

**PROPOSAL INFORMATION**  
**MSCAA PROJECT NO. 19-1423-10-01**

**NAME OF PROJECT:** A BAGGAGE MAKEUP CAROUSEL REPLACEMENT - DESIGN/ BUILD

**BIDS DUE:** Wednesday, November 03, 2021 **TIME:** 2:00 p.m. Local Time

MEMPHIS SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)  
PROCUREMENT DEPARTMENT  
MEMPHIS INTERNATIONAL AIRPORT  
4150 Louis Carruthers Drive  
Memphis, TN 38118 (901) 922-8000

**PROPOSER IDENTIFICATION:**

Proposer \_\_\_\_\_

Address \_\_\_\_\_

**TENNESSEE CONTRACTOR LICENSE INFORMATION:**

License Number \_\_\_\_\_

License Classification Applicable to Project \_\_\_\_\_

License Expiration Date \_\_\_\_\_

Dollar Limit \_\_\_\_\_

**SUBCONTRACTORS (OR PRIME CONTRACTORS) TO BE USED ON THIS PROJECT IN THE BELOW LISTED CAPACITIES:**

Note: Where applicable, one contractor/subcontractor performing electrical, plumbing, heating, ventilation, air conditioning, and masonry work must have its license number, applicable classification, expiration date and dollar limit on the PROPOSAL ENVELOPE containing the PROPOSAL. **Prime contractors** who are to perform the electrical, plumbing, heating, ventilation, air conditioning or masonry work MUST list themselves as "Self-Perform" in the Sub-contractor list below.

	Sub-contractor List	License No.	Applicable Classification	Expiration Date	Dollar Limit
Electrical					
Plumbing					
HVAC					
Masonry					

**BID ENVELOPE**

COMPLETE THIS FORM AND ATTACH IT TO THE OUTSIDE OF THE PROPOSAL ENVELOPE. PLEASE REVIEW INSTRUCTIONS TO BIDDERS/PROPOSERS FOR PROPOSAL DELIVERY AND FOR OTHER INFORMATION AND CONDITIONS. MSCAA RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO REJECT AND DISQUALIFY YOUR PROPOSAL IF YOU, YOUR PARENT, SUBSIDIARY, AFFILIATE, OR PREDECESSOR IN INTEREST OR ANY OF YOUR SUBCONTRACTORS, SUPPLIERS, AND/OR THEIR PARENTS, SUBSIDIARIES, AFFILIATES OR PREDECESSORS IN INTEREST HAVE PENDING LITIGATION OR CLAIMS WITH THE MSCAA.

**LEGAL NOTICE**  
**Request for Proposals**  
**To Provide Design/Build Services**  
**MSCAA Project Number 19-1423-10-01**  
**A Baggage Makeup Carousel Replacement - Design/ Build**

Sealed, priced proposals for **A Baggage Makeup Carousel Replacement - Design/ Build** 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 Wednesday, November 03, 2021**. Proposals will not be received at any other location. Within 30 minutes thereafter, the proposal pricing will be opened and publicly read via phone/video conferencing (Link: <https://us06web.zoom.us/j/84136794460?pwd=QzIJDNEb2tONHBCUFdEeW0xSnRMUT09>; phone: (646) 876-9923 ; meeting ID: 841 3679 4460; passcode: 318811) The Proposal Documents, including a description of the scope of work, the required response format, and additional instructions may be obtained on or after 10/7/2021 online at [www.flymemphis.com](http://www.flymemphis.com).

A Virtual Pre-Bid/Proposal Meeting will be held Wednesday, October 20, 2021 at 11:00 a.m. local time via phone/video conferencing (link: <https://us06web.zoom.us/j/87242949125?pwd=L0t5ZjYzbVhuamJ3SVVmRm1jOFBjZz09>; phone: (312) 626 6799; meeting ID: 872 4294 9125; passcode: 121842). Instructions on Pre-Bid/Proposal Meeting and Site Visit request can be found at <https://www.flymemphis.com/rfps-rfqs>. Attendance at the Pre-Bid/Proposal Meeting is strongly recommended.

All Proposers are responsible for checking the Authority's website up to the submission deadline for any updates, addenda or additional information. The successful Proposer must sign a contract with the Authority that includes Federal Aviation Administration provisions, if applicable, regarding the Buy American Preference, Foreign Trade Restriction, Davis-Bacon, Affirmative Action, Debarment and Suspension, and Drug-Free Workplace, all of which are incorporated herein by reference.

Each Proposal must be made by a contractor licensed in Tennessee and be accompanied by a 5% Proposal Guarantee. The successful proposer must execute a Performance Bond and a Payment Bond in the amount of 100% each of the Contract Price and meet the Disadvantaged Business Enterprise (DBE) participation goal for this project, which is 8%.

The Authority reserves the right to reject any or all responses to this Request for Proposals in whole or in part; to waive any informalities, technicalities, or omissions related to this Request for Proposals; and to reject responses on any other basis authorized by the Authority's purchasing policies.

The Authority is an equal opportunity employer and prohibits discrimination based on the grounds of age, race, sex, color, national origin, disability, marital status, military service, or sexual orientation in its hiring and employment practices and in the admission to, access to, or operation of its programs, services, and activities.

By order of:  
Scott A. Brockman, A.A.E.  
President and CEO  
Memphis-Shelby County Airport Authority

**DIVISION 0 – SECTION 00200****INSTRUCTIONS TO BIDDERS / PROPOSERS**

Instruction for the preparation of proposals and the delivery thereof to the Memphis-Shelby County Airport Authority (MSCAA) are contained in General Provision Section 20 and additionally as follows. Prepare and submit proposals accordingly.

**1. RESERVATION OF RIGHTS:**

MSCAA reserves the right, in its sole discretion, to reject and disqualify the proposal of any bidder that has pending litigation or claims with the MSCAA and to reject the bid when a parent, subsidiary, affiliate, or predecessor in interest of the Bidder has pending litigation or claims with the MSCAA.

MSCAA also reserves the right, in its sole discretion, to reject and disqualify the proposal of any bidder if the bid includes any subcontractor(s) or supplier(s) of any tier that have pending litigation or claims with MSCAA, and to reject the bid when a parent, subsidiary, affiliate, or predecessor in interest of the subcontractor or supplier has pending litigation or claims with the MSCAA.

Bidders/Proposers shall request from MSCAA a list of entities that have pending claims or litigation with MSCAA to avoid including such entities or their parents, subsidiaries, affiliates, or predecessors in interest in their proposal or bid. A list of affected entities may be obtained by a written or telephone request to Development Division at MSCAA, 2491 Winchester Road, Suite 113, Memphis, TN 38116-3856, telephone number (901) 922-8033.

**2. PRE-BID/PROPOSAL CONFERENCE:**

A Virtual Pre-Bid/Proposal Meeting will be held Wednesday, October 20, 2021 at 11:00 a.m. local time via phone/video conferencing (link: <https://us06web.zoom.us/j/87242949125?pwd=L0t5ZjYzbVhuamJ3SVVmRm1jOFBjZz09>; phone: (312) 626 6799; meeting ID: 872 4294 9125; passcode: 121842). Instructions on Pre-Bid/Proposal Meeting and Site Visit request can be found at <https://www.flymemphis.com/rfps-rfqs>. Attendance at the Pre-Bid/Proposal Meeting is strongly recommended.

**3. DRAWINGS AND SPECIFICATIONS FURNISHED TO CONTRACTOR:**

Electronic set of contract and proposal documents are available at <https://www.flymemphis.com/rfps-rfqs> at no cost. Printed copies are not available.

Drawings provided are for design concept/basis of design for design-build project.

**4. REFUSAL OF ISSUANCE OF PROPOSAL FORM TO BIDDERS/PROPOSERS IN DEFAULT AND DISQUALIFICATION OF BIDDERS/PROPOSERS:**

See General Provision Section 20 for disqualification of bidders and bidders in default.

**5. SUBMIT THE FOLLOWING WITH THE BID IN THE MANNER DESCRIBED BELOW:**

- A.
  - (1) Proposal
  - (2) Proposal Guarantee (Required Bid Security)
  - (3) DBE Assurance Statement/Letter of Intent on Bidder's / Proposer's Letterhead for each DBE subcontractor, subcontractors' signatures not required.
  - (4) Written quote or proposal or other communication from each DBE upon which the scope of work and dollar value contained in your Assurance Statements is based with items included in the Proposal either circled and/or highlighted.

- (5) DBE Goals Accomplishment Statement
- (6) Information on All Firms that Provide Bids or Quotes
- (7) Signed addenda (if applicable)
- (8) Summary (on company letterhead) of respondent's proposed team, qualifications, and schedule. Discussions must include:
  - a. Names of all known companies on team (regardless of local or DBE affiliation at all levels of subcontracting, to the best of the respondent's ability.
  - b. Names of all companies on team who have their headquarters in Shelby County, Tennessee. Include percentage of total base bid value allocated to companies who have their headquarters in Shelby County, Tennessee
  - c. Names of all companies on team who have DBE certifications. Include percentage of total base bid value allocated to companies who have DBE certifications.
  - d. Respondent team's (designer and contractor) specialized experience and technical competence in baggage conveyance systems. Provide firm's previous experience (minimum 5 yrs) in similar baggage conveyance projects. Include project size and cost; description of work involved; and baseline schedule target date vs. actual substantial completion date.
  - e. Respondent's proposed total construction duration, if less than the 217-day schedule described in specification 01100. Longer schedules will be considered if adequate explanation and justification is included, however a longer schedule will impact proposal evaluation. If a contract is awarded to a respondent who proposes a shorter total duration schedule, the respondent's schedule in this summary will become the contractual obligation.
  - f. Respondent should identify any additional scope, changes, allowances, and/or contingencies that should be considered as part of this proposal/project. They will be considered, but not part of the evaluation for selection.

B. The following must be submitted within 24 hours of the proposal submittal deadline:

- (1) DBE Assurance Statement/Letter of Intent on Bidder's / Proposer's Letterhead for each DBE subcontractor, subcontractors' signatures required.

See General Provision Section 20, PROPOSAL REQUIREMENTS AND CONDITIONS.

- C. By executing the proposal submittal, the Contractor is confirming that (1) neither the Contractor nor any of Contractor's potential subcontractors or suppliers have pending claims or litigation, arbitration, or other dispute resolution proceedings where the Owner and the Contractor or potential subcontractors or suppliers are parties; or (2) the Contractor has disclosed in writing any such pending claims or proceedings to Owner through its own writing and/or the writing of Contractor's potential subcontractors or suppliers and submitted same to Owner with the proposal submittal.
- D. Bids should be delivered to the following address:

Memphis-Shelby County Airport Authority  
 Procurement Department  
 Memphis International Airport  
 4150 Louis Carruthers Drive  
 Memphis, TN 38118  
 Project No. 19-1423-10-01

The proposal must be sealed and the project number must be included in the address.

Please note that proposals will not be accepted at any other location. Proposals delivered to any other address will be rejected. Within 30 minutes thereafter, the bids proposal pricing will be

opened and publicly read via phone/video conferencing: (Link: <https://us06web.zoom.us/j/84136794460?pwd=QzljTDNEb2tONHBCUFdEeW0xSnRMUT09>; phone: (646) 876-9923 ; meeting ID: 841 3679 4460; passcode: 318811)).

## 6. EVALUATION OF PROPOSALS:

The Owner reserves the right to reject any or all proposals in whole or in part and to waive any informalities, technicalities, or omissions therein.

MSCAA will review all proposals for completeness and adherence to the requirements of this RFP. MSCAA has established the following specific criteria to evaluate RFP responses. Each criteria category will be given a score, based on a compilation of the factors, but the factors are not individually weighted. The Designer and Contractor may be same entity if the qualifications and experience levels allow.

- A. EXPERIENCE AND QUALIFICATIONS OF DESIGNER (0-20 points)
  - (1) Respondent design team's specialized experience and technical competence in baggage conveyance systems.
- B. EXPERIENCE AND QUALIFICATIONS OF CONTRACTOR (0-20 points)
  - (1) Respondent team's specialized experience and technical competence in baggage conveyance systems, including meeting project schedules.
- C. TOTAL PROJECT SCHEDULE (0-10 points)
  - (1) Total Project schedule.
- D. TOTAL PROJECT COST (0-40 points)
  - (1) Total Project price proposal.
- E. M/W/DBE PARTICIPATION (0-10 points)
  - (1) Commitment and ability to meet (or exceed) established DBE Goal.

MSCAA will make a selection based on review of the submitted proposals in accordance with the above criteria.

## 7. NO FINANCIAL INTEREST:

Respondent understands and agrees that no Airport Authority employee or member of the Board of Commissioners shall receive any financial benefit arising out of this proposal or its contract, if awarded, either directly or indirectly. Further, any fees paid to any person or entity by contractor for assistance in obtaining this contract, if awarded, with the Authority must be fully disclosed to the Authority.

## 8. PROTEST:

- A. Any protest must be filed in writing and received by the Authority within seven (7) calendar days of the date of the occurrence of the event that is the subject of the protest, e.g., the opening of responses, the award, or a determination that a respondent is not responsible or that a response is not responsive. Any protest must be actually delivered to the Authority during the business hours of 7:00 AM – 3:30 PM Local Time in order to be deemed to be received by the Authority as required under this Section. A protest must be submitted in hard copy and addressed as follows:

Memphis-Shelby County Airport Authority  
 Attention: Director of Procurement  
 4150 Louis Carruthers Drive  
 Memphis, Tennessee 38118-6613

Any protest sent by telegraphic or facsimile transmission or by email or other electronic means will not meet the filing requirements set forth herein and will not be deemed to be received by the Authority.

No objections with regard to the application, meaning, or interpretation of the specifications contained herein will be considered after the opening of the subject bid.

**END OF SECTION 00200**

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