



**AGENDA FOR PRE-BID CONFERENCE  
AIRFIELD SIGNAGE REPLACEMENT – CONSTRUCTION  
MSCAA PROJECT NO. 18-1415-01  
May 19, 2021 @ 11:00 a.m.**

**1. Introductions, Responsibilities, and Lines of Communication**

- MSCAA – Owner
- Arora Engineers – Designer
- Parsons – Program Manager

**2. Bid Package Submittal**

Sealed bids for Airfield Signage Replacement - Construction will be received by the Memphis-Shelby County Airport Authority (Authority), Procurement Department, 4150 Louis Carruthers Drive, Memphis, TN 38118, until **2:00 PM Local Time on Thursday, June 10, 2021**. Bids will not be received at any other location; *no bids will be accepted after the stated deadline*. Within 30 minutes thereafter, the bids will be opened and publicly read via phone/video conference at (Link: <https://zoom.us/j/92182186486?pwd=Tk03WUIrSXFqWXRTdGllWFZaUk5aZz09>; Phone: 1 (646)-876-9923 / Passcode: 265733; Meeting ID: 921 8218 6486)

BIDS WILL **NOT** BE ACCEPTED AT THE PROJECT CENTER OR AT  
MSCAA OFFICES AT THE TERMINAL!

**IF YOUR COMPANY WILL NOT BE SUBMITTING A BID, PLEASE SEND A  
STATEMENT ON COMPANY LETTERHEAD STATING SUCH;  
INCLUDE PROJECT NAME AND NUMBER.**

**3. General Information**

- Sign-in Sheet
- No contract documents for purchase; all are available for viewing at [www.flymemphis.com](http://www.flymemphis.com).
- Procedure for Questions and Responses
- All questions must be submitted in writing by **12:00 p.m. local time, Tuesday, May 25, 2021** via email to [airfieldsignage@flymemphis.com](mailto:airfieldsignage@flymemphis.com). **Questions not submitted in this manner will not be provided with a formal answer.**
- Anticipated Date Sequence
  - Questions due by 5:00 p.m. local time, **Tuesday, May 25, 2021**.
  - Q&A w/ Final Addendum posted to the website not later than **Tuesday, June 1, 2021**.
  - Bid Opening: **Thursday, June 10, 2021 at 2:00 p.m. local time** - LATE BIDS WILL NOT BE ACCEPTED – NO EXCEPTIONS; within 30 minutes thereafter, the bids will be opened and publicly read via phone/video conference at (Link: <https://zoom.us/j/92182186486?pwd=Tk03WUIrSXFqWXRTdGllWFZaUk5aZz09>; Phone: 1 (646)-876-9923 / Passcode: 265733; Meeting ID: 921 8218 6486)
  - Board approval- July 2021
  - Contract Review/Execution – July 2021
- General Project Scope

**4. Procedures, Protocol, & General Contract Requirements**

- DBE Requirements – 00445 – goal has been set at 24%
- Federal Contract Compliance
- Wage Rate Requirements
- Owner-Controlled Insurance Program (OCIP) & Safety Requirements - 00801
- General Security Requirements - 00802
- Project Specific Safety Requirements
- Contractor's Project Schedule – section 01320
- Site Control – Cleaning/Dust and Debris – section 01741
- Affidavit of Contractor – section 01771

**5. Scope, Phasing, & Technical Review**

- Project Phasing and Constraints – section 01100
- Liquidated Damages – section 01100
- Contractor Access and Staging Area
- Addendum Items to Date
- Technical Discussion

**6. Informal Question and Answer Session**