

ADDENDUM NO.1

July 16, 2010

INDIANAPOLIS INTERNATIONAL AIRPORT Request for Proposals Part 139 Safety Management System (SMS) Implementation

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TO: All Potential Respondents

The following addendum items modify, change, delete from or add to, the requirements of the June 28, 2010 Request for Proposals (RFP). The articles contained in the addendum take precedence over the requirements of the previously published RFP. Where any article of the RFP is modified or any paragraph, subparagraph or clause thereof is modified or deleted by the articles contained in this addendum, the unaltered provisions of that article, paragraph, subparagraph or clause shall remain in effect.

Item No. 1 – Respondent Questions

- A. **Question:** Does the copy of a proposed subcontract or a letter of agreement of the firms involved count against the 20 page limit?

Answer: Similar to the cover letter referenced in Section 2.2, copies of the subcontracts or letters of agreement can be excluded from the 20 page limit requirement. Any experience, resumes or other applicable information about a subcontractor must be included within the 20 page submittal.

- B. **Question:** How do the DBE, MBE, and WBE (XBE) percentage goals apply to the project costs, in particularly procurement of hardware and software or travel costs?

Answer: The Indianapolis Airport Authority (IAA) would like to ensure that wherever possible the Respondent considers DBE, MBE and WBE participation (XBE Participation) to meet and or exceed the stated DBE, MBE and WBE goals. The percentage goals are calculated based on total project costs. Only 60% of applicable supply costs (supplies purchased from an XBE) can be attributed towards meeting the goal.

- C. **Question:** Section 1.5 Contract Obligations is the 60% flexible, assuming 50% would be the minimum for the prime consultant? Is the percent calculated on consultant work or total project costs that would include expenses?

Answer: If it is in the Owner's best interest, the Owner will consider proposals where the prime consultant conducts at least 50% of the work based on the fee (labor and project related expenses such as supplies or equipment; travel costs can be excluded from the percent of work calculation). Selected Respondent should anticipate details of the percentage of participation by the prime and subcontractors will be finalized in the course of contract negotiations.

D. **Question:** Can we see a copy of IAA's Safety Management Manual to better understand the processes developed that need to be followed?

Answer: As identified in Section 1.1, copies of the relevant documents will be provided to the selected respondent. Prior knowledge of these documents will not be a consideration in evaluating the proposals.

E. **Question:** Does IAA have an existing data collection program in place? How can employees submit safety events?

Answer: Since 2010, the IAA uses a database to track employee injuries, vehicle accidents, and property damage. Employees submit data using electronic or hard copy forms.

F. **Question:** Several questions were received related to current IAA staffing and safety management practices.

Answer: The IAA is fully committed to the safety of operations and employees. The IAA employs approximately 500 staff within 27 departments and uses an on-line learning management system as part of employee training. The IAA employs one full time Health, Safety & Claims Manager, who works with the Safety Committee, a group of representatives from each department. The goal of this project is to enhance the IAA's use of SMS.

G. **Question:** How will the proposals be evaluated?

Answer: The proposals will be evaluated based on a maximum of 100 points as identified below.

- Project approach and work plan that describes how the team proposes to accomplish the work in the specified time periods. Include a discussion of any perceived challenges of this project and the proposed plan to resolve them. (Maximum 20 points)
- Project Personnel and Qualification to perform their respective roles including resumes of the Project Manager and key staff members. (Maximum 10 points)
- Recent experience within the last five (5) years with:

- Implementing safety risk management procedures, processes or policies as formulated under an airport SMS manual or other documentation developed for the airport.
- Developing and or implementing of airport specific safety reporting and data collection systems.
- Developing and evaluating safety assurance programs for airports.
- Safety risk assessment including hazard identification and root cause analysis at airport.
- Auditing safety management programs, especially in aviation.
- First, second, or proof of concept studies for SMS as provided by the FAA over the past three (3) years.

(Maximum 42 points, up to 7 points per each of the six (6) categories above)

- Experience in airport operations at Part 139 airports. (Maximum 10 points)
- Supplier Diversity efforts that the Owner should expect to see as part of this project. (Maximum 15 points)
- References (Maximum 3 points)