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Memphis

INTERNATIONAL AIRPORT

Pre-Bid Conference

Valet Canopy Repair– Construction

MSCAA Project No. 19-1423-25-01

Monday, June 27, 2022

Meeting Agenda

- Welcome
- Introductions
- Proposal Package Submittal
- Sign-In Sheet
- Site Visit
- Q&A Process
- Anticipated Date Sequence
- Procedures, Protocol, and General Contract Requirements
- Project Scope, Phasing, and Technical Review
- Q&A Session

USING ZOOM

The image shows a Zoom toolbar with the following icons from left to right: Unmute (microphone with slash), Start Video (video camera with slash), Invite (person with plus), Participants (three people icon with '3'), Share Screen (green screen with arrow), Chat (speech bubble), Record (circle with vertical line), and Leave Meeting (text in red). Below the toolbar, red arrows point from descriptive text to the corresponding icons. The text for 'Unmute' includes two microphone icons, one with a slash. The text for 'Participants' includes a hand icon. The text for 'Share Screen' includes a green screen icon with an arrow.

Unmute
unmute mic only when it's your turn to speak
 

Start Video
turn webcam on/off


Invite

Participants
raise your hand  or view who else is in the meeting

Share Screen
share your screen when it's your turn to present

Chat
join the chat discussion or share links

Record

Leave Meeting
leave the meeting at the end of class

Introductions, Responsibilities, and Lines of Communication

Project Team:

Owner:

Memphis-Shelby County Airport Authority (MSCAA)

Designer:

Renaissance Group/ Barge Design Solutions

Proposal Package Submittals

Bid documents are available online at www.flymemphis.com/rfps-rfqs.

Bid / RFP / RFQ Name	Date Issued	Sealed Bids will be received by:
Valet Canopy Repair - Construction Bid No. 19-1423-25-01	June 21, 2022	July 20, 2022 at 2pm Local Time

BID DOCUMENTS

- [Specifications](#)
- [Drawings](#)
- [Proposal Package](#)

LEGAL NOTICE

Please [click here](#) to download the Legal Notice.

Please monitor www.flymemphis.com for updates, addendums, etc.

Proposal Package Submittals

Proposal Package **Required** Contents:

- Proposal Envelope
- Proposal (Specification 00405)
- Proposal Guarantee (Specification 00410)
- Information on All Firms that Provide Bids or Quotes (Specification 00445) which the scope of work and dollar value contained in your Assurance Statement is based with items included in the Proposal either circles and/or highlighted.
- Signed Addenda (if applicable)

Refer to Specification 00200 – Instructions to Bidders for full instructions

Proposal Package Submittals

Submit proposals to:

MSCAA-Procurement Department
4150 Louis Caruthers Drive
Memphis, TN 38118

Bids due:

Wednesday, July 20, 2022
2:00 PM central time

Approx. 30 minutes after, bids will be opened and publicly read via phone/video conference at

<https://us06web.zoom.us/j/83859256277?pwd=WndjMTBEM2tHZnhTZEFcZGwyR3Nodz09>; Phone: (312)626- 6799; Meeting ID: 838 5925 6277; Passcode: 497011)

Bids are good for seventy-five (75) days



PROPOSAL PACKAGE SUBMITTALS



Procurement Warehouse
4150 Louis Carruthers Drive

Louis Carruthers Drive

Shelby Drive



Louis Carruthers Drive

Sign-In Sheet

- Although this is NOT a mandatory pre-bid meeting; all Prime Contractors who intend to submit a bid are encouraged to sign-in to register their attendance.
- Before leaving the call, please send an email to vcrepair@flymemphis.com stating your name, company name, email address, office and cell phone numbers, and note if you are a prime or subcontractor; **a list of call participants will be available upon request.**



Site Visit

- The project site will be available for inspection **Monday, June 27, 2022**, between **1:00 p.m. - 4:00 p.m.** by **appointment only** to vcrepair@flymemphis.com to schedule an appointment. Each visit will be one **(1) hour** increments and are limited to two persons per company. Include name, email and contact information. If necessary, additional site visits will be added if needed.
- Masks are not required at the Memphis International Airport.
- Potential bidders will meet in the **Terminal B** ticket counter area by the escalators.
- You can park in the garage and walk over to the building; parking passes will be provided.

General Project Scope

The "Work" of this Contract is defined in the Contract Documents is to restore damaged valet canopy at the approaching northwest corner of the upper drive. The work efforts include, removing and replacing damaged purling, aluminum roof panels, laminated glass panels, painting and other efforts as required.

Q&A Process

- All questions **must** be submitted to: vcrepair@flymemphis.com
- Question Deadline: **Thursday, July 7, 2022** by 5:00 p.m. central time.
- Answers will be provided via addendum.
- **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, **Thursday, July 7, 2022.**
- Q&A w/ Final Addendum posted to the website not later than **Monday, July 11, 2022.**
- Bid Opening: Wednesday, July 20, 2022, at 2:00 p.m. local time
- Award/Contract – Precise timing to be determined. General sequence:
 - Identification of selected proposal – July 2022
 - Notice of Intent to Award – July 2022
 - Contract Review/Execution – July 2022
 - NTP – August 2022
 - Completion – September 2022

*Continue to monitor www.flymemphis.com website for addendums after 6/21/2022



Procedures, Protocol, and General Contract Requirements



General Contract Requirements

Joe Claiborne – Business Diversity Development
Regina Armstrong

06/21/2022

MSCAA 19-1423-25-01

DIVISION 0 – SECTION 00445

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

MSCAA operates a federal Disadvantaged Business Enterprise (DBE) Program and a non-federal Business Diversity Development Program (BDDP) to ensure full and fair opportunities in MSCAA contracting for businesses owned by socially and economically disadvantaged individuals. Memphis-Shelby County Airport Authority (MSCAA) administers both programs according to the regulations that apply to the federal program, primarily 49 CFR Part 26. Because the BDDP program applies to contracts involving non-federal funds, not every aspect of 49 CFR Part 26 is relevant to the BDDP program. In most areas, 49 CFR Part 26 will guide our operation of the BDDP including, but not necessarily limited to, rules dealing with certification and counting participation. Only firms that are certified consistent with 49 CFR Part 26 and by the MSCAA or Tennessee Department of Transportation Unified Certification Program (TN UCP), as identified below, will be considered to be certified as a Disadvantaged Business Enterprise.

This section, entitled “Disadvantaged Business Enterprise Requirements” is provided in an effort to assist Respondents. The information contained in this section is not intended to, nor does it, supplement or amend any federal regulation. All Respondents are responsible for compliance with all applicable federal and MSCAA rules and requirements.

It is a requirement that all Respondents providing services for the MSCAA take all reasonable steps to ensure that DBE have a full and fair opportunity to compete for and perform contract work without discrimination on the basis of age, race, sex, color, national origin, creed, religion, sexual orientation or disability. In order to satisfy this requirement, Respondents will be expected to timely submit documentation as identified below and throughout the contract period if selected and cooperate with MSCAA. Failure to timely submit requested documentation, cooperate with MSCAA or answer inquiries truthfully will be considered a material contract breach and may result in termination.

The following documents must be submitted with your response to this solicitation:

DBE Assurance Statement/Letter of Intent. The Respondent must submit an Assurance Statement for each DBE whose participation the Respondent is counting toward the goal. This may include first, second, third and so on tier subcontractors and the Respondent and all subcontractors between the Respondent and the DBE should sign the Assurance Statement. The Respondent must submit this Assurance Statement on Company Letterhead.

For each Assurance Statement, the Respondent must also provide the written quote or proposal from the DBE or other communication from the DBE upon which the scope of work and dollar value contained in your Assurance Statement is based (“quote/proposal”).

For all RFQs using federal monies, the Assurance Statement(s) must still be submitted and list the DBE s to be used and their scope of work, but no dollar amount(s) is entered. Dollar amount(s) will be submitted by the prevailing Respondent upon completion of the selection process.

All portions of the Assurance Statement must be completed (including the description of work, the estimated contract amount, and the estimated dollar value of DBE participation for counting and goal purposes) before the Assurance Statement is signed by either the DBE or the Respondent. If the DBE’s, and if applicable the 2nd/3rd Tier Subcontractor’s, signature(s) can be obtained on the completed Assurance Statement before the bid

ISSUE FOR BID

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General Contract Requirements

DBE Requirements

06/21/2022 MSCAA 19-1423-25-01

Project No. _____

VOLUNTARY DISCLOSURE OF RESPONDENT DATA

For Title VI Compliance, we ask for **voluntary disclosure** of the following information:

Gender: Male
 Female

Race: Caucasian
 Black American
 Hispanic American
 Native American
 ~~Subcont.~~ Asian American
 Asian-Pacific American
 Other (please specify) _____

(DO NOT SUBMIT THIS PAGE ON LETTERHEAD)

00445 ISSUE FOR BID
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General Contract Requirements

Airport Construction Safety Requirements – Section 00801 and 00500-Exhibit D

Aaron Hascher, CM & ACE

MSCAA - Safety Program Manager

06/21/22 MSCAA 19-1423-25-01

DIVISION 0 – SECTION 00801
AIRPORT CONSTRUCTION SAFETY REQUIREMENTS

PART 1 GENERAL

1.01 SUMMARY

A. This section contains the minimum level of safety requirements for construction projects at Memphis International Airport, General DeWitt Spain Airport, and/or Charles W. Baker Airport.

B. Related work:

1. Other contract documents affecting construction safety include, but are not limited to, the DIVISION 0 AND DIVISION 1 specifications.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.01 CONTRACTOR PERSONNEL SAFETY ORIENTATION

A. The Contractor shall be responsible for briefing all construction personnel on the requirements contained in this section prior to their working in the construction area and at periodic intervals throughout the course of the contract. These briefings will be documented in writing.

3.02 SCHEDULING WORK

A. See Specification section 01100, SEQUENCE OF CONSTRUCTION & LIQUIDATED DAMAGES|

B. See General Provision Section 80, Paragraph 80-04, Limitation of Operations.

3.03 CONSTRUCTION SECURITY

A. See Specification section 00802, AIRPORT SECURITY REQUIREMENTS.

3.04 LIMITATION ON CONSTRUCTION

A. The limits of construction, material storage areas, equipment parking and other areas defined as available for the contractor's exclusive use during construction shall be identified and defined by the contractor prior to starting work on the project. Temporary barricades, flagging and flashing caution lights may be required at access points, taxiway crossings and pavement tie-ins. The type markings, barricades and flashing caution lights are designated on the construction plans and must be inspected and approved by the Airport Authority.

B. The Contractor shall store all materials and park construction equipment, when not in use only in the areas designated on the plans or during the pre-construction conference.

C. Stockpiling of dirt and construction materials shall be constrained in a manner preventing movement resulting from jet blast or wind in excess of 10 knots.

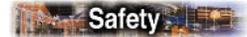
D. Construction debris, waste, spillages or loose material capable of causing damage to aircraft engines, propellers, or landing gear shall not be allowed on active aircraft movement areas. Material meeting this criteria shall be contained and removed immediately from the AOA.

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EXHIBIT D
TO
LUMP SUM CONSTRUCTION CONTRACT
FOR
VALET CANOPY REPAIR – CONSTRUCTION

BY AND BETWEEN
THE MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
AND
(CONTRACTOR NAME)

Construction Safety and Health Guidelines



Revision	Date
1	11/30/2012
2	05/02/2016
3	02/06/2017

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Contract: Contractor Name
Valet Canopy Repair- Construction
MSCAA Project No. 19-1423-25-01

General Contract Requirements

Safety

- Contractor's shall develop their own written site-specific safety and health plans for the Memphis-Shelby County Airport Authority
- Your Safety and Health Plan shall, at a minimum, meet the requirements of 29CFR1926 – Federal OSHA Construction regulations.
- Each Contractor is responsible for protecting the health and safety of its employees and the employees of each subcontractor and sub-subcontractor while ensuring they have a safe and healthful place to work.
- The site-specific safety and health program shall be submitted for approval within fifteen (15) days after the Notice to Proceed for approval to the Project Safety Manager
- Impact of claims will affect the contractor's own experience mod.
- Communications/ Memphis Airport Police are to be contacted in case of emergency: 901-922-8298

General Contract Requirements

Airport Security Requirements – Section 00802

- No Airport Badging Required
- Construction will be on the non-secure areas.
- * Project Specific Security Requirements.

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MSCAA 19-1423-25-01

DIVISION 0 – SECTION 00802

AIRPORT SECURITY REQUIREMENTS

PART 1 GENERAL

1.01 CONTRACTORS SECURITY AND VEHICLE PROCEDURES OVERVIEW

- A. This overview outlines procedures concerning Airport security requirements, vehicle operation, and maintenance requirements for contractors at Memphis International Airport or any airport owned and operated by the Memphis-Shelby County Airport Authority. The sponsor Memphis-Shelby County Airport Authority (Airport Authority), airline, tenant, or concessionaire at the Airport who has hired the contractor is responsible for ensuring the contractor understands and complies with all the rules and regulations. This is a consolidated synopsis of the contractor requirements from the Airport Security Program and the Airport Rules and Regulations.

1.02 DEFINITIONS

- A. **Aircraft** - shall mean any contrivance known or hereinafter invented, used or designed for navigation of or flight in the air.
- B. **Air Operations Area (AOA)** - that part of the Airport used or intended to be used for landing, taking off, surface maneuvering, loading, unloading, or servicing the aircraft.
- C. **Airport** - shall mean the Memphis International Airport and/or the General DeWitt Spain Airport and/or the Charles W. Baker Airport – where applicable.
- D. **Airport Restricted Area** - area of Memphis International Airport that is not intended for public uses or access. These are areas designated by the Airport Authority as restricted areas and clearly identified with signs designating those areas as "RESTRICTED AREA." The restricted area also includes the AOA.
- E. **AOA Driver's Permit** - permit issued by the Airport Authority for operating unescorted motor vehicles on the AOA.
- F. **Construction Restricted Area** - any area, inside or outside of the Airport Restricted Area, which is fenced, or in some like manner defined by the Contractor. The Contractor is responsible for the security of the Construction Restricted Area.
- G. **Director** - shall mean the Director of Operations and Public Safety or his duly authorized representatives.
- H. **Job Site** - a predetermined geographic area with specific boundaries established by the Airport Authority.
- I. **Movement Area** - runways, taxiways, and other areas of the Airport used for taxiing, takeoff, and landing of aircraft, except loading ramps and parking areas.
- J. **Personal Escort** - remaining within sight of the individual under escort at all times while in the Airport restricted areas at a distance not to exceed 20 feet.
- K. **Public Area** - any area within Airport facilities open to the general public.
- L. **SIDA** - Security Identification Display Area.

ISSUED FOR BID

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General Contract Requirements

Contractor's Project Schedule – Section 01320

- At pre-construction meeting, contractor shall provide a copy of project schedule and this schedule will be updated weekly as the job progresses

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DIVISION 1- SECTION 01320

SCHEDULES AND REPORTS

PART 1 GENERAL

1.01 SUMMARY

- A. The work under this Contract shall be planned, scheduled and reported using computerized precedence diagram format of the Critical Path Method in calendar days, unless otherwise specifically provided in the Contract Documents. The Detailed Construction Schedule shall be developed by using the latest revision of Microsoft Project, or approved equal computer software.
- B. Related Work:
1. Documents affecting work of this Section include, but are not necessarily limited to, other Sections of these Specifications.
 2. Other provisions concerning Schedules and Reports are stated to Specification Sections:
01100 – Summary of Work, Sequence of Construction & Liquidated Damages
General Provision Section 60 - Control of Materials
General Provision Section 90 - Measurement and Payment

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

3.01 GENERAL REQUIREMENTS

- A. The Detailed Construction Schedule shall be developed by using the latest revision of Microsoft Project, or approved equal computer software that is compatible with Owner's scheduling software.
- B. The primary objectives of the requirements of this section are:
1. to insure adequate planning and execution of the Work by Contractor;
 2. to assist Owner and Engineer in evaluating the progress of the Work;
 3. to provide a mechanism or tool for use by the Owner, Engineer and Contractor in determining and monitoring any actions of the Contractor which may be required in order to comply with the requirements of the Contract relating to the timely completion of the various portions of the Work
- C. The Detailed Construction Schedule, defined in Paragraph 3.04, shall represent the Contractor's commitment and intended plan for completion of the Work in compliance with the Contract. The Contractor will not:
1. Misrepresent to the Owner its planning, scheduling, and coordination of the work;
 2. Utilize schedules different from those provided to the Owner and Engineer for the direction, execution and coordination of the work;
 3. Utilize schedules which are not feasible or realistic; or

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General Contract Requirements

Environmental Considerations

Lori Morris, MSCAA – Manager of Environmental Services

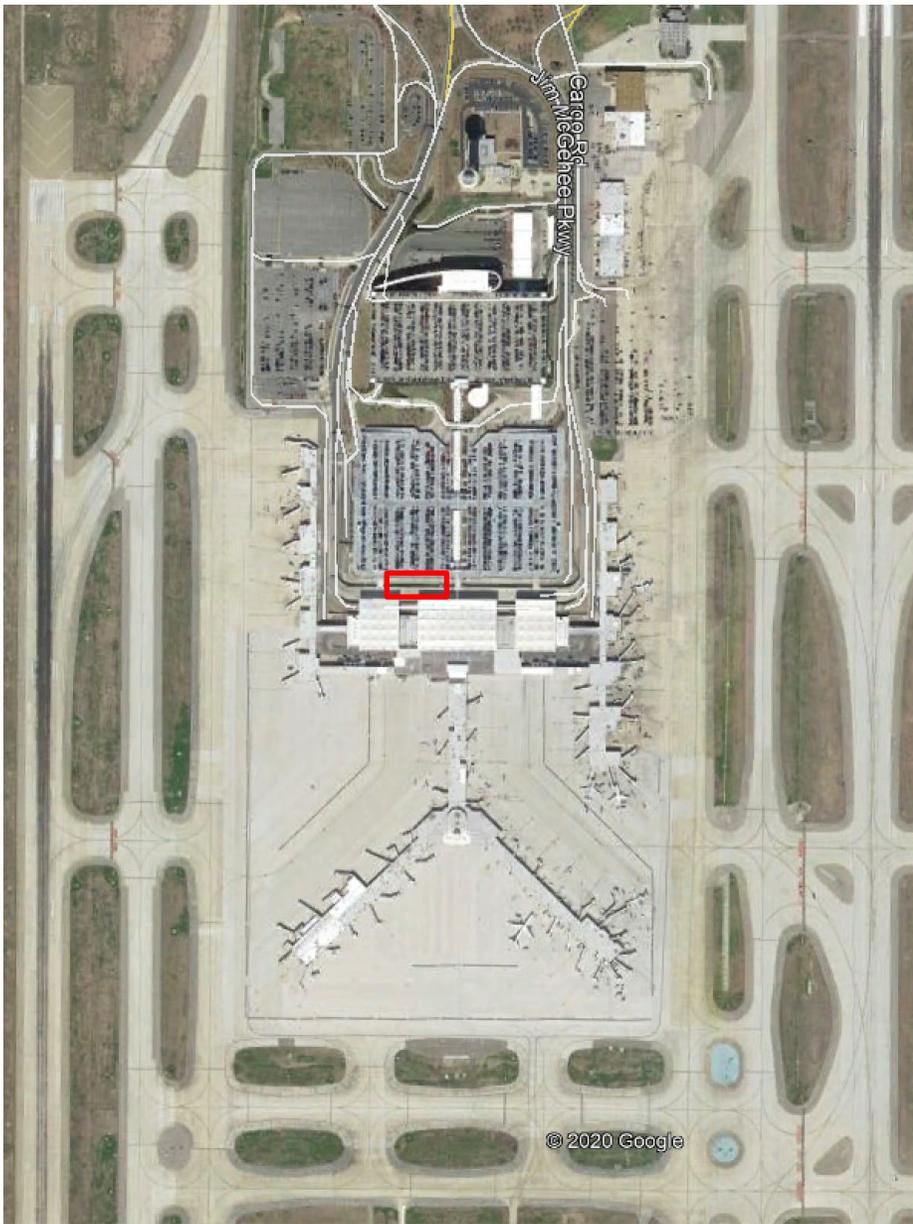
- Cleaning (Section 01741)
- Dust
- Debris

06/21/22	MSCAA 19-1423-25-01
DIVISION 1 – SECTION 01741	
CLEANING	
PART 1 GENERAL	
1.01 SUMMARY	
A.	Throughout the construction period, maintain the site in a standard of cleanliness including mowing of grass as described in this Section. All demolition or construction debris (FOD) shall be confined within the work site at all times.
B.	Related work:
1.	Documents affecting work of this Section include, but are not necessarily limited to, Division 0, Division 1 and other Sections of these Specifications.
2.	In addition to the standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.
3.	In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.
1.02 QUALITY ASSURANCE	
A.	Conduct a daily inspection, and more often if necessary, to verify that cleanliness requirements are being met.
B.	In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.
PART 2 PRODUCTS	
2.01 CLEANING MATERIALS AND EQUIPMENT	
A.	Provide required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.
B.	In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.
2.02 COMPATIBILITY	
A.	Use only cleaning materials and equipment compatible with the surface being cleaned and as recommended by the manufacturer of the material.
PART 3 EXECUTION	
3.01 PROGRESS CLEANING	
A.	General:
1.	Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
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Project Scope, Phasing, and Technical Review

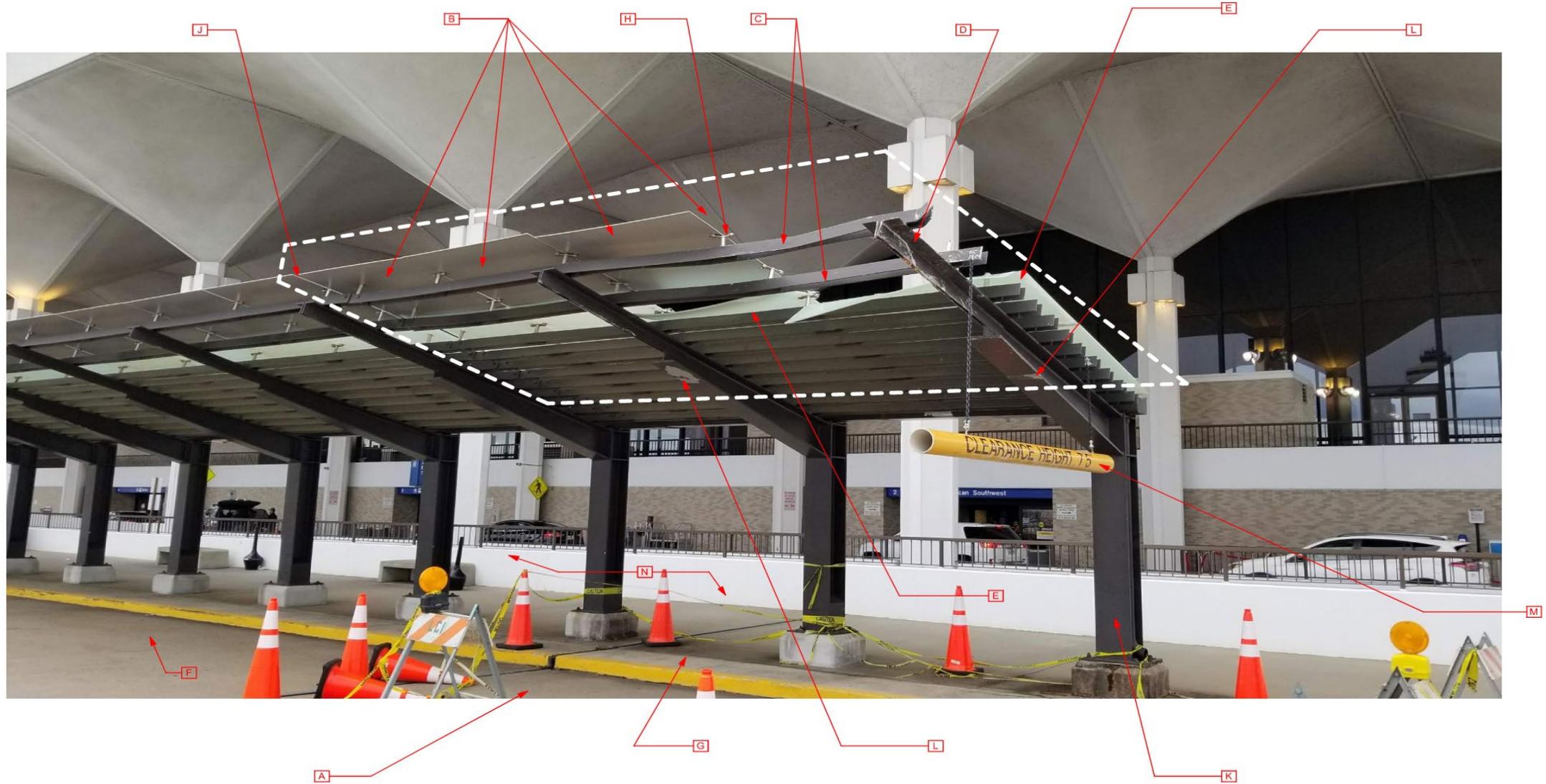




General SOW:

- Restoration of the damaged valet parking canopy leading corner.
- Remove and replace damaged components with new material.







THE DAMAGE IS MAINLY LIMITED TO THE FRONT APPROACHING CORNER AND THE CONNECTED SECONDARY MEMBERS. COORDINATE WITH AIRPORT FOR THE EXACT LIMIT OF THE WORK ZONE TO MINIMIZE DISRUPTION TO THE VEHICULAR TRAFFIC FLOW.



FIELD VERIFY THE EXACT EXTENT OF THE ACTUAL DAMAGE AND REPAIR NEEDED TO ENSURE PROPER FITMENT AND SATISFACTORY OVERALL DAMAGE REPAIR. TOUCH UP OR REPAINT THE STEEL MEMBERS TO MATCH EXISTING ADJACENT FINISH.



DAMAGED LAMINATED GLASS AND ANY LOOSE FASTENERS OR SHARP METAL SCRAPS SHALL BE REMOVED CAREFULLY SO AS NOT TO SCATTER OVER THE VEHICULAR PATH THAT MAY CAUSE TIRE DAMAGE TO PASSING TRAFFIC.



REMOVE DAMAGED STEEL SUPPORT MEMBERS UP TO THE FIRST EXPANSION JOINT. REPLACE WITH EXACT SAME MEMBER. SEE A1.2 AND A1.3 FOR RECORD OF STRUCTURAL AND ARCHITECTURAL DESIGN BY THE ORIGINAL DESIGNER.



THE FINAL COMPLETION OF THE REPAIR SHALL MATCH THE EXISTING ADJACENT CONSTRUCTION. ADJUST THE CLEARANCE BAR TO ENSURE THE PROPER CLEAR HEIGHT IS MAINTAINED.



REPAIR STEEL SUPPORT EXTENSIONS WHEREVER FEASIBLE. IF REPAIR IS NOT POSSIBLE, CUT AND REPLACE WITH THE SAME ORIGINAL DESIGN. PROTECT THE PEDESTRIAN AND TRAFFIC WHEN CUTTING OR GRINDING IS NECESSARY. COORDINATE WITH AIRPORT FOR APPROVAL WHEN WELDING IS NECESSARY TO AVOID PEDESTRIAN EXPOSURE OF BRIGHT LIGHT FROM WELDING ACTIVITIES.

Project Scope of Work

Summary of the Work, Sequence of Construction & Liquidated Damages – Section 01100

Schedule:

Thirty (30) calendar days
for substantial completion) + fifteen (15) days
(closeout/final completion)

Liquidated Damages:

\$500 per day (substantial completion)
\$250 per day (closeout)

06/21/22

MSCAA 19-1423-25-01

DIVISION 1 – SECTION 01100

SUMMARY OF THE WORK, SEQUENCE OF CONSTRUCTION & LIQUIDATED DAMAGES

PART 1 GENERAL

Related Work:

1. Documents affecting work of this Section include, but are not necessarily limited to Division 0 and Division 1 and other Sections of these Specifications.

1.01 SUMMARY

SUMMARY OF WORK

- A. The "Project," of which the "Work" of this Contract is a part, is titled Valet Canopy Repair – Construction, MSCAA Project 19-1423-25-01.
- B. The "Work" of this Contract is defined in the Contract Documents to include the restoration of the damaged valet canopy at the approaching northwest corner of the upper drive. The work efforts include, removing and replacing damaged purlins, aluminum roof panels, laminated glass panels, painting and other efforts as required.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION]

3.01 PROJECT PHASING AND COMPLETION

- A. This is a fixed-duration Contract required to be substantially completed within thirty (30) calendar days from the Notice to Proceed ("NTP") date. The project scope of work is as stated in Paragraphs 1.01 (A) and (B) above. Final Completion of the project shall be within fifteen (15) days of the Substantial Completion Date.

"Substantial Completion" of the project shall be defined as the stage of construction when work is substantially completed and excludes all punch list items, record drawings, O&M manuals, lien waivers, maintenance training, warranties, consent of surety to final payment, and all other required closeout documentation.

"Final Completion" of the project shall be defined as work that is 100% complete including all punch list items, record drawings, O&M manuals, lien waivers, maintenance training, warranties, consent of surety to final payment, and all other required closeout documentation. Final Completion shall include Demobilization.

"Demobilization" shall consist of all activities by the Contractor and subcontractors necessary for 100% completion of the work and final contract closeout as listed above and all cleanup work and operations, including but not limited to, removal of personnel, equipment, contractor-owned stockpiles, supplies, and incidentals from the project site; return of any and all airport-issued security identification badges; cleanup of all offices, buildings, batch plant, staging/lay-down areas, and other facilities; and restoration of all areas to preconstruction condition or better or to other condition as stipulated in the project plans and specifications; completion and delivery to the Owner of all contract closeout documentation and any other documentation request by Owner, including but not limited to, Operations and Maintenance Manuals, Warranties, Final

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Q&A Session



Q&A Session

Remember to submit questions via e-mail to vcrepair@flymemphis.com to receive a formal answer. MSCAA will not warranty any other kind of answer.

Question deadline: 5:00 p.m. central time, **Monday, July 7, 2022.**



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INTERNATIONAL AIRPORT