



Indianapolis Airport Authority

REQUEST FOR PROPOSALS

Solicitation for:

AIRPORT CONSULTING SERVICES
Indianapolis Airport Authority

Issued:
August 13, 2009

Proposals Due:
September 3, 2009

Indianapolis Airport Authority
Request for Proposal – AIRPORT CONSULTING SERVICES

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**REQUEST FOR PROPOSAL
FOR AIRPORT CONSULTING SERVICES**

**SECTION ONE
GENERAL INFORMATION**

1.1 INTRODUCTION

This is a Request for Proposal (RFP) issued by the Indianapolis Airport Authority (Authority). The Authority requires the services of a contractor to provide airport consulting services for the Indianapolis International Airport and its reliever system (four reliever airports and one heliport). It is the intent of the Authority to solicit responses to this RFP in accordance with the statement of work, proposal preparation section, and specifications contained in this document.

1.2 DEFINITIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

Project	AIRPORT CONSULTING SERVICES
Proposal	An offer as defined in IC 5-22-2-17.
Public-Private Act	The Public-Private Agreements Act, IC 5-23-1-1, <i>et seq.</i> , as may be amended from time to time.
Respondent	An offeror as defined in IC 5-22-2-18.

1.3 PURPOSE OF THE RFP

The purpose of this RFP, pursuant to the Public-Private Act, is to invite potential Respondents to submit proposals to provide airport consulting services pursuant to this RFP.

1.4 SCOPE OF THE RFP

This document contains the following information that may be useful to anyone wishing to submit a proposal:

- Section One -- A general description of the many factors affecting the proposal process.
- Section Two -- The specific information covering proposal procedures.
- Section Three -- A description of the services to be provided by any successful Respondent.
- Section Four -- A description of the required format and subject content of any acceptable proposals offered in response to this document.
- Section Five -- A general discussion of the method that will be used by an evaluation team in selecting a Respondent to recommend to the Indianapolis Airport Authority board with whom to enter contract negotiations.
- Appendices -- Details supporting this basic RFP document.

1.5 PROPOSAL DUE DATE AND TIME

All Proposals must be received at the address below no later than 11 a.m. EST on September 3, 2009. All Proposals must be addressed to:

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RFP AIRPORT CONSULTING SERVICES
Rebecca J. Reddick, Procurement Manager
Indianapolis Airport Authority
7800 Col. H. Weir Cook Memorial Drive, Suite 100
Indianapolis, Indiana 46241

All Proposals must be submitted in a sealed envelope clearly marked with RFP AIRPORT CONSULTING SERVICES and the Proposal Due Date and Time. All submittals shall include one complete, original proposal marked "ORIGINAL", four (4) complete copies of the original proposal, and other related documentation required by this RFP as well as an electronic copy on disk. Any proposal received after the Proposal Due Date and Time will be unopened and returned to the Respondent upon request. All rejected proposals not claimed within thirty days of the date of rejection will be destroyed.

1.6 MODIFICATION OR WITHDRAWAL OF OFFERS

Responses to this RFP may be modified or withdrawn in writing or by fax notice to Rebecca Reddick received prior to the exact hour and date specified for receipt of proposals. The Respondent's authorized representative may also withdraw the proposal in person, providing his or her identity is made known and he or she signs a receipt for the proposal. Proposals may not be withdrawn after the proposal due date and time has passed.

Modification to or withdrawal of a proposal received by the Authority after the exact hour and date specified for receipt of proposals will not be considered an acceptable proposal. If it becomes necessary to revise any part of this RFP or if additional data is necessary for an exact interpretation of provisions of this RFP prior to the due date for proposals, a supplement will be issued by the Authority. If such addenda issuance is necessary, the Authority reserves the right to extend the due date and time of proposals to accommodate such interpretations or additional data requirements.

1.7 CONTRACT OBLIGATIONS

Although the Authority anticipates that any Respondent submitting a proposal will provide the major portion of the services as requested, subcontracting by the Respondent is acceptable in performing the requirements of this RFP. Respondents are encouraged to team with the local contracting community in their proposal to this RFP. However, the Respondent must obtain the approval of the Authority before subcontracting any portion of the project's requirements. The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and outline the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal. This RFP is subject to the Authority's Diversity Program. The requirements are explained elsewhere in the RFP.

Any subcontracts entered into by the Respondent must be in compliance with all State of Indiana statutes and be subject to the provisions thereof. For each portion of the proposed products and services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the Authority's evaluation. The Respondent must furnish information to the Authority as to the amount of the subcontract, the qualifications of the subcontractor for

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guaranteeing performance, and any other data that may be required by the Authority. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate Indianapolis Airport Authority officials and such relationships must meet with the approval of the Authority.

1.8 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and, after the contract award, may be viewed and copied by any member of the public, including news and competitors. Respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory exception provision applies. The Authority reserves the right to make determinations of confidentiality. If the Authority does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the Respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the Authority will remove the proposal from consideration for award and return the proposal to the Respondent. The Authority will not determine prices to be confidential information.

1.9 CONTRACT DOCUMENTS

Any or all portions of this RFP and normally any or all portions of the Respondent's response will be incorporated by reference as part of the final contract. Proprietary or confidential material submitted properly (see Section 1.8) will not be disclosed.

1.10 PROPOSAL LIFE

All proposals made in response to this RFP must remain open and in effect for a period of not less than 180 days after the date for proposals. Any proposal accepted by the Authority for the purpose of contract negotiations shall remain valid until superseded by a contract or until rejected by the Authority.

1.11 BUSINESS DIVERSITY PROGRAM

In accordance with policy established by the Board of the Indianapolis Airport Authority, the Executive Director/CEO has determined that there is a reasonable expectation of minority and women-owned business enterprise participation in this Work. Therefore, contract goals of 9% MBE and 5% WBE business participation have been established. All Respondents and all their subcontractors are required to make good faith efforts to meet these goals. Compliance with these contract goals will be considered a demonstration of the Respondent's responsiveness and responsibility. Failure to comply may result in the determination of the Respondent as non-responsible.

The Respondent shall submit, within the proposal, a Business Diversity Utilization Plan or an application for waiver from the contract goals. Failure to provide the Business Diversity Utilization Plan or failure to apply for waiver of the contract goals at the time of proposal submission may result in the disqualification and rejection of the proposal. The Authority reserves the right to verify all information included in the Business Diversity Utilization Plan and in the Application for Business Diversity Program Waiver before making final determinations of the Respondent's responsiveness and responsibility.

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By submission of the proposal, the Respondent thereby acknowledges and agrees to be bound by the requirements of the Business Diversity Program. Questions about the Business Diversity Program can be posed in writing until August 24, 2009.

1.12 DISCUSSION FORMAT

The Authority reserves the right to conduct discussions, either oral or written, with the Respondents determined by the Authority to be reasonably viable to being selected for award. If discussions are held, the Authority may request best and final offers.

The request for best and final offers may include:

- Notice that discussions are concluded.
- Notice that this is the opportunity to submit written best and final offers.
- Notice of the date and time for submission of the best and final offer.
- Notice that if any modification is submitted, it must be received by the date and time specified or it will not be considered.
- Notice of any changes in the Authority's requirements.

The Authority reserves the right to reject any or all proposals received or to award, without discussions or clarifications, a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint. The Authority reserves the right to reopen discussions after receipt of best and final offers if it is clearly in the Authority's best interest to do so and the Executive Director/CEO or designee makes a written determination of that fact. If discussions are reopened, the Authority may issue an additional request for best and final offers from all Respondents determined by the Authority to be reasonably susceptible to being selected for award.

Following evaluation of the best and final offers, the Authority may select for negotiations the offers that are most advantageous to the Authority, considering price or cost and the evaluation factors in the RFP.

The Authority also reserves the right to conduct clarifications to resolve minor issues. If only clarifications are sought, best and final offers may not be requested. The Authority retains sole authority to determine whether contact with Respondents is for clarification or discussion.

1.13 TIMELINE

The following timeline is intended to illustrate the anticipated time line for the RFP.

<u>ACTIVITY</u>	<u>COMPLETION DATE</u>
RFP available	August 13, 2009
Written questions due	August 24, 2009
Written responses to questions released	August 27, 2009
Proposals due	September 3, 2009
Selection recommendation to Executive Director/CEO	September 14, 2009
Final negotiations with selected Respondent	September 15 – 25, 2009
Anticipated Contract Execution	No later than September 30, 2009

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1.14 SALES TAX

The Respondent's proposal pricing should not include Sales Tax for the State of Indiana.

END OF SECTION ONE

SECTION TWO PROPOSAL PROCEDURES

2.1 INQUIRIES ABOUT THE RFP

All inquiries and requests for information affecting this RFP must be submitted in writing to:

AIRPORT CONSULTING SERVICES RFP
Rebecca J. Reddick, Procurement Manager
Indianapolis Airport Authority
7800 Col. H. Weir Cook Memorial Drive, Suite 100
Indianapolis, IN 46241
E-mail: rreddick@indianapolisairport.com

no later than 11:00 a.m. EDT on August 24, 2009. The Authority reserves the right to determine whether any questions should be answered. If responses are provided, the responses will be written. Copies of the written responses will be issued via Addendum and available on the Indianapolis International Airport website and/or distributed to all prospective Respondents who are known to have received a copy of the original RFP. No negotiations, decisions or actions shall be initiated by any Respondent as a result of any verbal discussion with any consultant of the Authority or with any Authority employee.

Inquiries are not to be directed to any consultant or staff member of the Authority. Such action may disqualify Respondent from further consideration for a contract as a result of this RFP. The use of e-mail to rreddick@indianapolisairport.com or faxing to 317.487.5079 for submitting questions is encouraged.

Any addendum to this RFP document will be available at www.indianapolisairport.com.

2.2 PROPOSAL SUBMISSION

One original and four (4) copies of the proposal, as well as one electronic copy on disk, for the AIRPORT CONSULTING SERVICES scope must be received by the Authority's office on or before the due date and time for proposals as specified. Each copy of the proposal must follow the format indicated in Section Four of this document. Unnecessarily elaborate brochures or other presentations, beyond that sufficient to present a complete and effective proposal, are not desired.

2.3 CONTRACT NEGOTIATIONS

After recommendation of a selected Respondent by appropriate officials of the Indianapolis Airport Authority, contract negotiations will commence. The contract will be based on the contract as it appears attached. If at any time contract negotiation activities are determined to be ineffective by the Authority, the Authority will cease all activities with that Respondent and begin contract negotiations with the next highest ranked Respondent. This process may continue until either both the Respondent and the Authority execute a completed contract or the Authority determines that no acceptable alternative proposal exists.

END OF SECTION TWO

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SECTION THREE PRODUCT SPECIFICATIONS

3.1 PURPOSE

The Indianapolis Airport Authority desires a contractor to provide airport consulting services to Indianapolis International Airport.

A particular focus of the Authority is the 12/31/2010 expiration of its airline use and lease agreement and the negotiation of a new agreement with the airlines, which will likely begin in the fall of 2009. The Authority seeks that the following items be addressed with relation to this matter:

- A. Consultant may be asked to provide information on current airport industry practices related to airline use agreements and provide analysis to support recommended business agreement strategies to align with the Authority's strategic plan.
- B. Consultant will likely be asked to assist in the negotiation of the agreement; negotiating both financial and legal terms.
- C. Consultant will likely be asked to assist in drafting the use and lease agreement. This component may be offered separately by a qualified law firm or as part of a proposal to provide all airport consulting services requested.

In addition, there are other potential areas for airport consulting services, these include, but are not limited to:

- D. Report of the Airport Consultant - Consultant will prepare a report to be included in the Authority's Official Statements in connection with the issuance of bonds. The Report of the Airport Consultant describes the economic basis for air traffic at the Airport, historical trends in airline traffic, and key factors that may affect future airline traffic. Such report also presents airline traffic and financial forecasts for future fiscal years and sets forth the assumptions upon which the forecasts are based.
- E. Estimates and Financial Projections - Pursuant to the Authority's Revenue Bond Resolution, the Consultant shall issue a report, prior to the issuance of additional bonds, estimating the gross revenues, operation and maintenance expenses, and required deposits to other funds and accounts.
- F. Competitive Position- Consultant may be asked to advise the Authority on how to view or evaluate the Airport's competitive position with other airports, both in this region and elsewhere, and how to consider or influence the relative competitive positions of tenants at the Airport's terminal.
- G. FAA Policy on Rates and Charges - Consultant may be asked to aid the Authority in interpreting the FAA policy on Rates and Charges in analyzing or defining the Airport's rate and charges policy.
- H. Airport Service Facilities - Consultant may be asked to develop rate structures for airport service facilities that include capital recovery, etc.
- I. Presentations – Consultant may be asked to assist and participate in presentations to rating agencies, investors, issues and underwriters as requested.

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The Authority encourages Respondents, in their proposals, to be as creative as possible regarding cost, as cost efficiency will be a consideration in determining whether a contract(s) will be awarded based on responses to the RFP.

3.2 LENGTH OF CONTRACT

The contract term will be for a five (5) year period from the date of a fully executed contract, three (3) initial years with two (2) additional one year terms, at the sole discretion of the Authority.

3.3 PRICING

Given your firm's estimated scope of work and staffing, include your firm's proposed fee structure. Proposals should be structured with compensation based on time and materials. Please provide a schedule of the hourly billing rate for the personnel list in response to section 4.4.3, as well as a list of the types and estimated amount of expenses for which you would expect to be reimbursed.

The Authority requires the pricing associated with this RFP be a firm proposal price that must remain open and in effect for a period of not less than 180 days from the final proposal due date.

3.5 MINORITY, WOMEN AND DISADVANTAGED BUSINESS

Proposals must contain an explanation as to what efforts will be used to employ minority and women businesses in the fulfillment of a proposed contract in response to this RFP. Please see Section 1.12, Section 4.3.11, and Section 4.5, for more information.

3.6 BUY AMERICA

Each proposal must contain an explanation of what steps will be used to encourage the use of American-made products in the fulfillment of a proposed contract in response to this RFP.

3.7 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq. and 47 U.S.C. 225).

3.9 LOCAL BUSINESS PARTICIPATION

Proposals must contain an explanation as to what efforts will be used to employ local businesses in the fulfillment of a proposed contract in response to this RFP. This applies to both Part One and Part Two of the proposal.

END OF SECTION THREE

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SECTION FOUR PROPOSAL PREPARATION INSTRUCTIONS

4.1 GENERAL

To facilitate the timely evaluation of the proposal, a standard format for proposal submission has been developed and is documented in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal or the proposal may be rejected.
- The transmittal letter should be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.
- The proposal must be no longer than 15 pages of 10 pt. type with margins at minimum of 1" (the Authority welcomes double-sided print).
- The Authority may, at its option, allow all Respondents a five-calendar-day period to correct errors or omissions to their proposals. Should this necessity arise, the Authority will contact each Respondent affected. Each Respondent must submit written corrections to the proposal within five calendar days of notification. The intent of this option is to allow proposals with only minor errors or omissions to be corrected. Major errors or omissions, such as the failure to include prices, will not be considered by the Authority as a minor error or omission and may result in disqualification of the proposal from further evaluation.

4.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

4.2.1 Summary of Ability and Desire to Supply the Required Products and Services

The transmittal letter must briefly summarize the Respondent's ability to supply the requested products and services that meet the application requirements defined in Section Three of this RFP. The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and services subject to the terms and conditions set forth in the RFP including, but not limited to, the Authority's contract.

4.2.2 Proposal Life

A statement must be included that indicates the length of time during which the Authority may rely on all proposal commitments. The Authority requires that this period of time not be less than 180 days from the due date for submission of proposals. Any proposal accepted by the Authority for the purpose of contract negotiations must remain as committed through the contract negotiation period.

4.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations must sign the transmittal letter. Such person's authority to so act must be consistent with the information contained in Section 4.3.9 of this RFP.

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4.2.4 Other Information

This item is optional. Any other information the Respondent thinks should be considered in the evaluation of prospective airport consultants may be briefly summarized.

4.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as "optional."

4.3.1 General

This optional section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the Authority's successful acquisition of the products and services requested in this RFP.

4.3.2 Respondent Company Structure

The legal form of the Respondent's business organization, the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and services in the United States must be described in more detail than other components of the organization. If the Respondent is a team of multiple organizations, the teaming arrangement must be described in this section.

4.3.3 Facilities and Resources

- A. Describe any airline use and lease agreement negotiations your firm has been a part of negotiating in the past three (3) years. Specify the individuals in your firm who were involved in these negotiations and their roles, specifically noting responsibility for financial modeling and lease document preparation. If your firm is responding only to Section 3.1, C, you need not provide the information requested under items B, C, and D of this subsection.
- B. Describe the experience your firm has had during the past three (3) years in the performance and preparation of aviation consulting and financial feasibility studies as part of bond financing teams for airport revenue bond programs, particularly for medium-sized origination and destination airports. Include a copy of at least one (1) but not more than two (2) financial feasibility consultants reports prepared by your firm within the past two (2) years (these reports will not be included in the page limitation) and specify if the report(s) were included in the Official statement. Specify if your firm participated in rating agency presentations or any meetings with investors. Specify the individuals from your firm who were involved in these assignments and their roles.
- C. List and describe the information that your firm utilizes to prepare a financial feasibility study. In your past experience with similar airports, specify what kind of information has been difficult to obtain and your actions to ensure information is timely and relevant.

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- D. Describe your firm's experience assisting airports in implementing and managing their Passenger Facility Charge (PFC) programs and how that experience is indicative of your firm's abilities to assist the Authority in managing its PFC program. Specify the individuals in your firm who were involved in these projects and their roles.

4.3.4 Sample Contract

A sample contract is included in this RFP and the Respondent shall advise the Authority, in writing, of any specific questions or issues with this contract. The Authority intends to enter into a contract similar to this form.

If the Respondent wishes to include any language other than that discussed in the Business Proposal, this language should be included in this section. For each clause included in this section, the Respondent should indicate that the clause is required by the Respondent in any contract resulting from this RFP and why it is required (if the required clause is unacceptable to the Authority, the Respondent's proposal may be considered unacceptable) or indicate that the clause is desired (but not required) by the Respondent in any contract resulting from this RFP.

4.3.5 Company Financial Information

This section should include the Respondent's income statement and a balance sheet for each of the two most recently completed fiscal years. If the organization includes more than one product division, separate financial statements must be provided for the division responsible for the development and marketing of the requested products and services.

4.3.6 Pricing and Charges

The Authority requires the pricing associated with this RFP be a firm proposal price that must remain open and in effect for a period of not less than 180 days from the proposal due date as well as any extensions agreed to in the course of contract negotiations.

Only pricing filed in accordance with the RFP instructions will be used to calculate the Authority's costs for evaluation and payment purposes.

The selected Respondent will be responsible for all delivered products and services offered in the proposal at the prices listed on their pricing page. The Authority will not be liable for any charges beyond those detailed in the proposal.

4.3.7 References

The Respondent should include a list of at least three clients for whom the proposed members of your team (as requested in section 4.4.3) have provided products and services that are the same or similar to those products and services requested in this RFP. The more similar the referenced products and services are to those requested in this RFP; the greater weight will be attached to the references in the Authority evaluation process. Respondent should provide names, phone numbers and e-mail addresses for those individuals referenced.

4.3.8 Registration to do Business

Respondents proposing to provide the products and services required by this RFP are required to be registered to do business within the State of Indiana by the Indiana Secretary of State. The website address containing the necessary forms can be found at <http://www.state.in.us/icpr/webfile/formsdiv/38784.pdf>. The telephone number of the Office of the Secretary of the State of Indiana is 317.232.6578. This process must be concluded prior to contract negotiations with the Authority. It is the successful Respondent's responsibility to complete the required registration with the Secretary of State. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

4.3.9 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

4.3.10 Subcontractors

The Respondent must list any subcontractors that are proposed to be used in providing the required products and services. The subcontractor's responsibilities under the proposal, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractor is certified as a Minority-Owned or Women-Owned Business Enterprise by the State of Indiana or City of Indianapolis. See Section 1.12, Section 4.5.

4.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into sections as described below. Every point made in each section must be addressed in the order given with the question first stated followed by the Respondent's response. The same outline numbers must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and a paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The reference document must be included as an appendix to the technical proposal with referenced sections clearly marked, this appendix will not be considered as part of the proposal's total page length limit. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the Authority.

4.4.1 Overview of the Proposed Method for Provision of the Requested Products and Services

This overview must consist of a concise summary of the requested products and services proposed by the Respondent in response to this RFP. By reading the overview, the Authority must be able to gain a comfortable grasp at a general level of the products and services to be provided and the methods proposed by the Respondent to provide them. A detailed explanation should be included to understand how the products and services comply with the technical documents of this RFP. Examples

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should be used whenever possible; these items may be included in the appendix and will not be included in the total page proposal requirement.

4.4.2 Project Approach

The description must indicate, at least generally, the manner in which the proposed Consultant will fulfill the requirements of the specifications; as much explanation as possible must be included. Examples should be used whenever possible; these items may be included in the appendix and will not be included in the total page proposal requirement.

The Authority intends that each Respondent provide a detailed and comprehensive description of all Products/Services as specified in Section 3.1 that the Respondent will provide if it enters into a contract pursuant to the RFP.

4.4.3 Personnel Description

Describe the approach used in managing your firm's, and any subcontracting firm's professional resources. Identify the people who will be involved on a day-to-day basis with the Authority and their roles; include summaries of their backgrounds and qualifications. Provide their office addresses, and describe their availability. Identify the Project Manager who will assume day to day responsibility for interactions with the Authority.

4.5 BUSINESS DIVERSITY PROGRAM

Reference Section 1.11 for participation goals. Information shall be submitted on each M/WBE firm in the Respondent's proposal. M/WBE information must include evidence of certification by the City of Indianapolis or the State of Indiana.

4.6 PRICING PROPOSAL

The pricing proposal will include all costs associated with providing all material, labor and equipment necessary to perform airport consulting services at the Indianapolis International Airport.

4.7 ADDITIONAL PROPOSAL INFORMATION

The proposal will include the following required elements:

1. Disclose any potential conflicts of interest.

END OF SECTION FOUR

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SECTION FIVE

PROPOSAL EVALUATION

5.1 PROPOSAL EVALUATION PROCEDURE

The Indianapolis Airport Authority has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated below.

The seven categories of evaluation criteria are as follows:

- Form of Proposal
- Adherence to Requirements
- Quality of the Proposed Approach
- Overall Management Judgment
- Price of Requested Products and Services
- Diversity Participation Plan
- Pricing Proposal Format

Each of these seven categories is described in greater detail in this section.

The procedures for evaluating the proposals against the evaluation criteria may be summarized as follows:

- 5.1.1 Each proposal will be evaluated for form on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements will normally be eliminated from consideration.
- 5.1.2 Each proposal will be evaluated on all evaluation criteria as detailed in section 5.2. The basis of cost will be of primary importance in the evaluation of proposals. Within the proposals, emphasis will be placed on Part One and not the total of the two parts.
- 5.1.3 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous for the AIRPORT CONSULTING SERVICES RFP, taking into account all of the evaluation factors, may be selected by the Authority for further action, such as contract negotiations. If, however, the Authority decides that no proposal is sufficiently advantageous to the Authority, the Authority may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the Authority may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

5.2 EVALUATION CRITERIA

Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category.

5.2.1 Form of Proposal (pass/fail)

Each proposal will be reviewed to determine compliance with the proposal preparation requirements outlined in Section Four of this RFP. Elements considered for evaluation in this area consist of, but are not limited to: adherence to the proposal opening date and time; submission of all required documentation.

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5.2.2 Adherence to Requirements (pass/fail)

This category will include scored evaluation criteria based on the technical response of the Respondent in each proposal.

5.2.3 Quality of the Proposal Approach

This category will address the proposed means of providing the requested products and services. Examples of the criteria to be evaluated in this category consist of, but are not limited to: soundness of the technical approach proposed; extent of local business and diversity participation; demands placed on Authority personnel by the proposed approach; and quality of the proposed project plan. The Authority is interested in realistic and cost-effective proposals with long-term benefits.

5.2.4 Overall Management Judgment

This category will be evaluated on a combination of factors including, but not limited to:

- long-term financial stability, responsibility, and capacity to fulfill required commitments through the term of the contract anticipated as a result of this RFP
- cost of requested products and services
- past Respondent performance and expected future support

The information used for evaluation of this category will come from a number of sources including the technical proposal and business proposal sections of the proposal, references provided by the Respondent and other sources available to the Authority.

5.2.5 Price of Requested Products and Services

This category will be evaluated based on the prices provided in relation to the lowest proposal price of an otherwise acceptable proposal.

5.2.6 Submission of Business Diversity Utilization Plan (pass/fail)

See Section 1.11 and Section 4.5.

5.2.7 Pricing Proposal Format (pass/fail)

The included pricing proposal will follow the format presented.

END OF SECTION FIVE

END OF REQUEST FOR PROPOSAL

August 13, 2009