



Indianapolis Airport Authority

**WELCOME!**

Indianapolis Airport Authority  
**SUPPLIER DIVERSITY OUTREACH**

**Construction Contractors**  
**February 26, 2019**



## Agenda

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### **Welcome & Introductions**

*Holli Harrington: Director, Supplier Diversity*

*Jarod Klaas: Senior Director, Planning & Development*

### **Key Elements of Performing Airport Work**

*Kevin Forbes: Director, Engineering*

*Todd Cavender: Director, Environment & Sustainability*

*Maria Wiley: Sr. Director Audit, Compliance & Procurement*

### **Construction Projects Overview**

*David Roepnack: Director, Construction*

*Anthony McMichael, Project Manager III*

### **Upcoming Projects**

*Mandy Royston: Retail Operations*

*Kevin Forbes: Director, Engineering*

### **Closing Remarks/Evaluation**

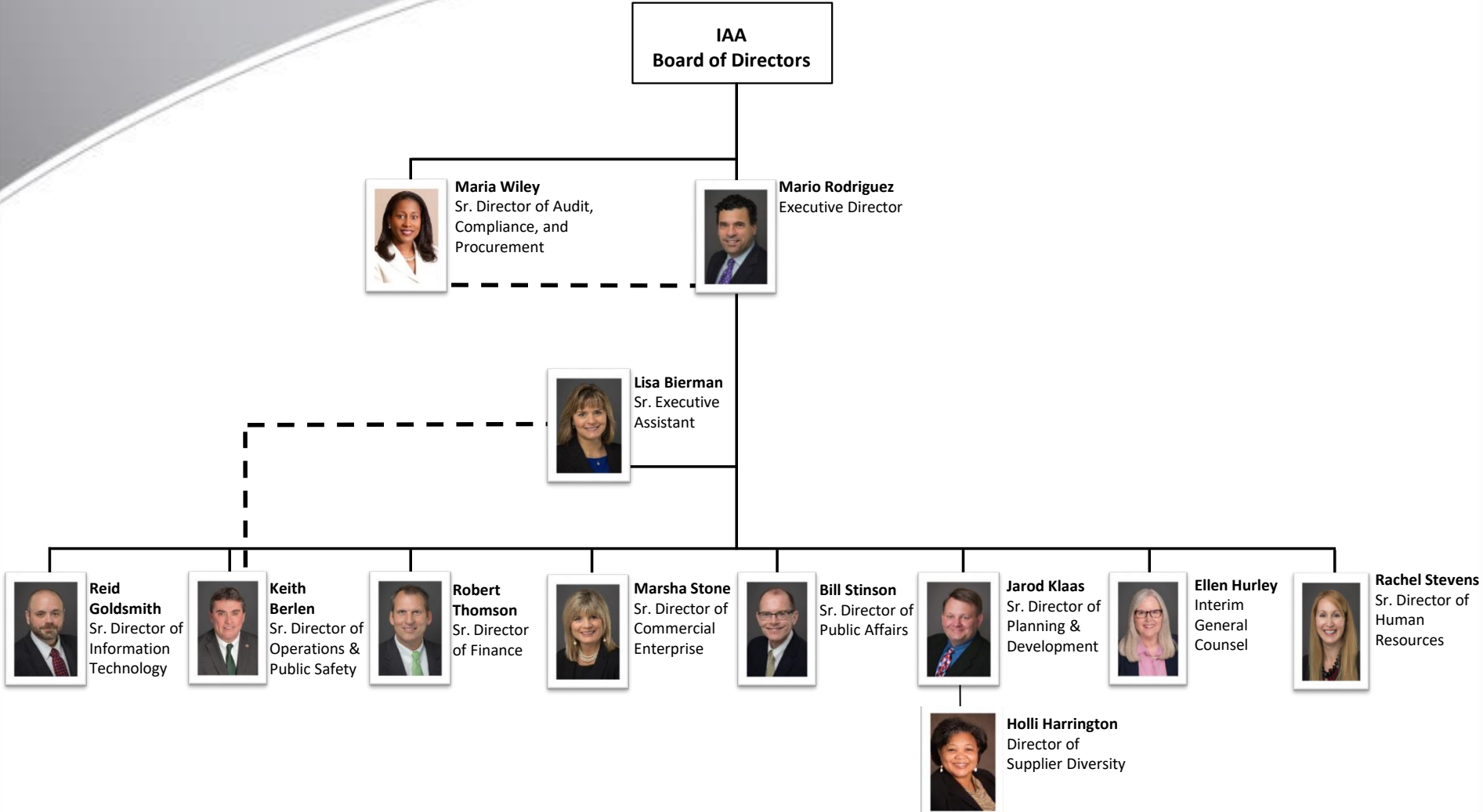
*Holli Harrington: Director, Supplier Diversity*

### **Network Opportunity**

*All*



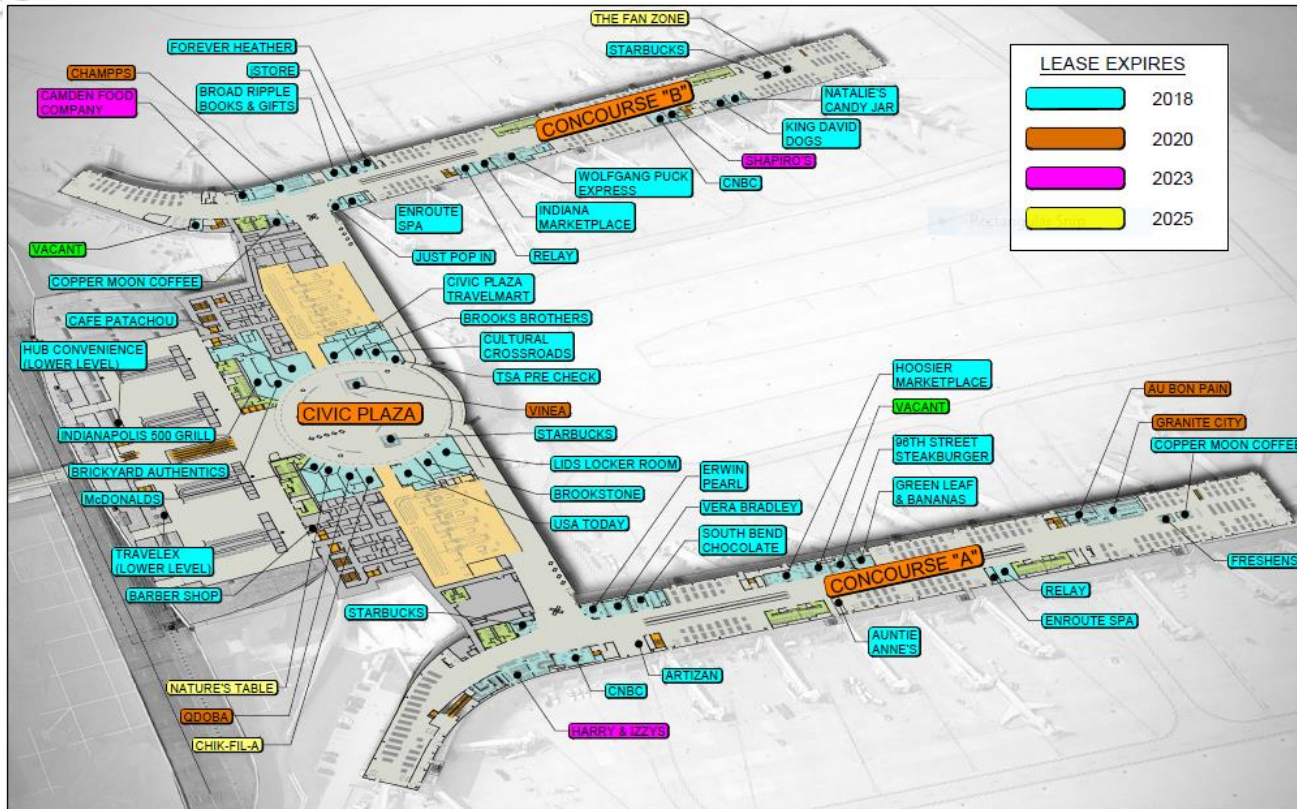
# Indianapolis Airport Authority





## Concessions Refresh

### Future Concessions Business Opportunity



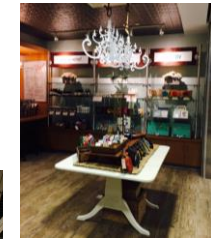
- 40 of the current 54 retail leases are expiring at end of 2018
- 4 additional retail leases are expiring at end of 2020



## Concessions Refresh

### Future Concessions Business Opportunities:

- Design
- General Construction
- Marketing
- Supplies
- Consulting
- Insurance



*For Additional Information visit the Concessions Refresh Program website:*

- <https://www.ind.com/business/concessions-refresh-program>



## IAA Planning & Development

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- Planning
- Engineering & Design
- Project/Construction Management
- Work Permits & Inspections
- Supplier Diversity & Title VI Compliance
- Environment & Sustainability



## Staff Introductions

**Jarod Klaas, P.E., Sr. Director, Planning & Development**

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

**Holli Harrington, Director, Supplier Diversity**

Leads IAA's Disadvantaged, Women, Minority and Veterans Business Participation and Title VI: Non-Discrimination Programs

**Drew Genneken, Director, Planning & Project Development**

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

**Kevin Forbes, P.E., Director, Engineering**

Leads IAA's design activities and Pre-construction activities

**David Roepnack, Director, Construction**

Leads IAA's construction activities and construction permit process

**Todd Cavender, Director, Environment & Sustainability**

Leads IAA's environmental management, NEPA compliance and sustainability efforts

**Brad Bobich, P.E., Sr. Engineering Consultant**

Oversees the engineering and technical service activities and the design process for the Capital Improvement Program



## Staff Introductions

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### **Project Managers**

Jim Cates  
Neal Jenkins  
Anthony McMichael  
Robert Staiton  
Mary Zurbuch  
James Cruz  
David Halvorson  
Karen Valiquett

### **Inspectors**

Robert Jones  
Rusty Burgess

### **GIS & Information Technician**

Gerald Mears

### **Supplier Diversity**

Ronalda Minnis

### **Design Review & Coordination**

Dick Butwin

### **Environmental**

Alex Able  
Megan Wenzel

### **Contracts and Grant Coordinator**

Angie Tromp

### **Executive Assistant**

Mary Jane Glaspy

### **Sr. Administrative Assistants**

Katie Adkins  
Ashley Cronnon





## Certification & Advocacy Partners



## **BOI helps business owners by providing:**

- Free one:one business coaching (in English and Spanish) – primarily focused on cash flow and cash management
- Workshops on a variety of business topics, and
- Access to capital: Business loans up to \$50,000 for business owners (including legal residents and ex-offenders)

### My Challenge:

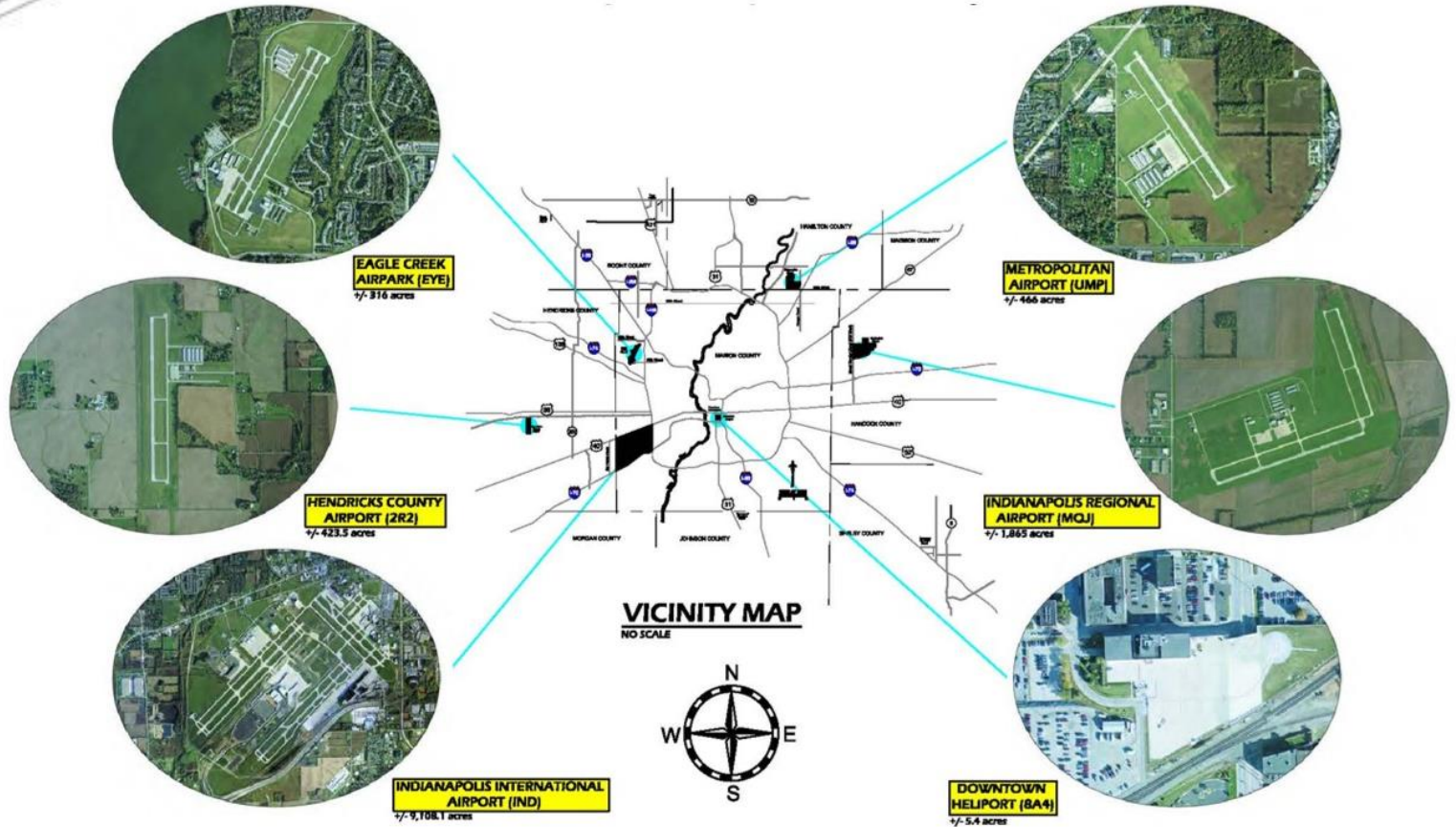
- Do I have the funds to fulfill this contract *and* the others already committed?
- Need some working capital, but no time for the bank application process!
- Banks aren't able to respond to my needs at this time.
- I know my subs are technically capable, but not sure if they are on solid financial ground.
- But I'm not a Chamber member

### Solution:

- ✓ Work with your BOI coach to determine working capital needs.
- ✓ Work with your BOI coach to complete application efficiently.
- ✓ BOI can issue loans up to \$50,000 for businesses unable to receive a bank loan
- ✓ Refer them to BOI for optimal preparation.
- ✓ You don't have to be!



# IAA Airport System



# Doing Business with IAA

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## Planning and Development (P&D)

### Welcome to the Doing Business with Indianapolis Airport Authority Department of Planning and Development

- General Information:
  - [Contract Letting Email Notification from PlanetBids](#)
  - [IAA Frequently Used Phone Numbers](#)
  - [IAA Airport Information and Maps](#)
- Related Links:
  - Indianapolis International Airport Webpage ([www.ind.com](http://www.ind.com))
- Request for Information/Request for Qualifications/Bidding Opportunities:
- Consultants/Engineers/Architects:
  - Contact Information
  - Designers:
    - Design Standards
    - CAD Standards
    - Environmental Compliance/Sustainability
    - Standard Specifications
    - Proposals and Contracts
- Contractors:
  - IAA Construction Standards
  - [Link to the IAA Tennant Improvement Manual](#)

## Doing Business with IAA

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### Planning and Development (P&D)

- [Proposals and Contracts](#)
- [Contractor Prequalification](#)
- Contact Information

### **Working at the Indianapolis International Airport (IND) and IAA Reliever Airports: (AIRPORT 101)**

1. The Importance of Customer Service:
2. IND Airside Projects
3. IND Landside Projects
4. Reliever Projects
5. Understand the Documents
6. Bidding Opportunities
  - Lowest, responsible and responsive bidder
7. Demonstration of Qualified Employees
8. IAA Work Permits

## Doing Business with IAA

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### Planning and Development (P&D)

#### Working at the Indianapolis International Airport (IND) and IAA Reliever Airports: (AIRPORT 101)

9. Excavation Moratoriums
10. Buy American
11. Work Hours
12. Insurance/Bonding/Retainage
13. Airport Safety and Security:
  - IAA/FAA Airport Construction Security Requirements
  - IAA/FAA Airport Construction Safety Requirements
14. Social Integration and Activities:
  - Make connections at outreach events like these
  - Attend Pre-bid meetings and IAA Board meetings

#### Supplier Diversity

- [supplierdiversity.ind.com website](http://supplierdiversity.ind.com)



## IAA Approved Security Firms

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➤ Securatex

Jake Higgins  
(317) 987-3383

[JHiggins@Securatex.com](mailto:JHiggins@Securatex.com)

➤ Securitas USA

Ben Marth / Raymond Gates  
(317) 260-6267

[Benjamin.marth@securitasinc.com](mailto:Benjamin.marth@securitasinc.com)

➤ Protection Plus

Raymond Stanley  
(317) 244-7569

[rstanley@protectionplus.net](mailto:rstanley@protectionplus.net)

➤ American Global Management

Henry Maye  
(317) 225-7807

[henry@americanglobalmgmt.com](mailto:henry@americanglobalmgmt.com)





## **Working in Secured Areas at IND**

### **For work in Secured Areas**

- A limited number of construction employees may be badged to act as security supervisors.
- These badged employees may be used in place of Owner Approved Security Firm personnel for security supervision as Crew or Area Guards.
- Crew and Area Guards full attention must be on security supervision, they will not be allowed to do production work while acting as a security supervisor.
- Owner Approved Security Firm personnel must still be used as Gate Guards, Escort Vehicle Drivers and Flagpersons.



## **Working in Secured Areas at IND**

### **Project Security Requirements**

- Understand the Specifications!!!
- Carefully review plans & specs for security requirements.
- Contractor is responsible to meet the project security requirements.
- Security requirements to be reviewed 24 hours in advance of work.

### **Reliever Airports**

- No security escorts needed, gates must be locked or staffed.



## Working in Secured Areas at IND

### Escorting

- Badged construction employees will only be allowed to provide security supervision of persons directly employed by the contractor or a subcontractor utilized for the specific job.
- All escorts must comply with the following requirements of Section 900 of the IAA Airport Security Program:
  - Properly badged individuals are permitted to escort up to six (6) unbadged personnel at one time within the work zone within 500 feet line of sight of escort.
  - The escort must maintain positive control of all personnel under their supervision, including continuous visual contact, and will ensure that the escorted individual engages only in those activities for which escorted access was granted.
  - The escort must be able to immediately contact the AOC at 487-5089.



## **How Construction is Procured**

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### **Contracting Methods – Design/Bid/Build**

### **Construction (Public Works IC 36-1-12)**

- Competitive sealed bid (project construction cost  $\geq$  \$100,000)
- Competitive sealed quote (project construction cost  $<$  \$100,000)
- Lowest Responsive & Responsible
- Competitive proposal per IC 5-22-9
- PlanetBids online solicitation process

- Airport Operating vs Capital Funds
  - Airport cash funded projects
  - Grant funded projects
    - FAA AIP funds
    - Voluntary Airport Low Emissions (VALE)
    - Zero Emissions Vehicle (ZEV) and Infrastructure Program
- No Local Tax \$

# PREQUALIFICATION

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## REQUIREMENTS:

In accordance with Indiana Code Section 5-16-13, 5-30-1-11, and 4-13.6-4, et seq., Prequalification by the Indiana Department of Administration (IDOA) or the Indiana Department of Transportation (INDOT) is required of all contractors, in any contractor tier (*all subcontractors*), performing work under contract with the IAA which is estimated to be One Hundred Fifty Thousand Dollars (\$150,000) or greater, prior to engaging in any work.



## Environmental Compliance

**Erosion Control/Pollution Runoff**

**Spill Prevention and Control**

**Waste Management/Disposal**

**Project-Specific Permit Requirements**





## Sustainability

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**Minimize the negative environmental impact** of our operations and ensure compliance with all applicable regulatory requirements

**Integrate sustainable design and construction practices** in the development of our airport systems

**Work with our partners, tenants, contractors and suppliers** to implement our sustainable principles throughout our airport system

**Monitor and report on progress** in meeting our sustainability principles.





***Accessing  
Opportunities with IAA***



Go to [IND.com](https://www.ind.com)

The screenshot shows the Indianapolis International Airport website. The top navigation bar includes links for "Work With Us", "Community", "Business", "About", and "Contact". A secondary navigation bar below it features "Flights", "Parking", "Transportation & Car Rental", "Maps & Directions", "Dining, Shopping & Services", and "Do Business at the Airport". The "Business" link in the top bar and the "Do Business at the Airport" link in the secondary bar are circled in red. The main content area features a "Check Your Flight Status" section with input fields for "Flight Number" (with the example "DL 2455") and "Airlines" (with a dropdown menu "Select Your Airline"). A green "CHECK STATUS" button is positioned below these fields. To the right, a "Parking Locations" table displays the status of various parking areas. At the bottom right, there are links for "Directions", "Passenger Pick-up", and "Passenger Drop-off", along with the date "September 12, 2017" and a "View Full Forecast" link.

Parking Locations	Spaces Open
Garage Parking	1322
Economy Lot	OPEN
Park & Walk	OPEN
Valet Parking	OPEN

## 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.

You may choose to register or browse through current opportunities.

### 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.

[VENDOR REGISTRATION](#)

### Business Opportunities

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

[BUSINESS OPPORTUNITIES](#)



## Doing Business with the IAA

The Vendor Portal will appear giving you the option to register or browse.

**Indianapolis Airport Authority VENDOR PORTAL**

- New Vendor Registration**  
Create a new vendor record.  
If you wish to view or edit an existing vendor, simply Log In with your User Name and Password.
- Bid Opportunities**  
Search for bid opportunities with this agency, download documents, become a prospective bidder, and electronically bid on projects.
- My Contracts** UNAVAILABLE  
Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.
- Certified Vendors** UNAVAILABLE  
Find Certified Vendors
- Contracts** UNAVAILABLE  
View public information regarding agency contracts.
- My Insurance** UNAVAILABLE  
View and fulfill insurance requests/requirements.
- News & Events**  
News and current events in the world of this agency.

Home | Help | User Guide | ?



## Vendor Profile New Registration

Company Info	Additional Addresses	Classifications/ Licenses	Other Business Info	Category/ Description	Emergency Operations
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### User Authentication

User Name  \*

Password  \*

### Company

Enter mailing address (No P.O. Boxes) below and enter Headquarter and Remit addresses on the Additional Addresses tab.

Business Type	<input type="text"/>	*
Company Name	<input type="text"/>	*
IRS Reporting Name	<input type="text"/>	
Doing Business As	<input type="text"/>	
FEI/Tax ID Number	<input type="text"/>	*
DUNS	<input type="text"/>	
Address	<input type="text"/>	*
	<input type="text"/>	
City	<input type="text"/>	*
State	<input type="text" value="Indiana"/>	*
Country	<input type="text" value="United States"/>	*
Zip	<input type="text"/>	*
Website	<input type="text"/>	
Principal Owner/CEO Name	<input type="text"/>	*
Title	<input type="text"/>	*
Email	<input type="text"/>	*
Phone	<input type="text"/>	*
Fax	<input type="text"/>	

## Bid Opportunities

Keyword  Category

Stage  Department  Clear

Bid Type  Due Date  to  Search

Search returned 30 results

Print

Posted	Category	Project Title	Invitation #	Due Date	Remaining	Stage	Format
09/06/2017	524113, 524114, 541611, 541612, 999999	Health Insurance Broker Services - RFI	17-011	10/09/2017	25 days	Bidding	Electronic only
08/24/2017	238910, 561730, 999999	RFI - On-Call Tree Removal Services and Vegetation Control	17-010	09/26/2017	12 days	Bidding	Electronic only
08/30/2017	237990, 238910, 561730, 999999	RFQ for Runway 16-34 Shoulder Repair	Q-17-014	09/25/2017	11 days	Bidding	Paper only
08/25/2017	236210, 237110, 238120, 238220, 238290, 238310, 2	Invitation to Bid for IMC IW Tank No 7 Replacement at Indianapolis	I-17-075	09/21/2017	7 days	Bidding	Paper only
08/25/2017	238210, 238220, 238310, 238330, 238360, 238390, 3	Invitation to Bid for Frontier Airlines Move at Indianapolis International	Q-17-010	09/20/2017	7 days	Bidding	Paper only
08/29/2017	237110, 237310, 238110, 238120, 327320, 561730, 9	RFQuote for Storm Drain Repair (Q-17-012)	Q-17-012	09/11/2017		Closed	Paper only
08/28/2017	236220, 237310, 238990, 423320, 999999	RFQuotes T-Hanger Taxiways Crack Repair (Q-17-019)	Q-17-019	09/11/2017		Closed	Paper only
08/11/2017	325199, 325998, 561730, 561790, 999999	Various Deicing/Anti-Icing Chemicals for Runways & Taxiways	17-009	09/11/2017		Closed	Electronic only
08/30/2017	236220, 237110, 237310, 238110, 238120, 238220, 2	Relocate Garage Dry Standpipes at IND	Q-17-007	09/06/2017		Closed	Paper only
08/11/2017	488119, 541380, 999999	Inspection Services for Indianapolis Airport Authority 2017-2019	2017-08-11	08/30/2017		Closed	Paper only
07/25/2017	236220, 238330, 999999	Request for Quote for IMC Commons Flooring - Q-17-002	Q-17-002	08/15/2017		Closed	Paper only
07/18/2017	236210, 236220, 237310, 238210, 238320, 327992, 4	Invitation to Bid for Rehabilitate, Relocate, & Widen Taxiway B at Eagle	E-16-055	08/14/2017		Closed	Paper only
06/30/2017	238330, 238340, 561720, 561740, 999999	RFI - Terminal Cleaning Services	17-008	08/07/2017		Closed	Electronic only
07/11/2017	237310, 238990, 999999	Invitation to Bid - Rehabilitate Airfield Pavement - Crack Repair at	K-17-070	08/03/2017		Closed	Paper only
07/11/2017	541330, 541620, 999999	Request for Qualifications for Professional Services - Stormwater &	I-17-077 & I-17-078	08/01/2017		Closed	Paper only
06/27/2017	237310, 238210, 238320, 327992, 484220, 561612, 5	Invitation to Bid for Rehabilitate & Extend Taxiway A at the Indianapolis	M-17-073	07/21/2017		Closed	Paper only
06/27/2017	238110, 238390, 332323, 334290, 999999	Invitation to Bidders for the Parking Garage Improvements 2015-2016 -	I-15-009 - Bid Package #2	07/20/2017		Closed	Paper only
06/07/2017	541611, 541618, 999999	RFQual - Professional Services for Indianapolis International Airport -	I-17-074	06/28/2017		Cancelled	Paper only
05/23/2017	237310, 238210, 999999	Invitation to Bid for Taxiway C and Taxiway C's Shoulders Rehabilitation,	I-16-001	06/27/2017		Closed	Paper only
05/23/2017	237310, 999999	Invitation to Bid for Rehabilitate, Relocate, & Widen Taxiway B at Eagle	E-16-055	06/22/2017		Closed	Paper only
05/23/2017	237310, 999999	Invitation to Bid for Rehabilitate Taxiway H, H1/H2, and LED Lighting,	I-16-002	06/22/2017		Closed	Paper only
05/12/2017	237310, 999999	Invitation to Bid for Rehabilitate Airfield Pavement - Crack Repair at	K-17-070	06/16/2017		Closed	Paper only
06/06/2017	238120, 238160, 238190, 332322, 999999	Request for Re-Quote for Garage Concrete Repair - Indianapolis	Q-16-010a	06/15/2017		Closed	Paper only
04/26/2017	236220, 238320, 999999	Invitation to Bid for Terminal Bird Deterrent System at IND	I-16-012A	05/26/2017		Closed	Paper only
04/27/2017	453998, 454390, 561990, 999999	RFI - Auction Services	17-007	05/17/2017		Closed	Electronic & Paper
04/19/2017	541611, 541612, 541618, 561311, 561320, 999999	RFI - On-Call Recruiting Services	17-005	05/16/2017		Closed	Electronic & Paper
04/11/2017	488119, 541430, 541490, 541611, 541613, 541618, 54	RFI - Development of a Strategic Plan and Presentation Materials	17-005	05/15/2017		Closed	Electronic & Paper
05/04/2017	238120, 238160, 238190, 332322, 999999	RFQ for Garage Concrete Repair - Indianapolis Downtown Heliport	Q-16-010a	05/15/2017		Closed	Paper only
04/24/2017	238210, 335122, 423610, 999999	Request for Quote - Taxiway Connector D-3, D-4, D-5, and D-6 Signage	Q-17-004	05/12/2017		Closed	Paper only
04/18/2017	236210, 236220, 238210, 335122, 423390, 423610, 9	RFQ - Finish Cabwalk Storage Rooms	Q-17-001	05/09/2017		Closed	Paper only



Categories

Selecting multiple categories

\* At least one category must be selected

**Choose Categories** 246 results

#	Category
211130	Natural Gas Extraction
221122	Electric Power Distribution
221210	Natural Gas Distribution
221310	Water Supply and Irrigation Systems
221320	Sewage Treatment Facilities
221330	Steam and Air-Conditioning Supply
236210	Industrial Building Construction
236220	Commercial and Institutional Building Construction
237110	Water and Sewer Line and Related Structures
237120	Oil and Gas Pipeline and Related Structures
237130	Power and Communication Line and Related
237210	Land Subdivision
237310	Highway, Street, and Bridge Construction

Add  
Remove

No categories chosen

#	Category
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Cancel Done

Use key words related to services you offer in your search

**Choose Categories** concrete 3 results

#	Category
238110	Poured Concrete Foundation and Structure
238120	Structural Steel and Precast Concrete Contractors
327320	Ready-Mix Concrete Manufacturing

Add  
Remove

2 categories chosen

#	Category
238210	Electrical Contractors and Other Wiring Installation
423610	Electrical Apparatus and Equipment, Wiring Supplies,

Cancel Done



**Choose Categories**

99999 1 result

#	Category
999999	ALL CATEGORIES - SELECT TO RECEIVE ALL

Add  
Remove

3 categories chosen

#	Category
238120	Structural Steel and Precast Concrete Contractors
238210	Electrical Contractors and Other Wiring Installation
423610	Electrical Apparatus and Equipment, Wiring Supplies,

Cancel Done

**In selecting ALL CATEGORIES (999999), an email will be sent every time a bid opportunity arises with IAA.**





**Bid Opportunities** Adkins Racing

Keyword:  Category:   
 Stage: All Department: All Clear  
 Bid Type: All Due Date:  to  Search

Search returned 30 results Print

Posted	Category	Project Title	Invitation #	Due Date	Remaining	Stage	Format
09/06/2017	524113, 524114, 541611, 541612, 999999	Health Insurance Broker Services - RFI	17-011	10/09/2017	26 days	Bidding	Electronic only
08/24/2017	238910, 561730, 999999	RFI - On-Call Tree Removal Services and	17-010	09/26/2017	13 days	Bidding	Electronic only
08/30/2017	237990, 238910, 561730, 999999	RFQ for Runway 16-34 Shoulder Repair	Q-17-014	09/25/2017	11 days	Bidding	Paper only
08/25/2017	236210, 237110, 238120, 238220, 238290, 23	Invitation to Bid for IMC IW Tank No 7	I-17-075	09/21/2017	7 days	Bidding	Paper only
08/25/2017	238210, 238220, 238310, 238330, 238350, 23	Invitation to Bid for Frontier Airlines Move	Q-17-010	09/20/2017	7 days	Bidding	Paper only
08/29/2017	237110, 237310, 238110, 238120, 327320, 56	RFQuote for Storm Drain Repair (Q-17-	Q-17-012	09/11/2017		Closed	Paper only
08/28/2017	236220, 237310, 238990, 423320, 999999	RFQuotes T-Hanger Taxilanes Crack	Q-17-019	09/11/2017		Closed	Paper only
08/11/2017	325199, 325998, 561730, 561790, 999999	Various Deicing/Anti-Icing Chemicals for	17-009	09/11/2017		Closed	Electronic only

Double click to open



**Bid Information** | Line Items | **Documents & Attachments** | Prospective Bidders | Q&A | Addenda & Emails | Bid Results | Project Evaluation | Awards | Comments & History | Summary

Electronic Attachments Document Library File  Attach

#	Title (5)	File Name	Size	Status	Upload Date	Uploaded By	Visible
	Invitation to Bid for Q-17-010	Invitation to Bid.pdf	288.4 kb	On Server	08/25/2017	Cronnon, Ashley	Private
	Q-17-010 Plans	Q-17-010 Drawings 8292017	5.9 mb	On Server	08/29/2017	Cronnon, Ashley	Private
	Q-17-010 Bid Proposal Packet	Bid Proposal Packet.pdf	121.2 kb	On Server	08/29/2017	Cronnon, Ashley	Private
	Q-17-010 Bid Specifications	Bid Specs.pdf	2.3 mb	On Server	08/29/2017	Cronnon, Ashley	Private

**Bid Information** | Line Items | Documents & Attachments | Prospective Bidders | Q&A | **Addenda & Emails** | Bid Results | Project Evaluation | Awards | Comments & History | Summary

Send Ack Reminder Post View Acknowledgements Recall

Addendum #	Posted	Title (1)	Description	Status	File Names
Addendum No. 1 - Q-17-010	09/13/2017	Addendum No. 1 Frontier Airlines	See attached addendum no. 1	Released	Q-17-010 Addendum No 1.pdf



## DBE/MBE/WBE/VBE Program

### ("XBE" Program)

### Current Overall IAA Goals:

Disadvantaged Minority/Women/Veteran <b>Business Enterprises</b>	<b>18%</b> DBE	<b>15%</b> MBE	<b>10%</b> WBE	<b>3%</b> VBE	<b>28%</b> <b>Overall Participation</b>
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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 (goals/commitment/actual)
- IAA Certification Requirements
- Leverage outreach and advocacy opportunities



## Good Faith Efforts

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### (GFE)

**If the supplier diversity goals are not met, the contractor will be required to provide Good Faith Efforts (GFE).**

- GFE's should reflect the plan to attain the goal including identifying potential services and/or supplies to be provided by certified disadvantaged, minority, woman and/or veteran owned businesses.
- GFE documentation must be submitted within three (3) days of notification as the apparent low bidder.
- GFE documentation is subject to review and approval by IAA.
- Failure to provide an acceptable GFE could result in declaring the bid nonresponsive.
- The Special Provisions section of the Specifications provides details regarding Good Faith Efforts.

## What is the Title VI Program?

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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**

**TITLE VI CLAUSES MUST BE INCLUDED IN ALL CONTRACTS:**

***The Federal Aviation Administration (FAA) requires the airport sponsor –as a recipient of federal financial assistance– and any of it's lessees; concessionaires; or CONTRACTORS to ensure that there is nondiscrimination in all of their operations***

## Title VI Requirements

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49 CFR Part § 21

Nondiscrimination in federally-assisted programs

**Title VI Clauses Must be included in all Contracts. Title VI requirements will be provided by IAA:**

- Instruction to Bidders
- Contract General Provisions
- Pre-construction Meetings

***Inclusion of required Title VI contract clauses in subcontracts is subject to verification***

# Bonding Education Program



## U.S. Department of Transportation

Office of Small Business

# BONDING EDUCATION PROGRAM (BEP)

A partnership with the Surety & Fidelity Association of America



U.S. Department  
of Transportation



MOORE SURETY BONDS AGENCY



Indianapolis  
Airport  
Authority

The USDOT's Bonding Education Program (BEP) is designed to provide the tools and resources needed to compete for projects, specifically the fundamentals of bonding, and the importance of construction accounting.

Great Lakes Region Small Business Transportation Resource Center



## Construction Trades used on IAA Projects

Grading  
General Earth Work  
Asphalt  
Concrete  
Building Construction  
Electrical  
Mechanical  
Roofing  
Fencing  
Utilities  
Maintenance of Traffic in Support of Construction  
Plumbing  
Miscellaneous





## **Construction Financial Requirements**

### **Bid Guaranty – Bid bond or certified check of 5% of bid amount provided by prime**

- Held until contract awarded by IAA Board

### **Performance and Payment Bonds - 100% of contract**

- Performance for work
- Payment for payments to subcontractors and suppliers

### **Retainage - 5%**

- Held if more than one payment for the project
- If project less than \$200,000 held by IAA. IAA does not pay interest.
- If project is more than \$200,000 held in bank escrow account or by IAA at contractor's request. IAA does not pay interest.





## **Construction Insurance Requirements**

### **Workers Compensation per State Requirements**

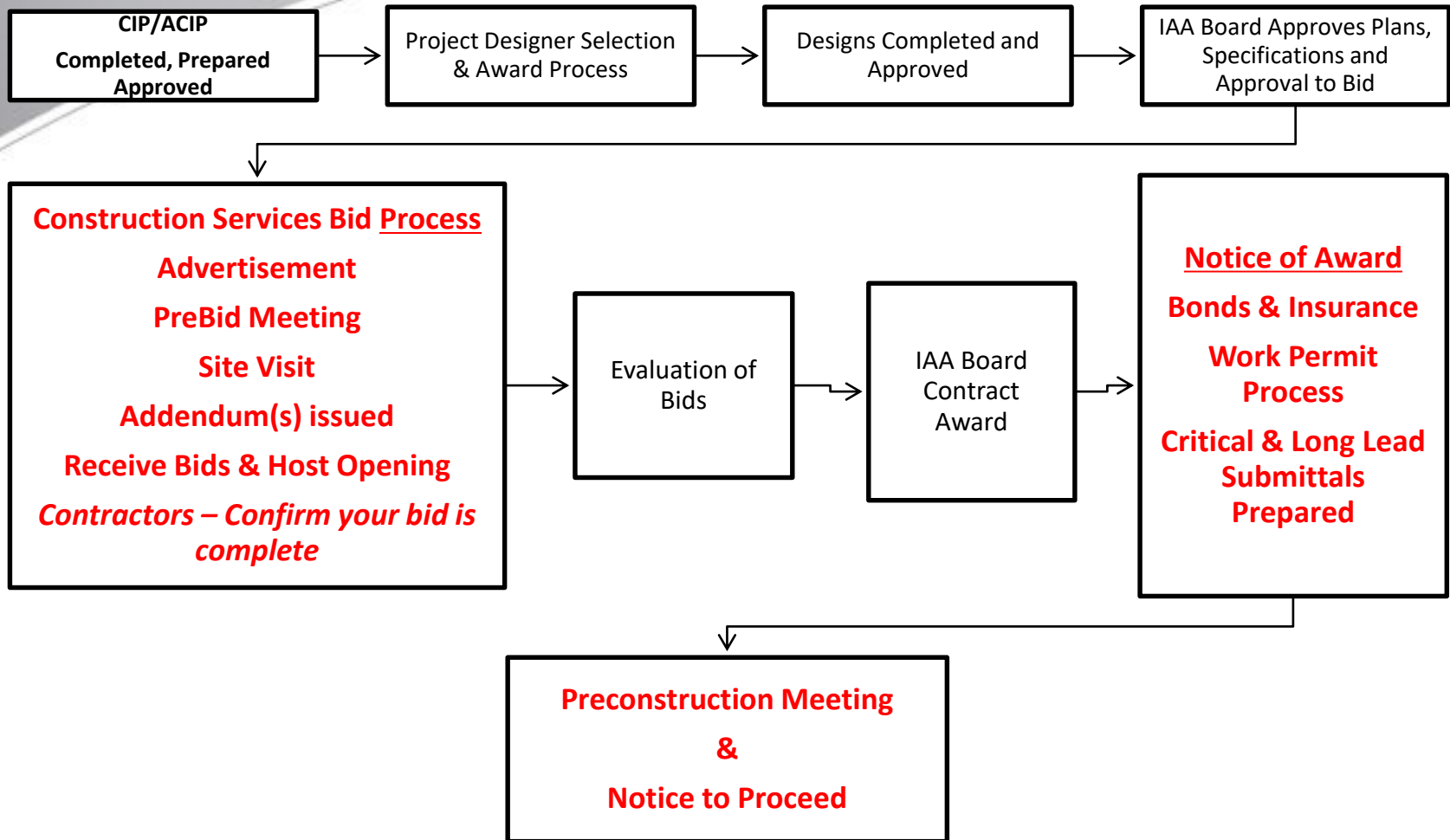
#### **At Indianapolis International Airport**

- \$10 million liability insurance for airfield work
- \$5 million liability insurance for landside work

#### **At the Reliever Airports**

- \$5 million liability insurance

# Typical Project Startup & Award Process





## Work Permit

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- Submit at least **2 weeks prior** to anticipated start.
- **No work can be started prior to work permit being submitted and approved!**
- **Documentation needed for Work Permit**
  - Completed work permit application
  - Certificate of Insurance with IAA as additional insured on liability coverage
  - Security plan if in secured area
  - Written confirmation of utility locates, public, IAA and FAA
  - Project description
  - Project start and completion dates
  - Name, address, and phone number of contact person
  - Hot works if necessary
- **Work permit is in addition to any and all other required permits, licenses, certificates, etc.**



### Activities During Construction

- Testing requirements vary by project
- Testing requirements identified in specifications
- FAA and INDOT specifications and pay requirements vary, **READ the SPECIFICATIONS**
- Contractor hires and manages quality control testing
  - Copy of results provided to IAA
- IAA hires and coordinates Quality Assurance Testing
  - Copy of results can be available to contractor upon request



## Project Closeout

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### Closeout Documents

- Final inspection/punch list complete
- Security badges returned (if applicable)
- Written One (1) Year Warranty (unless otherwise specified)
- As-Built Drawings received by IAA
- Operation/Equipment Manuals provided to IAA (if applicable)
- Written request for release of retainage
- XBE Subcontractor Utilization Report complete
- Final Waiver of Lien letters received
- Payrolls reports including subcontractors received
- 10 month walk-thru



## Project Success

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### Elements of a Successful Project

- Contractor ready to promptly begin work after Notice to Proceed
- Realistic, achievable schedule submitted and then executed
  - Shop drawings and submittals in a timely manner especially long lead items
  - Complete, **SATISFACTORY QUALITY CONTROL PROGRAM**
- Contractor accounts for weather as specified in construction documents to complete project on time
- No assumptions, use Request for Information (RFI) to have questions addressed
- Thorough, complete documentation provided with invoices, requests for change, change orders, daily reports, etc.
- Certified payrolls submitted timely when there are wage rates
- **Quality work product per construction documents**



## Pre-Construction Meetings

### **Project Manager Schedules After Contract is Executed by IAA Board**

#### **Documentation Needed at Meeting or Before**

- Initial project schedule (within 10 days of executed contract)
- Schedule of values in Excel format
- Supplier A&B Forms for Prime and D/M/W/VBE Subcontractors
- Contractor emergency contact list (24/7)
- Escrow/Retainage letter identifying where retainage is to be held
- Prolog / Converge (electronic project manager) enrollment
- **Work Permit Application with certificate of insurance and safety/security plan**
- Title VI language in subcontracts (subject to verification)

# IAA's Capital Program

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## *2019 – 2020 Capital Program*



## Potential IND Projects

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### 2019-2020

- Parking Garage Expansion
- IMC - Hangar Door Rehabilitation
- Storm Drainage Corrections - Davis Creek Outfall
- IND Fuel Farm Expansion
- Deicing Control Facilities Improvements
- Terminal Apron Joint Rehabilitation and Repair
- IMC - Fire Alarm Panel Replacements
- Construct Covering over Outdoor Parking Ticket Stations
- Terminal Back-Up Heating and Cooling
- Bldg. 611 thru 615 - HVAC, Parking Lots, & Water System
- IMC - Replace Victaulic Fire Suppression Piping

## Potential IND Projects (cont'd)

2019-2020

- AOC Data Center HVAC Right-sizing
- CEP - CoGen Analysis
- Parking Garage Improvements - Future Years
- Rehabilitate Airport Roads & Lots - Future Years
- Parcels 2-4 Infrastructure
- Rehabilitate Hangar Access Taxiways
- Parking Garage Electric Charging Stations
- Install Traffic Signal - West Perimeter & North Service Rd
- Parking Master Plan Implementation
- Demolition of Buildings: 18, 24 & 25
- Pavement Management: Airfield Rehabilitation Program
- Col. Weir Cook Parking Capacity Dynamic Signage

## Potential Reliever Airport Projects 2019 - 2020

- Install Perimeter Fence - Indy Regional
- Corporate Hangar Development Infrastructure - Indy Regional
- Maintenance Area Pavement - Indy Regional
- Rehabilitate Northwest T-Hangar Parking Lot - Eagle Creek
- Install Perimeter Fence - Eagle Creek
- Install Perimeter Fence Phase III - Metro
- Construct T-Hangars - Metro
- Rehabilitate Parking Lot - Metro
- Rehabilitate Building Exterior/EIFS - Heliport



## Questions



**Indianapolis Airport Authority  
Planning & Development Dept.  
Construction Outreach Presentation  
February 26, 2019**



Indianapolis Airport Authority

# THANK YOU!

## Sponsors

**AECOM HUNT**



**Glenroy  
Construction**





# Exhibitors

# THANK YOU!

