFESSIONAL SERVICES REQUESTS:
PLANET BIDS - planetbids.com
AIRPORT CASH FUNDED
Request for Qualifications (RFQ) – Not $$ based
• Qualifications Based Selection
• Scope & fee negotiated with top ranked firm

On-Calls: List of Professional Service Firms - Limited to $150,000/year
• Firms selected via Qualifications
• Fee proposals
• Occasionally Use “Interview Process”

PROFESSIONAL SERVICES REQUESTS:
PLANET BIDS - planetbids.com
Statement of Qualifications

How do we find them...

• SOQs are numerically evaluated based on:
  – Project personnel and qualifications
  – Recent company and personnel experience relevant to project
  – Supplier diversity – meaningful participation
  – Mentorship (If Requested)
  – And include:
    • references,
    • outstanding error and omission claims,
    • ability to meet insurance requirements

• Short-list interviews as needed
TELL US WHY YOUR TEAM IS THE BEST!

- Do your homework
- Get to know the projects
- Our doors are open
- Follow the RFQ
- *REVISED VERBIAGE*
What is IAA Looking for in Professional Services?

- Expertise and Competence
- Understanding the Big Picture
- “Extension of Staff” Mentality
- Ability and Willingness to Mentor Team Members, Particularly Diverse Partners
  - Provide Meaningful Opportunities
  - *Enhance Capabilities* of Partner Firms
- Avoid Pitfalls and Reduce Conflicts

**MAKE OUR JOBS EASIER!**
Contract Negotiations

Professional Services Contract

- Complexity and Ambiguity dictate contract type
  - Hourly Rate/NTE Contracts
  - Broader use of Lump Sum Contracts
- Establish Scope of Work
- Negotiate Fee
  - IAA MANHOUR JUSTIFICATION TABLE (MJT)
    - Primes and Subs must fill out MJT
    - Prime compiles and submits to IAA
- IAA Reviews:
  - overhead rates of team members
  - supplier diversity participation
- IAA Contracts Require eVerify
**Man Hour Justification Table**

Provides Several Benefits

- Standardizes Format
- Streamlines Fee Review against Scope
- Enables IAA to compare against Independent Fee
- Ultimately helps ensure fee is well thought out and transparent
Project Requirements

Minimum Requirements

• Schedule, with appropriate Milestones
• Development of Phasing Plan
• Preparation of Construction Safety Phasing Plan (FAA Funded Projects)
• Participation in a Safety Risk Assessment (SRA)
• Preparation of Construction Management Plan (*per FAA AC 150/5370-12*)
• Filing of 7460s
• Submission of all Close-out Docs per IAA Guidance

• Quality work!
Elements of a Successful Project

- Design Schedules are Met
- Addenda are kept to a Minimum
- Multiple Bidders – *CONTRACTOR OUTREACH*
- 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 all submittal
- EPCC’s with any submittal

- **Quality work!**
Insurance Requirements

Workers Compensation per State Requirements

Bodily Injury & Property Damage Insurance

• $10 million liability insurance for work within the IND’s Airport Operations Area (AOA)
• $3 million liability insurance for work outside IND’s AOA
• $3 million liability insurance for work on Relievers

Professional Liability Insurance

• $2 million E&O
1. Register for Planet Bids

2. Select the category your business fits in

3. Review bids to see what service or goods you can provide

4. Look for opportunities to partner with the community for diversity

5. Submit your solicitation response to Planet Bids

6. Regularly review any bid you have submitted in case any addendums are issued

7. Meet all the deadline requirements posted in the solicitation and Planet Bids

Have Questions?

For additional information on the new solicitation system, PlanetBids, please contact the IAA Procurement Department by email or phone.

IAA Procurement Department
Email: PBSupport@ind.com
Phone: 317-487-5522

4. Look for opportunities to partner with the community for diversity

5. Submit your solicitation response to Planet Bids

6. Regularly review any bid you have submitted in case any addendums are issued

7. Meet all the deadline requirements posted in the solicitation and Planet Bids
Go to www.indianapolisairport.com
You may choose to register or browse through current opportunities.

New Online Solicitation System!

The Indianapolis Airport Authority is posting all solicitations through a new web-based solicitation management system, anetBids. Vendors should register in the new system in order to receive automatic e-mail notifications on future solicitations based on the type of service and/or supply in their company’s line of business. PlanetBids is offered to vendors for free and provides better service and convenience.

To learn more about the system, visit our FAQ page.

Vendor Registration
Register for the free online solicitation system to receive automatic e-mail notifications on future solicitations based on the type of service and/or supply in your company’s line of business.

Business Opportunities
View all open airport business opportunities through the new online solicitation system. Must be a registered vendor to download documents.

VENDOR REGISTRATION

BUSINESS OPPORTUNITIES
Supplier Diversity

Goal
Commitment
Attainment

Access
Participation
Utilization

PUBLIC VALUE
Current Overall IAA Goals:

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<th>Disadvantaged Minority/Women/Veteran Business Enterprises</th>
<th>18%</th>
<th>15%</th>
<th>10%</th>
<th>3%</th>
<th>28% Overall Participation</th>
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- Federally funded (DBE) vs. non federally funded projects
- Goals adjusted dependent on the scope of each project and based on relative availability
- DMWVBE participation monitored throughout project
- IAA Certification Requirements
- Leverage outreach and advocacy opportunities
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 and ind.com websites
49 CFR Part § 21

Nondiscrimination in federally-assisted programs

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin in programs that receive Federal financial assistance

- The Federal Aviation Administration (FAA) requires the airport, as a recipient of federal financial assistance, and any of its lessees; concessionaires; or contractors to ensure that there is nondiscrimination in all of their operations;

- IAA is obligated to comply by taking affirmative action to ensure nondiscrimination in any of its operations, including ensuring all procurement documents and contracts include a clause regarding 49 CFR Part 21 and nondiscrimination obligations;

Inclusion of required Title VI contract clauses in subcontracts is subject to verification.
UPCOMING PROJECTS:
Professional Services
Professional Services

- IND - MASTER PLAN (NEW)
- RUNWAY 5R-23L AND TAXIWAY D – DESIGN PART B
- SPRINKLER ANTIFREEZE SYSTEM IN TERMINAL VESTIBULES
- TERMINAL BACK-UP WATER CONNECTION
- TERMINAL BACK-UP HEATING AND COOLING
- COL. WEIR COOK PARKING CAPACITY DYNAMIC SIGNAGE
- READY RETURN PARKING LOT REHABILITATION
- PARKING GARAGE MAINTENANCE AND IMPROVEMENTS
- REHABILITATION OF AIRPORT ROADS & LOTS
- RESILIENCY MANAGEMENT PLAN
- SUSTAINABILITY MANAGEMENT PLAN
- VOLUNTARY AIRPORT LOW EMISSION
- AOC DATA CENTER HVAC RIGHTSIZING
- BLDG 63 - REMEDIATION AND WHITE BOXING
- DEMOLITION OF BLDG 123 (LEXINGTON HOTEL)
- CEP - COGEN ANALYSIS
- CEP - TERMINAL REDUNDANCY STUDY
Professional Services

REFURBISH AND UPGRADE BLUE EMERGENCY PHONES
DEMOLITION OF BLDG 18
FEDEX ROAD REHABILITATION
IMC - INTERIM ROOF REPAIRS
IMC - REPLACE VICTAULIC FIRE SUPPRESSION PIPING
IMC – REPLACE FIRE SUPPRESSION WATER STORAGE TANKS
IMC - HANGAR DOOR REHABILITATION
IMC - HANGAR DOOR REHABILITATION
IMC - FIRE ALARM PANEL REPLACEMENTS
TERMINAL BACK-UP WATER CONNECTION
REHABILITATION OF MAINTENANCE AREA PAVEMENT - INDY REGIONAL
REHABILITATION OF HANGAR ACCESS TAXIWAYS - METRO
REHABILITATION OF NORTHWEST T-HANGAR PARKING LOT - EAGLE CREEK
THANK YOU!

Certification and Advocacy Partners

Exhibitors
NETWORKING