



TAKE OFF WITH US

Memphis

INTERNATIONAL AIRPORT

Pre-Proposal Conference

Parking Guidance System – Construction

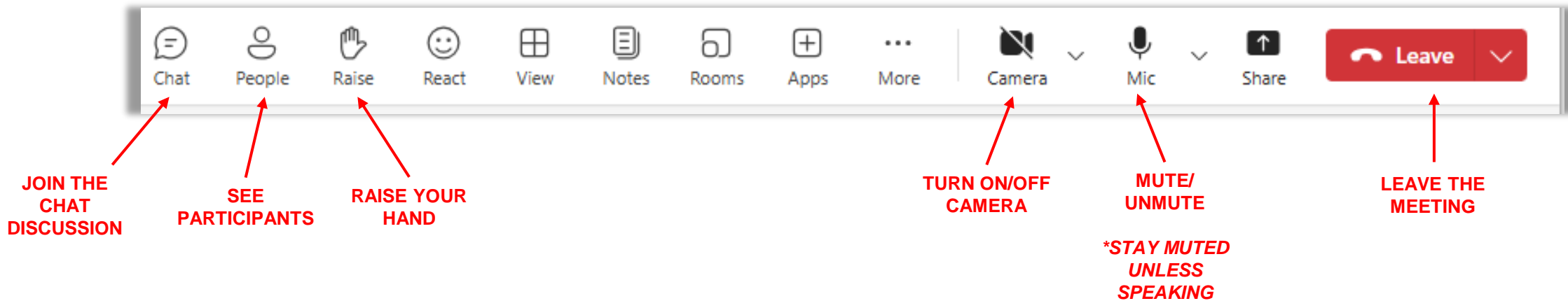
MSCAA Project No. 24-1477-00

Tuesday, February 11th, 2025

Meeting Agenda

- Welcome
- Introductions
- Sign-In Sheet
- Recap from 1st Solicitation
- Goals & Objectives
- Proposal Package Submittal
- Q&A Process
- Anticipated Date Sequence
- Procedures, Protocol, and General Contract Requirements
- Project Requirements and Technical Review
- Q&A Session
- Site Visit

Using Microsoft Teams



Introductions, Responsibilities, and Lines of Communication

Project Team:

Owner:

Memphis-Shelby County Airport Authority (MSCAA)

- Brian Tenkhoff – MSCAA, Director of Development
- Tom Power – MSCAA, Engineering Project Manager
- Lori Morris – MSCAA, Director of Terminal Operations
- Patrick Rice – MSCAA, Manager of Parking and Ground Transportation
- Antonio Velez – MSCAA, Grounds Transportation Systems Engineer

Program Manager:

Parsons

- Scott Agans – Parsons, Principle IT Specialist
- Derek Kiley – KDK Parking Advisors



Sign-In Sheet

- This is a **MANDATORY** Pre-Proposal Conference, Virtually or In-Person for ALL Perspective Proposers
 - In-Person Site Visit is **MANDATORY** (if you did not attend the first pre-proposal conference/site visit on October 9, 2024)
- In-Person Attendees **MUST** use the Sign-in Sheet
 - Located in the Board Room
- Virtual Attendees **MUST** use Teams Chat
 - Include your name, company name, email address, contact number
- Attendee List (name/company name only) will be posted via project website after the Pre-Proposal Conference.
 - Attendee List with contact information is available upon email request

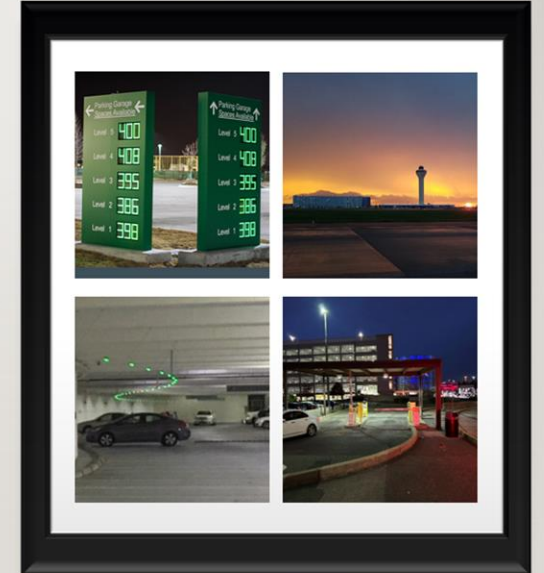
Recap from 1st Solicitation

- During 1st solicitation we identified some scope related items that needed to be confirmed.
- Ultrasonic Sensor Technology allowed in new RFP.
- Determined project would be more appropriate for Development to manage as construction project.
- RFP updated to reflect project requirements and scope.
- MSCAA Construction Contract being utilized for this project.

PRE-PROPOSAL MEETING

PARKING GUIDANCE SYSTEM

- Mandatory meeting in Authority's Board Room
- Mezzanine Level
- Terminal B
- Memphis Int'l Airport
2491 Winchester Road
Memphis TN 38116



Memphis Shelby Airport Authority / MSCAA

1st Pre-Proposal Meeting held October 9, 2024

Goals & Objectives

The Authority has two parking garages at MEM containing approximately 7,453 (5,199 covered) public parking spaces. The Authority's intent is to provide its customers with a positively MEMorable experience by helping them better identify and more efficiently navigate to these parking spaces.

- Improved space wayfinding for Airport staff and visitors
- Individual Space Detection/Individual or Grouping Space LED Indicators
- 99% accuracy of vehicle occupancy
- Intelligent reporting analysis of vehicle activity and patterns
- Comprehensive and competitively priced service & maintenance program
- Strong references with emphasis on system accuracy and reliable performance
- Self-monitoring and correction of system alarms and faults
- Emphasis on PGS software and system architecture
- System flexibility in adapting device and/or camera configurations

Value Added/Optional Features

- Additional system features (if available) for MSCAA consideration:
 - a) License Plate Recognition (LPR) capabilities to capture and store license plate numbers for uses to be defined by the Authority
 - b) Capture and store license plate numbers for parked vehicles in monitored garage spaces
 - c) Include “Find Your Car” functionality via smart kiosk, website, or mobile application
 - d) Operational explanation of nightly vehicle plate inventory procedures, including a description of the video surveillance and security enhancement features of the camera-based space sensors for the monitored stalls, as well as optional camera counting technology for roof levels.
 - e) Allow for an Authority-approved third party (e.g., law enforcement) to access license plate records for enhanced security features.
 - f) Security surveillance feature allowing video to be recorded and stored for all events
 - g) Others?
- Respondents should describe any additional features (if available) of their technology that could be of benefit to the airport.
- **Submittal shall include proposed phasing/implementation plan. See Section 14.4.4 and Attachment A.**

Proposal Package Submittals

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

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

Bid / RFP / RFQ Name	Date Issued	Sealed Proposals will be received by:
Parking Guidance System RFP No. 24-1477-00	January 28, 2025	March 4, 2025 at 2pm Central Time
<p>SITE VISIT Immediately following the pre-proposal conference, the Authority will conduct a site visit. For those wishing to submit a proposal, a site visit is MANDATORY for those that did not attend the first pre-proposal conference/site visit held on October 9, 2024. All attendees should register for the site visit by sending an email to bidquestions@flymemphis.com.</p>		
<p>MANDATORY PRE-PROPOSAL MEETING A pre-proposal conference will be held Tuesday, February 11, 2025, at 1:00 PM (local time) in the Authority's Board Room on the Mezzanine Level, Terminal B of the Memphis International Airport, 2491 Winchester Road, Memphis, TN 38116 as well as virtual via video conference. Microsoft Teams Information: Meeting ID: 272 925 626 671; Passcode: T4QS3MV9; Link - Click Here.</p>		
<p>DOCUMENTS</p> <ul style="list-style-type: none"> • Request for Proposals • Attachment C - Pricing Schedule Excel Worksheet 		
<p>QUESTIONS Please email any questions regarding this RFQ to bidquestions@flymemphis.com. Answers will be posted periodically to the website in Q&A format via addenda. Deadline for questions is February 20, 2025, at 4:30 PM (local time). Answers will be provided via addendum by February 25, 2025.</p>		
<p>LEGAL NOTICE Please click here to download the Legal Notice.</p>		

[Return to main Bids/RFPs/RFQs page](#)

Proposal Package Submittals

Proposal Binder **Required** Contents:

- Proposal Table of Contents
- Tab A – Cover Letter/Respondent Information Form
- Tab B – Company Experience
- Tab C – Project Understanding & Approach
 - Technical Approach
 - Proposed Implementation Plan
 - Value Added Features
- Tab D – References
- Tab E – DBE Inclusion and Forms
- Tab F – Proposal Bond
- Tab G – Additional Required Attachments and Forms
 - Attachment D – Exceptions and Substitutions
 - Attachment E – Transition Plan
 - Attachment F – Proposed Project Schedule
 - Attachment G – Recommended Spare Parts
 - Attachment H – Manufacturer/Vendor Reference List
- Tab H – Pricing
 - Attachment C – Pricing Sheet Form (Excel)
- Tab I – Additional Data
- Tab J – Contract Changes

14 RESPONSE STRUCTURE

It is not the intent of the Authority to restrict response preparation; however, to enable the Authority to evaluate each response in a uniform manner, all Respondents shall structure their response by submitting one (1) original hard copy bound and one (1) electronic copy. The hard copy shall be bound in a three-ring binder with marked reference tabs containing the data requested and the forms provided in Sections 16 and 17 below. The electronic copy shall be in PDF format and provided on a USB drive with a complete digital copy of their response. Submit data as requested in the following sections:

See RFP Section 14 – Response Structure for submittal requirements.

****Respondents can submit more than one proposal.***

Proposal Package Submittals

Pricing Sheet

- Submit a completed **Attachment C Pricing Sheet Form** with total PGS cost and unit cost of each component.
- An electronic version of the Price Sheet is provided to all Vendors who submit proposals on the project.
- Submitters will complete the form by inserting the proposed costs and information highlighted yellow.
- For instances where Submitters believe an item is not applicable to their proposal, Unit price as “N/A” and include reason in Attachment D as an Exception.
- For instances where Submitters wish to include a separate line item that is not already listed, use “Other [Item Description]”
- Submitters are responsible for ensuring all formulas and/or totals are correct.
- Itemize annual Post-warranty Maintenance fees (Years 4 through 10)
- Itemize any annual licenses or recurring fees, which may or may not be included in the initial three years of warranty or post-warranty support documentation.

Proposal Package Submittals

Pricing Sheet

Memphis-Shelby County Airport Authority - PGS Pricing Sheet		MSCAA Project # 24-1477-00		
<p>Respondent Company Name: _____</p> <p>Contact Person: _____</p> <p>Telephone: _____ Email: _____</p> <p><i>Pricing Note 1: Please fill in Description/Product, Unit QTY, Price, Sum Total, and Totals</i></p> <p><i>Pricing Note 2: Please include all licensing and 3-year annual fees up-front in Base Price</i></p> <p><i>Spaces to be Monitored: Economy Garage 4,541 (3,621 Covered) + Long-term/Short-term Garage 2,912 (Covered 1,578) = 7,453 (Covered 5,199)</i></p>				
Item	Description/Product	Unit QTY	Price	Sum Total
Administration and Design				
1	Project Design			\$0.00
2	Project Management			\$0.00
3	As-Built Drawings			\$0.00
4	System and Software Training(s)			\$0.00
5	Electrical Subcontractor (if Required)			\$0.00
6	Communications Subcontractor (if Required)			\$0.00
7	Proof of Concept Testing (POCT)			\$0.00
8	Development of Stand-Alone/Subsystem/System Test Plans			\$0.00
9	Development of Sequence of Work and Mitigation Plan			\$0.00
10	Structural Design for Wayfinding Signs (if Required)			\$0.00
11	Electrical and Low Voltage Permitting			\$0.00
12	Other Administration/Design (Please Specify)			\$0.00
Sub-Total				\$0.00
Devices & Field Equipment (Furnish Only)				
13	Vehicle Sensors (Specify Type): Long-Term/Short-Term Garage			\$0.00
14	Vehicle Sensors (Specify Type): Economy Garage			\$0.00
15	Vehicle Sensors on Roof (Aerial/Outdoor - Specify Type): Long-Term/Short-Term			\$0.00
16	Poles for Aerial/Outdoor Sensors: Long-Term/Short-Term Garage			\$0.00
17	Vehicle Sensors on Roof (Aerial/Outdoor - Specify Type): Economy Garage			\$0.00
18	Poles for Aerial/Outdoor Sensors: Economy Garage (Required)			\$0.00
19	LED Lights for Indicating Spots: Long-Term/Short-Term Garage			\$0.00
20	LED Lights for Indicating Spots: Economy Garage			\$0.00
21	Controllers/Servers: Long-Term/Short-Term Garage			\$0.00
22	Controllers/Servers: Economy Garage			\$0.00
23	Power Supplies: Long-Term/Short-Term Garage			\$0.00
24	Power Supplies: Economy Garage			\$0.00
25	Wayfinding Sign with Foundation for Long-Term/Short-Term Garage - Define Type (Single/Dual) and # of Displays			\$0.00
26	Wayfinding Sign with Foundation for Economy Garage - Define Type (Single/Dual) and # of Displays			\$0.00

Value Added Features			
Not included in above pricing			
89	Additional Features (Specify Product) : Long-Term/Short-Term Garage		\$0.00
90	Additional Features (Specify Product) : Economy Garage		\$0.00
91	Additional Installation Costs (Specify)		\$0.00
92	Additional Recurring Costs (Specify)		\$0.00
93	LPR Cameras: Long-Term/Short-Term Garage		\$0.00
94	LPR Cameras: Economy Garage		\$0.00
95	Kiosk/Website/Mobile Application Testing - Find your Car and Reservations		\$0.00
Sub-Total			\$0.00
Cost Summary			
Construction and Year One (1)			
94	Administration and Design		\$0.00
95	Devices & Field Equipment (Furnish Only)		\$0.00
96	Electrical and Communication Components		\$0.00
97	Servers and Centralized Components		\$0.00
98	Installation		\$0.00
99	IT/Software (Initial/First Year)		\$0.00
Construction Total			\$0.00
System Required Yearly Recurring Costs			
100	IT/Software --- Recurring Years Two (2) to Ten (10)		\$0.00
101	Post-Warranty Maintenance: Long-Term/Short-Term Garage		\$0.00
102	Post-Warranty Maintenance: Economy Garage		\$0.00
Recurring Total			\$0.00
OVERALL PROJECT TOTAL (Construction and Recurring Fees to Year 10)			\$0.00
Value Added Features			
103	Value Added Features		\$0.00
Value Added Features Total			\$0.00

By signing the RFP response and participating in this process, the Respondent asserts that he/she has read, understands and agrees to the terms and conditions contained in this RFP document and has full authority to submit the written and verbal responses on behalf of the entity for whom they are acting and that the information submitted to the Authority in the response is true, accurate and complete to the fullest extent possible and to the best of his/her knowledge and abilities.

- See RFP Section 14.9 for additional information.
- Yellow highlighted cells required respondent input.
- If applicable, provide any added features the “Value Added Features” Section.
- Communication Switches provided by MSCAA but provide quantity needed.

Proposal Package Submittals

Submit Proposals to:

Procurement Department
Memphis-Shelby County Airport Authority
Receiving Dock
4150 Louis Caruthers Drive
Memphis, TN 38118

Bids Due:

Tuesday, March 4, 2025
2:00 P.M. Local Time

A listing of all Proposers responding to the Requests for Proposals and Requests for Qualifications will be posted to the Authority's website one (1) hour after the response deadline.

Proposals will not be Publicly opened.



PROPOSAL PACKAGE SUBMITTALS



**Procurement Warehouse
4150 Louis Carruthers Drive**

Louis Carruthers Drive

Shelby Drive



Site Visit

Goals & Objectives:

- ❑ Contractor familiarization of MSCAA garage layouts and vehicle stall configuration
- ❑ Important structural observations for system device commissioning
- ❑ Power and communication demarcation points
- ❑ Identify available DNC (data network cabinets) fiber runs and switches in each garage
- ❑ Vehicle stall length, width and height dimensions - pertinent for PGS device placement
- ❑ Review uncovered spaces aerial camera placement options
- ❑ Review garage lighting conditions and any ambient light conditions impacting performance
- ❑ Contractor review of optimum wayfinding sign placement
- ❑ Installation planning for minimal traffic disruption at commissioning
- ❑ Contractor concerns and observations

Long-Term/Short-Term Parking Garage



Economy Parking Garage



Q&A Process

- All questions **must** be submitted to: bidquestions@flymemphis.com
- Subject line **must** include: 24-1477-00 Parking Guidance System
- Question Deadline: **To guarantee a response, questions must be submitted by 4:30 P.M. local time, Thursday, February 20, 2025**
- Questions and Answers will be posted to the Authority's website by 4:30 P.M. Local Time, Tuesday, February 25, 2025
- **Questions not submitted in this manner will not be provided with a formal answer.**

Anticipated Date Sequence

- Questions due by 4:30 P.M. local time, **Thursday, February 20, 2025**
- Questions & Answers posted to the website no later than 4:30 P.M. local time, **Tuesday, February 25, 2025**
- Proposals due by 2:00 P.M. local time, **Tuesday, March 4, 2025**
 - Respondents who Submitted a Proposal will be listed on the Authority's website no later than 3:00 P.M. local time, Tuesday, March 4, 2025
- Award/Contract – Precise timing to be determined. General sequence:
 - Interviews (if required) – **March 25, 2025**
 - Notice of Selection – **March 31, 2025**
 - Board Approval – **April 24, 2025**
 - Contract Execution – **May 1, 2025**
 - NTP – **May 2025**
 - Completion – **TBD**

*Continue to monitor www.flymemphis.com website for addendums



Evaluation Criteria

RFP Section 15.2 – Proposal Evaluation Criteria

- 15.2.1 Respondent's Qualifications, Experience, and Past Performance
- 15.2.2 Experience of Respondent's Subcontractors and Installers
- 15.2.3 Proposed Solution/System Functionality
- 15.2.4 Proposed Implementation Plan/Project Schedule
- 15.2.5 Pricing Proposal
- 15.2.6 Responses of References
- 15.2.7 DBE Participation
- 15.2.8 Responsiveness, organization, and clarity of the submittal

RFP Section 15.3 – Oral Presentation/Interview

- Oral Presentations/Interviews are anticipated after the written submittals are reviewed. However, The Authority may elect to select directly from the Submittals or may develop a shortlist of the highest-ranking Submittals and invite the respondents for an Oral Presentation and Interview prior to the final selection.

RFP Section 15.4 – Final Selection

- Once the oral presentations have been completed, those Respondents will be ranked by the proposal that provides the best value to the Authority based on the published criteria.

Procedures, Protocol, and General Contract Requirements




General Contract Requirements

DBE Requirements – RFP Section 6

ReGina Armstrong – Business Diversity Development

DBE Goal:

6%



Memphis
INTERNATIONAL AIRPORT

Memphis-Shelby County Airport Authority
Memphis, Tennessee

6 DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

6.1 Overview

The Authority operates a federal Disadvantaged Business Enterprise (DBE) Program¹ to ensure full and fair opportunities in Authority contracting for businesses owned by socially and economically disadvantaged individuals. Only firms that are certified consistent with 49 CFR Part 26 and the Tennessee Department of Transportation Unified Certification Program, as identified below, will be certified as a Disadvantaged Business Enterprise.

This section, entitled “Disadvantaged Business Enterprise Requirements” is provided to assist Respondents. The information contained in this section is not intended to supplement or amend any federal regulation. All Respondents are responsible for compliance with all applicable federal and Authority rules and requirements.

6.2 Disadvantaged Business Enterprise (DBE) Required Forms

It is a requirement that all Respondents providing services for the Authority take all reasonable steps to ensure that DBEs have a full and fair opportunity to compete for and perform contract work without discrimination based on age, race, sex, color, national origin. 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 the Authority. Failure to timely submit requested documentation, cooperate with the Authority 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:

6.2.1 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 the form noted in Section 17.1 and provided in Attachment I below 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”).

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 DBEs, and if

¹ The Authority also operates a non-federal Business Diversity Development Program (BDDP). The Authority administers the BDDP Program according to federal regulations, primarily 49 CFR Part 26.

REQUEST FOR PROPOSALS 24-1477-00
PARKING GUIDANCE SYSTEM

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General Contract Requirements

DBE Requirements

Attachment I –
DBE Forms

Respondent DBE Goals Accomplishment Statement

Submit on Company Letterhead

RESPONDENT DBE GOALS ACCOMPLISHMENT STATEMENT

The undersigned Respondent has satisfied the requirements of the bid/proposal specification in the following manner (please complete the appropriate spaces):

The Respondent is committed to a minimum of 6% DBE utilization on this contract.

The Respondent is unable to meet the DBE goal of 6% but is committed to a minimum of _____ %

DBE utilization on this contract and submits the attached narrative and documentation demonstrating good faith efforts consistent with Appendix A of 49 CFR 26. **The Respondent should attach as many pages as necessary to provide a full and complete narrative and supporting documentation of good faith efforts made. This narrative must be written on company letterhead and signed.**

Please provide an explanation for the percentage quoted above:
Provide an explanation of the DBE's participation and how this has been determined to meet the specific goal requirements of this solicitation in whole or part.

If DBE and the company enter into a Joint Venture, please describe the terms of the relationship and attach a copy of the contract between the parties. If the Respondent does receive award of the prime contract, Respondent commits to using the DBE subcontractor listed and described above to meet the DBE contract goal, pursuant to 49 CFR Part 26.

It is the present intent of the Respondent to utilize the specific DBE firms identified in this proposal in the execution of this contract. If for any reason, one or more of the DBE identified here are unable or unwilling to participate, the Respondent will make good faith efforts to replace the DBE with a similar DBE. The Authority DBE Good Faith Procedures are provided in this package and apply to this proposal.

Respondent's Name: _____

State Registration No.: _____

Federal Tax ID No.: _____

By: _____
Signature and Title Date

General Contract Requirements

DBE Requirements

Attachment I –
DBE Forms

Voluntary Disclosure of Respondent Data

Do not submit this form on company letterhead

VOLUNTARY DISCLOSURE OF RESPONDENT DATA

For Title VI Compliance, the Authority asks for **voluntary disclosure** of the following information:

Gender:	Male	_____
	Female	_____
Race:	Caucasian	_____
	Black American	_____
	Hispanic American	_____
	Native American	_____
	Subcontinent Asian American	_____
	Asian-Pacific American	_____
	Other (please specify)	_____

General Contract Requirements

Owner-Controlled Insurance Program (OCIP) – Attachment J Contract - Exhibit C

John Shorten

Willis Towers Watson

**EXHIBIT C
TO
CONSTRUCTION CONTRACT
FOR
PARKING GUIDANCE SYSTEM**

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

OWNER CONTROLLED INSURANCE PROGRAM

INSURANCE REQUIREMENTS (OCIP)

C.1. Owner Controlled Insurance Program

The Owner has elected to implement an Owner Controlled Insurance Program (OCIP) that will provide **Workers' Compensation, Employer's Liability, Commercial General Liability, Excess Liability and Builders' Risk insurance** for Contractors and Subcontractors of every tier who have been properly enrolled and are providing direct labor to the Project. A general summary of coverage provided by the OCIP is included in the MSCAA OCIP Manual, (hereinafter called the Manual), a copy of which is attached hereto and made a part of this Agreement and should be attached to and incorporated in every subcontract. All terms and conditions of Exhibit C will apply during the term of the contract. The Owner agrees to pay all premiums associated with the OCIP.

While the OCIP provides uniform coverages and reasonable limits, the OCIP is not intended to meet all the insurance needs of the Contractor and eligible Subcontractors who have been properly enrolled. In addition to any insurance provided by Owner, the Contractor and all Subcontractors working on the Project will be responsible for providing certain insurance as specified in paragraph C.2. Contractors and eligible Subcontractors should discuss the OCIP with their insurance agent or consultant to assure that other proper coverages are maintained. Contractor and eligible Subcontractors enrolled in the OCIP agree that the insurance company policy limits of liability, coverage terms and conditions shall determine the scope of coverage provided by the OCIP.

C.1.1. Applicability of the OCIP

Participation in the OCIP by the Contractor and all eligible Subcontractors is mandatory but not automatic. The Contractor and each eligible Subcontractor (as defined below) must follow the enrollment procedures shown in the Manual. The Contractor shall comply with all requirements of the OCIP as outlined in the OCIP Manual and shall require all eligible Subcontractors to comply with requirements of the OCIP manual. The Manual may be updated and revised during the course of construction to reflect any changes in State Law, Rules and/or Regulations or Procedures that may be necessary or appropriate, and said revisions will replace all previous versions. Copies of any revised Manual will be distributed by the OCIP Administrator.

- If the Contractor or any eligible Subcontractor fails to enroll any of its eligible Subcontractors of any tier, it will be subject to a penalty charge of the full and complete deduct as shown in C.1.2.c or 3% of the subcontract cost, whichever is greater. Note: Collection of the penalty charge of any non-enrolled contractor(s) of any tier does not provide automatic coverage in the program.
- If any Contractor or any eligible Subcontractor enrolls in the OCIP more than 30 days after its start date, it will have to provide a No Known Loss Letter to the Carrier along with the enrollment documentation.

Eligible Subcontractor includes all Subcontractors providing or subcontracting for direct labor on any Designated Project (see definition of ineligible Subcontractors below).

Ineligible Subcontractor includes (but is not limited to) subcontractors performing any type of environmental remediation work (example: asbestos or underground tank removal), consultants, suppliers (that do not perform or subcontract installation), vendors, materials dealers, guard services, janitorial services, truckers (including trucking to any Designated Project where delivery is the only scope of work performed), employee leasing companies, temporary labor services and

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Contract: Contractor Name
Parking Guidance System
MSCAA Project No. 24-1477-00



General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by MSCAA

- Owner will provide
 - Workers' Compensation
 - Commercial General Liability
 - Umbrella and Excess Liability
 - Builder's Risk

- Applicable only to enrolled Contractors and Subcontractors of every tier
- Certain contractors may not be eligible for enrollment – see manual for additional details

- **Contractor Insurance Cost Identification**
 - Contractor and eligible Subcontractors will exclude their cost for all insurance coverages to be provided by the Owner
 - Contractor will warrant that is true

Note:

- Prime may not place any larger deductible on sub-contractor than those specified in the contract

General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by MSCAA

Workers' Compensation

- Insurer: Zurich American Insurance Company
- Limits
 - Part 1: Workers' Compensation: TN State Limits
 - Part 2: Employer's Liability
 - Bodily Injury by Accident – Each Accident \$1,000,000
 - Bodily Injury by Disease – Policy Limit \$1,000,000
 - Bodily Injury by Disease – Each Employee \$1,000,000
 - Deductible n/a

Commercial General Liability

- Insurer: Zurich American Insurance Company
- Limits
 - General Aggregate Limit (Other than Products – Completed Operations) \$4,000,000
 - Product-completed Operations Aggregate Limit \$4,000,000
 - Personal and Advertising Injury Limit (Any One Person or Organization) \$2,000,000
 - Each Occurrence Limit \$2,000,000
 - Fire Legal Liability (Any One Fire) \$250,000
 - Medical Expense Limit (Any One Person) \$10,000
 - Deductible at MSCAA discretion but not to exceed \$10,000

General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by MSCAA

Umbrella and Excess Liability

- Insurers: Various
- Limits: \$100,000,000 and in the aggregate

Builder's Risk

- Insurer: Factory Mutual
- Limits: Various
- Contractor Deductible: \$25,000

NOTE:

Prime may not place any larger deductible on sub-contractor than those specified in the contract

General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by Contractor of every tier – check with your agent!

- Insurers must be licensed to do business in TN
- Must meet minimum security requirements

Commercial Automobile Liability

- Limit: \$1,000,000 combined single limit
- Required Coverages
 - Additional Insured for Owner
 - Hired, owned and non-owned
 - Waiver of subrogation for Owner, Design Professionals, Program Manager
 - Hazardous materials transport requires MCS-90 endorsement

Workers' Compensation and Employers Liability

- Limit:
 - Workers' Compensation: TN state of hire
 - Employer's Liability: \$1,000,000 employee/ \$1,000,000 disease/ \$1,000,000 aggregate
- Required Coverages
 - Waiver of subrogation for Owner, Design Professionals, Program Manager
 - Away from Designated Project Site or after OCIP termination

General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by Contractor of every tier – check with your agent!

- Insurers must be licensed to do business in TN
- Must meet minimum security requirements

Commercial General Liability

- Limits required
 - \$1,000,000 Bodily Injury and Property Damage Limit for each occurrence
 - \$1,000,000 Personal & Advertising Injury
 - \$2,000,000 General Aggregate (Annual)
 - \$2,000,000 Products/Completed Operations Aggregate (annual)
 - The general aggregate limit shall apply separately to each project.
- Required Coverages
 - CG 2010 (1001) and CG2037 (1001) basis of coverage
 - Primary and non-contributory to any coverages provided by owner
 - Completed ops coverage for 6 years or applicable statute of limitations
 - Additional Insured for Owner, Design Professionals, Program Manager

General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by Contractor of every tier – check with your agent!

- Insurers must be licensed to do business in TN
- Must meet minimum security requirements

Excess or Umbrella Liability

- Minimum limit required of prime
 - \$25,000,000 each occurrence and annual aggregate (under review)
- Minimum limit required of subcontractors
 - \$1,000,000 each occurrence and annual aggregate
- Coverages
 - Excess of Commercial Automobile, Employer's and Commercial General Liability policies
 - Follow form
 - Drop down

Professional Liability

- Minimum limit required of prime
 - \$1,000,000 each occurrence and annual aggregate

General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by Contractor of every tier – check with your agent!

- Insurers must be licensed to do business in TN
- Must meet minimum security requirements

Contractor's Pollution Liability

- Minimum limit required of prime
 - \$1,000,000 each occurrence and annual aggregate
- Minimum limit required of subcontractors
 - \$1,000,000 each occurrence and annual aggregate
- Coverages
 - Include on-site and off-site transportation
 - Waiver of subrogation or Owner, Design Professional, Program Manager
 - Additional Insured for Owner

Contractor's Equipment Insurance

- Evidence of coverage required
- Coverages
 - Waiver of subrogation or Owner, Design Professional, Program Manager
 - If uninsured, hold harmless Owner, Design Professional, Program Manager

General Contract Requirements

Airport Construction Safety Requirements – Attachment J Contract – Exhibit D

Wes Shelby

Willis Towers Watson

Aaron Hascher, CM & ACE

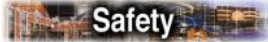

MSCAA - Safety Program Manager

EXHIBIT D
TO
CONSTRUCTION CONTRACT
FOR
PARKING GUIDANCE SYSTEM

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

CONSTRUCTION SAFETY AND HEALTH GUIDELINES
OCIP CONSTRUCTION SAFETY AND HEALTH GUIDELINES

Memphis-Shelby County Airport Authority
Construction Safety and Health Guidelines



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

Page 66

Contract: Contractor Name
Parking Guidance System
MSCAA Project No. 24-1477-00

General Contract Requirements

Safety

- Contractors 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

Security and Access – RFP Section 11

- ID Badges will be required for all construction personnel.
- Airport Badging Required for construction project management team (e.g. project managers, supervisors, superintendents, foremen, etc.)
- Construction will be in the non-secure/non-AOA/public areas.
- Contractor responsible for non-Airport ID Badges.
 - See Section 11 for requirements.

11 SECURITY AND ACCESS

11.1 Identification Requirements

Identification badges will be required for all construction personnel. The contractor shall produce identification badges for all employees without exception. These identification badges shall be portrait-oriented, color (to be specified by MSCAA), and must display the badgeholders name, picture, date of birth, and employer. Costs for these badges will be borne by the contractor. MSCAA must approve contractor badge before the contractor can issue.

All staff associated with the construction and project management team – including project managers, superintendents, and foremen or those needing access to secure areas – will be required to obtain MEM Airport ID Badges in accordance with the following information. No work will be permitted without MEM Airport ID Badgeholders on site.

11.2 General Requirements

The successful Respondent shall comply with all Airport Security requirements concerning access to restricted areas of the buildings or airfield. Access to certain areas of the buildings may be restricted to off-peak working or operational hours or other reasons, and the Respondent will conduct their work accordingly. If the Authority determines that any employee(s) of the successful Respondent should not work on the Authority's property or on the Contract, the successful Respondent will immediately comply with the Authority's request to remove employee(s).

The successful Respondent and all employees performing duties under the Contract shall conform to all applicable aviation security procedures regarding the issue, wearing, replacement, and return of personal identification badges, as defined in the Airport Security Program (available through the Airport Identification Office) approved by the Transportation Security Administration (TSA) and amended from time to time.

All employees requiring MSCAA Badges working under the Contract will be required to display on their person, at all times while on duty, an identification badge issued by the Authority. Identification badges will be worn on the outermost garment above the waist.

The successful Respondent will provide the Authority with a badge application signed by the authorized signatory of the successful Respondent.

General Contract Requirements

Summary of Work, Sequence of Construction, & Liquidated Damages – Attachment J Contract – Section 01100

- Final durations to be determined with selected contractor based on submitted schedule and any subsequent negotiations.
- Defines phases of work.

Table 1

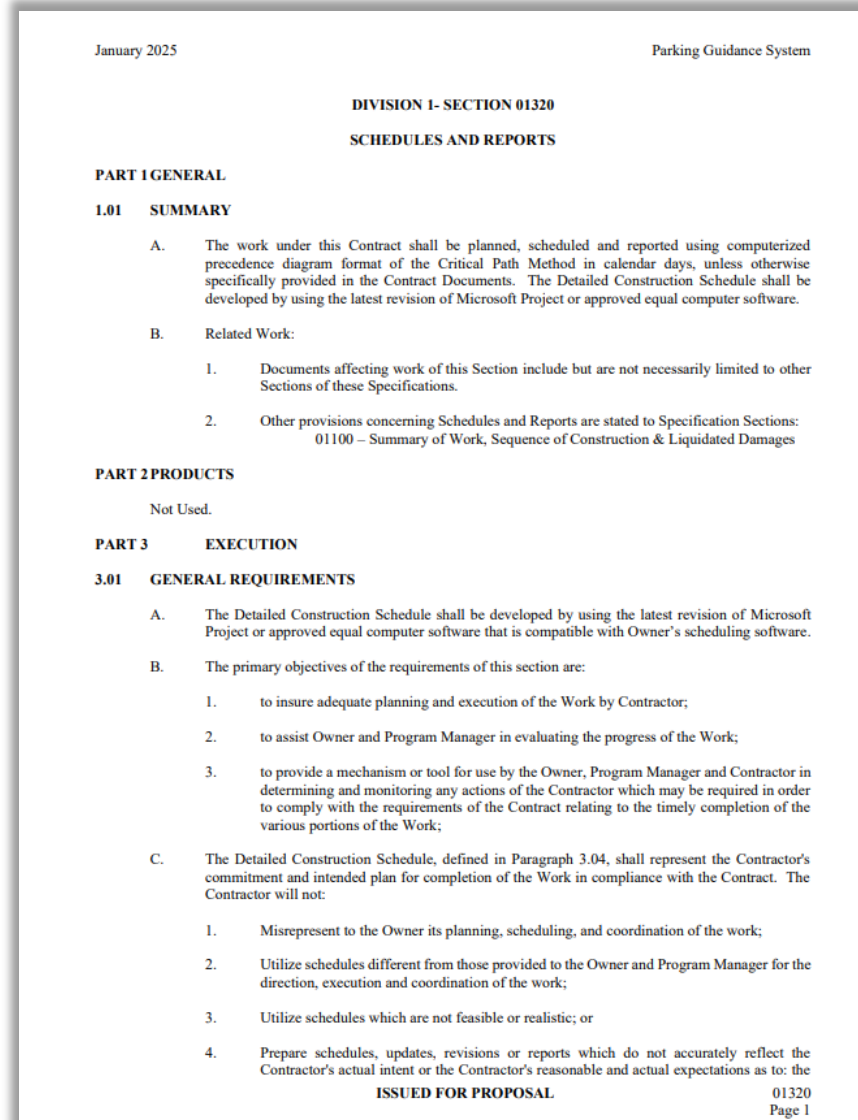
Milestone	Completion Date	Liquidated Damages
Substantial Completion	INSERT # OF DAYS calendar days	\$1,000 per Day or any portion thereof
Final Completion	INSERT # OF DAYS calendar days	\$500 per Day or any portion thereof

January 2025	Parking Guidance System
DIVISION 1 – SECTION 01100	
SUMMARY OF THE WORK, SEQUENCE OF CONSTRUCTION & LIQUIDATED DAMAGES	
PART 1	GENERAL
Related Work:	
1. Documents affecting the 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 Parking Guidance System (PGS).
B.	The "Work" of this Contract is defined in the Contract Documents to include, but not be limited to, design, development, programming, reliability testing, fabrication, unit testing, system testing, packaging, shipping, installation and start-up, documentation, user training, warranty, and maintenance of a PGS for the Economy and Long/Short Term parking garages. It shall also include the design, provision, and installation of dynamic digital signage to display parking space availability. The PGS will generally consist of the following components, features, and functions (quantities may change by future addendum) all as detailed in the Request for Proposals.
C.	Not Used
D.	Not Used
E.	Not Used
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 in TO BE NEGOTIATED BASED ON SUBMITTED SCHEDULE 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 TO BE NEGOTIATED BASED ON SUBMITTED SCHEDULE calendar 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. Substantial completion shall occur when the Work is sufficiently complete in accordance with the Contract Documents, so the Owner can occupy or utilize the Work for its intended use, and when only minor punch list work remains to be done, and a certificate of occupancy has been issued.	
Final Completion/Final Acceptance of the project shall be defined as all activities by the Contractor and subcontractors necessary for 100% completion of the work and final project closeout, including all punch list items, O&M manuals, lien waivers, maintenance training,	
ISSUED FOR PROPOSAL	
01100 Page 1	

General Contract Requirements

Contractor's Project Schedule – Attachment J Contract – Section 01320

- Includes requirements for Contractor's Construction Schedule.
- Defines Weather Related Delays.



Project Requirements and Technical Review



Project Scope of Work

- RFP Section 13 – Scope of Services
- Attachment A – Detailed Scope of Work/Project Requirements

13 SCOPE OF SERVICES


The Authority intends to provide a complementary solution for its newly installed Parking and Access Control System (PARCS) and controlled self-parking assets. The project scope of work encompasses the design, development, programming, reliability testing, fabrication, unit testing, system testing, packaging, shipping, installation and start-up, documentation, user training, warranty, and maintenance of a Parking Guidance System (PGS), and accompanying dynamic signage for the Economy and Long-Term/Short-Term parking garages at Memphis International Airport.

The Authority is also interested in enhanced/added features to complement the PGS including license plate recognition functions (e.g. “find my car”, space reservation, vehicle occupancy time, etc.) as well surveillance features.

The proposed PGS may consist of camera-based, ultrasonic technology, or a blend/hybrid configuration of these technologies. As such, Respondent may submit multiple PGS proposals, if desired to do so.

The final scope of work is subject to alteration or negotiation by the Airport with the selected Respondent depending on the details of the proposal.

The detailed scope of work and project requirements are set forth in **Attachment A**, attached hereto, which will become part of the Contract Documents.



Memphis-Shelby County Airport Authority
Memphis, Tennessee

Attachment A
Detailed Scope of Work/Project Requirements

The scope of work for the Parking Guidance System project shall encompass the design, development, programming, reliability testing, fabrication, unit testing, system testing, packaging, shipping, installation and start-up, documentation, user training, warranty, and maintenance of a PGS for the Economy and Long/Short Term parking garages. The scope also includes the design, furnishing, and installation of dynamic digital signage to display parking space availability enhancing wayfinding.

The PGS will generally consist of the following components, features, and functions as outlined herein.

I. Parking Garages and Parking Space Count

A. Economy Garage

The Economy Garage is a 7-Level , above-grade structure. The first two (2) levels (Level 1 & 2) are currently dedicated for the Airport's Car Rental Center. There are future plans to build a new Consolidated Rental Car Facility (CONRAC), wherein Level 1 & 2 will be allocated for additional transient parking for the Economy Garage visitors.

There is a single-entry location for the Economy Garage, with three (3) vehicle access lanes. The maximum vehicle height allowed in the Economy garage is 8 feet 2 inches. Access to the Economy Garage is monitored by the PARCS (TIBA) system; and upon entry, all vehicles ascend a ramp to the 3rd level. Guest/visitor parking is provided on Levels 3 through 7 supported by a double helix. Uncovered roof spaces are located on Level 7 of the Economy Garage, which will require a vehicle sensor counting solution by available spaces in each row, along with wayfinding signage at the ends of each row. A pole mounted aerial (outdoor) sensor system is an acceptable alternative with a provision in the Pricing Sheet template.

The Economy Garage vehicle ramp is a double helix construction and shall incorporate an existing camera-based level counting solution (Fennix) for vehicles entering and exiting the levels, along with license plate number (LPN) detection & storage.

The Economy Garage parking stalls on each level (12 rows) are 45-degree angled parking. There are also 90-degree parking stalls, on each level, surrounding the angled parking rows and aisles around the garage perimeter. Respondent must incorporate a wayfinding sign configuration to route parkers the shortest driving path to available parking spaces.

The current available electrical panels and circuit information for the Economy Garage is provided below. Locations of the existing electrical panels can be found in Attachment B.

REQUEST FOR PROPOSALS 24-1477-00
PARKING GUIDANCE SYSTEM

PAGE 32 OF 62
1/28/2025 3:37 PM

Project Scope of Work

- General scope of work is to provide a complementary solution for MEM's newly installed Parking and Access Control System (PARCS) and controlled self-parking assets. The project scope encompasses the design, development, programming, reliability testing, fabrication, unit testing, system testing, packaging, shipping, installation and start-up, documentation, user training, warranty, and maintenance of a Parking Guidance System (PGS), and accompanying dynamic signage for the Economy and Long-Term/Short-Term parking garages at Memphis International Airport.
- The Authority is also interested in enhanced/added features to complement the PGS including license plate recognition functions (e.g. "find my car", space reservation, vehicle occupancy time, etc.) as well surveillance features
- The proposed PGS may consist of camera-based, ultrasonic technology, or a blend/hybrid configuration of these technologies. As such, **Respondent may submit multiple PGS proposals**, if desired to do so.
- The detailed scope of work and project requirements are set forth in **Attachment A**, attached hereto, which will become part of the Contract Documents
- The final scope of work is subject to alteration or negotiation by the Airport with the selected Respondent depending on the details of the proposal

Parking Space Counts

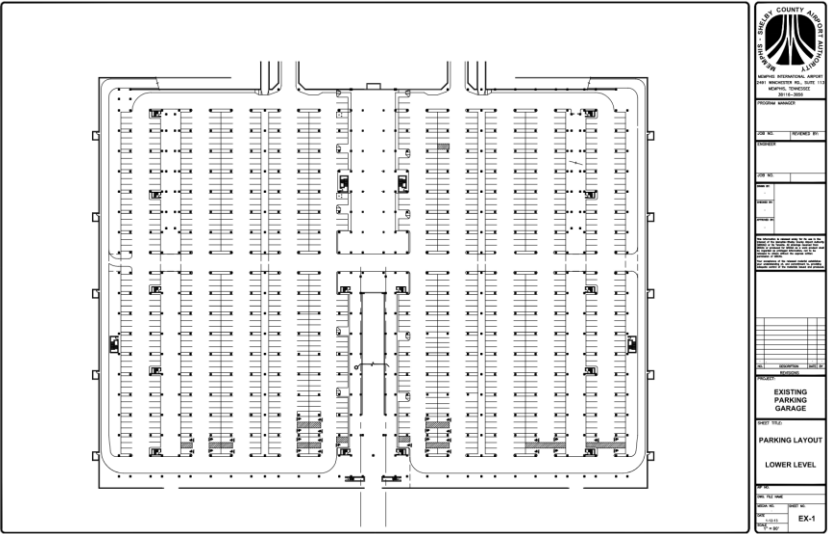
Location	Total Spaces	Spaces requiring PGS
Economy Level 3	874	874
Economy Level 4	917	917
Economy Level 5	917	917
Economy Level 6	913	913
Economy Level 7	920	920 (Outdoor System Detection)
Long-Term Upper Level 3	1,139	1139 (Outdoor System Detection)
Long-Term Lower Level 1	904	904
Short-Term Ground Level 2	869	674
Total	7,453	7,258*
<i>Covered</i>	5,394	5,199
<i>Uncovered</i>	2,059	1,594

**error in RFP Attachment A to be corrected via addendum*

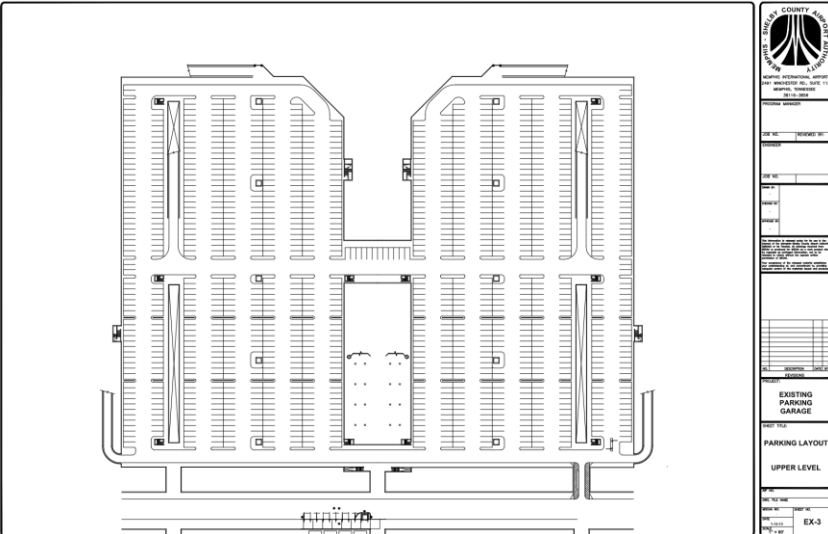


Long-Term/Short-Term Garage

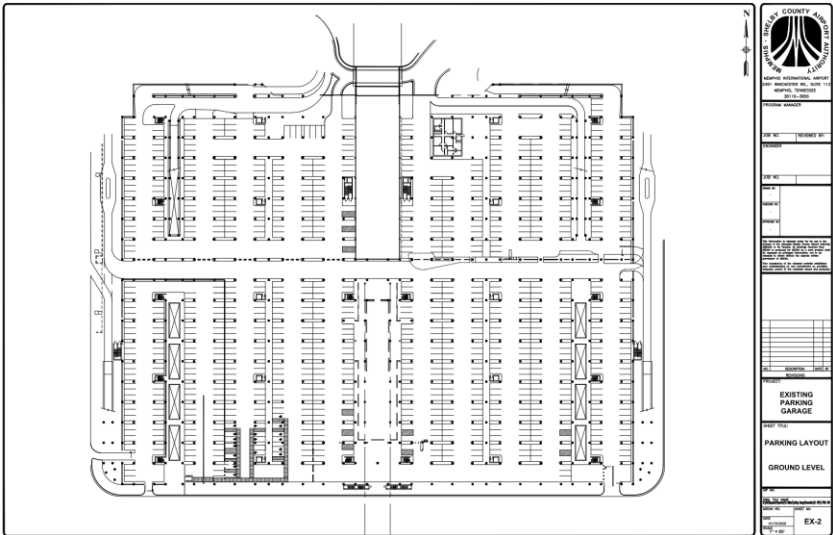
2,912 Total Parking Spaces



Long-Term Lower - Level 1
904 Spaces



Long-Term Upper – Level 3
1,139 Spaces
(Uncovered)

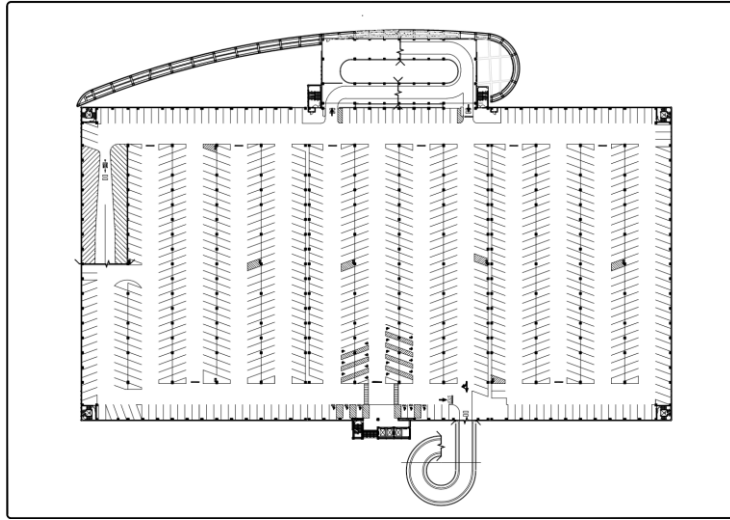


Short-Term Ground – Level 2
869 Spaces (**674** Spaces for PGS)

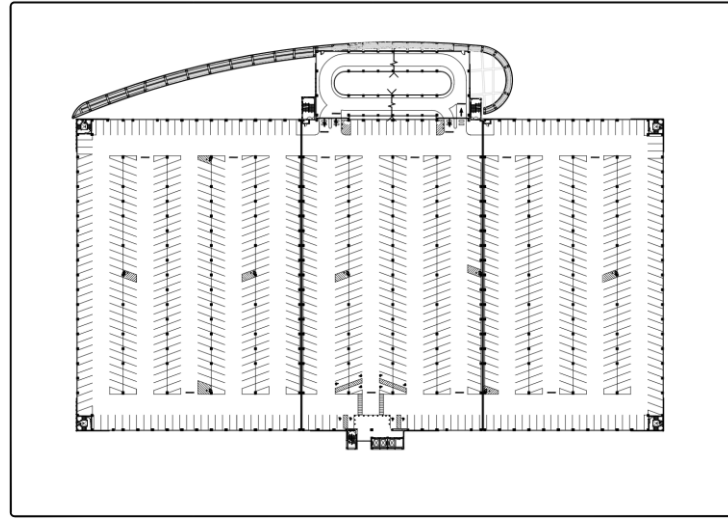
See RFP Attachment B –
Informational Drawings

Economy Garage

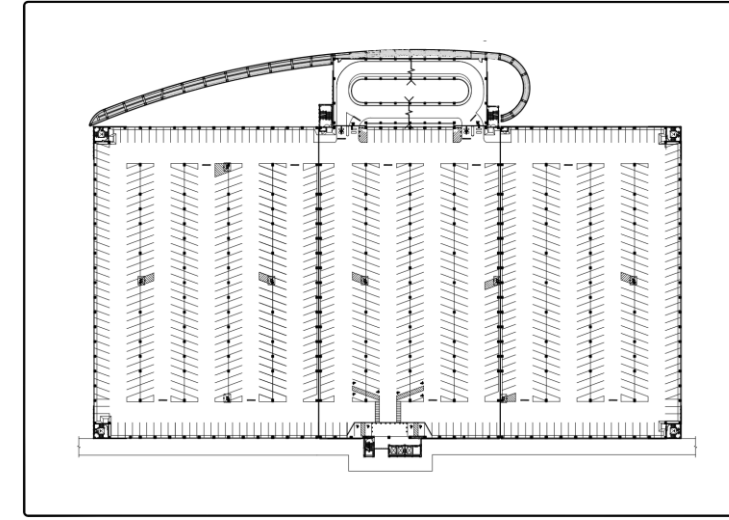
4,541 Total Parking Spaces



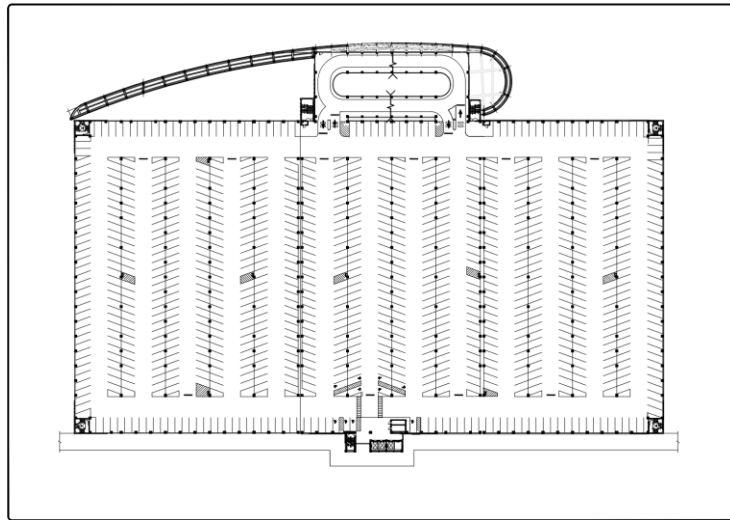
Level 3 – 874 Spaces



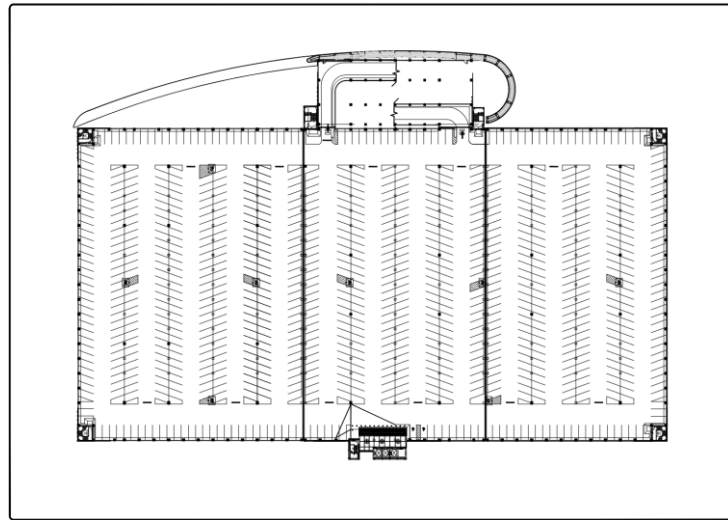
Level 4 – 917 Spaces



Level 5 – 917 Spaces



Level 6 – 913 Spaces

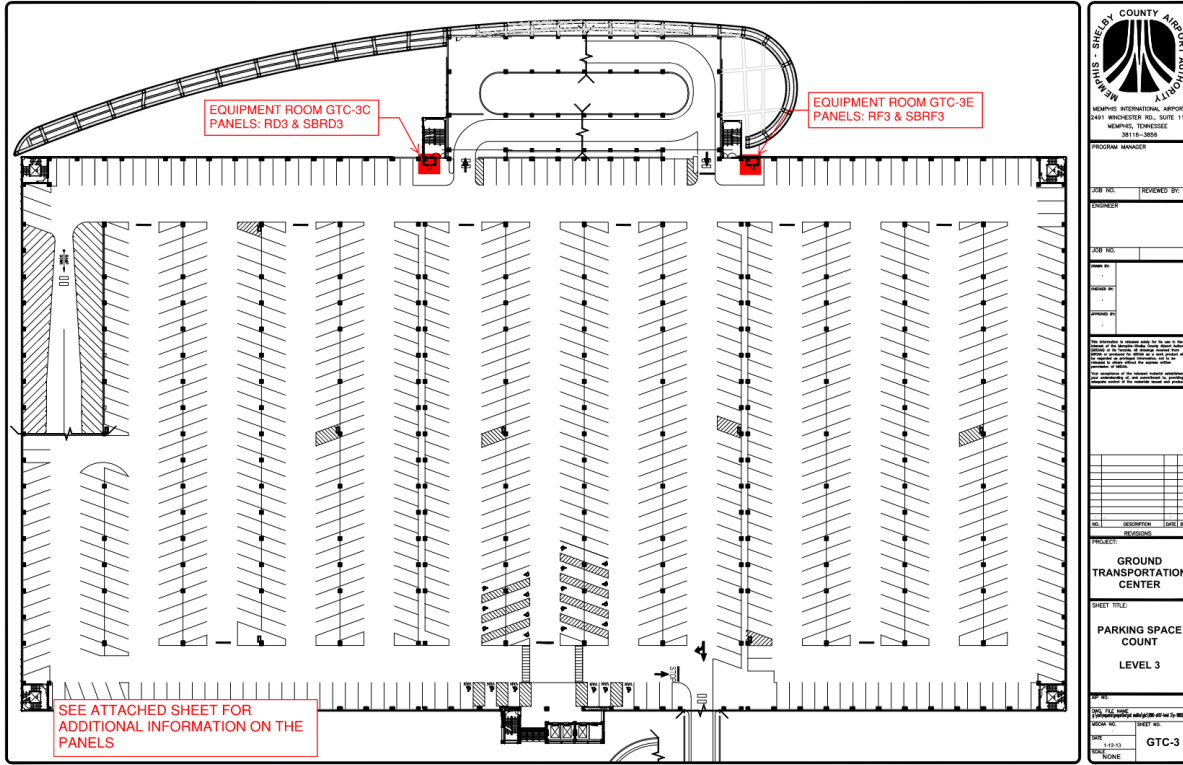


Level 7 – 920 Spaces
(Uncovered)

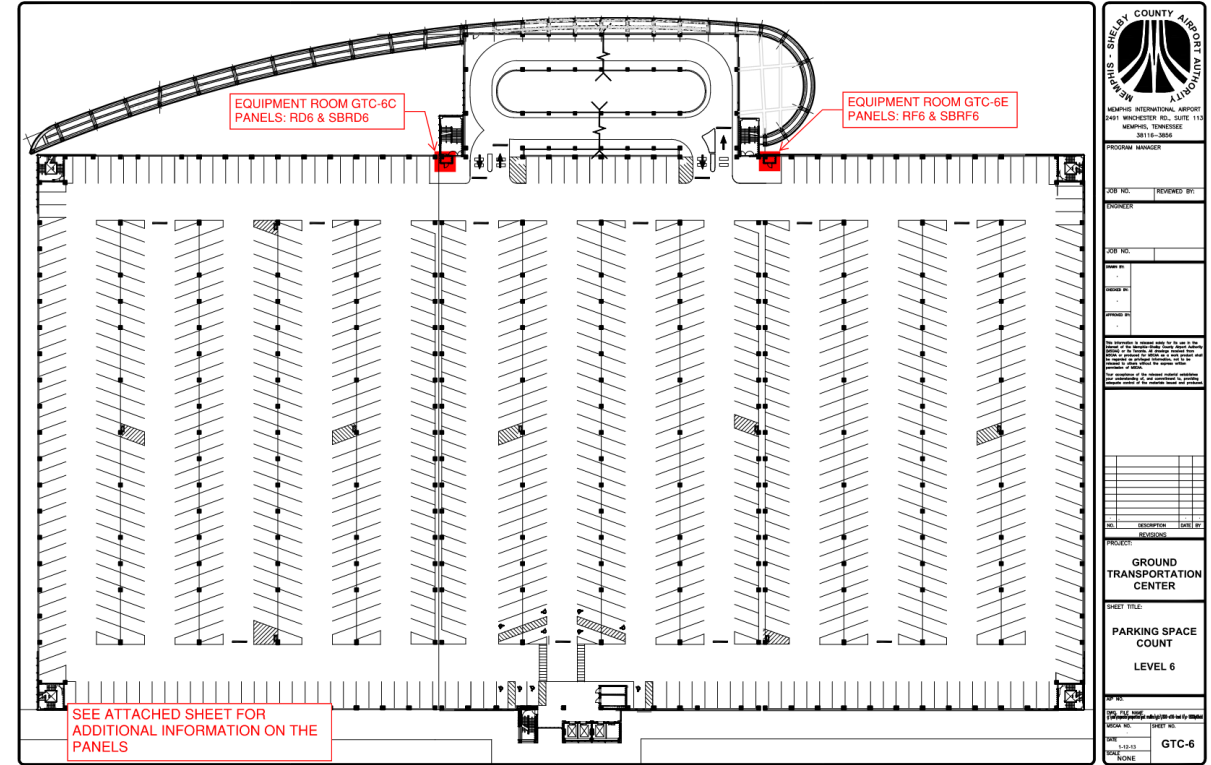
See RFP Attachment B –
Informational Drawings

Power Locations

Economy Garage



Economy – Level 2



Economy – Level 6

See RFP Attachment B –
Informational Drawings

Existing Panel Information

Economy Garage

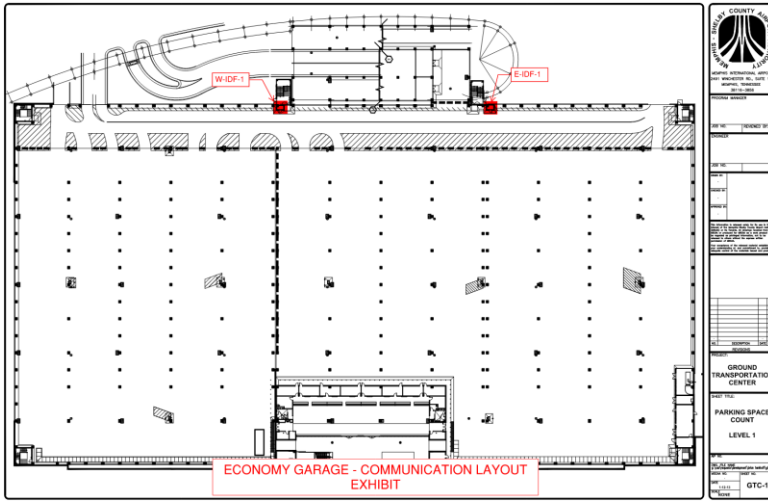
<i>Economy Garage Panels and 120V Circuits GE Breaker - Type THQB</i> All Normal Power Panels are 120V, 200 Amp, Single Phase All Emergency Panels are 480/277V, 3 Phase	
<u>NE Third Floor, Equip. Rm GTC-3C</u> Standby Power Panel SBRD3 <ul style="list-style-type: none">- 5 Spare 20A Breakers- No Open Spaces Normal Power Panel RD3 <ul style="list-style-type: none">- 1 Spare 20A Breaker- 12 Open Spaces	<u>NW Third Floor, Equip. Rm GTC-3E</u> Standby Power Panel SBRF3 <ul style="list-style-type: none">- 11 Spare 20A Breakers- No Open Spaces Normal Power Panel RF3 <ul style="list-style-type: none">- 8 Spare 20A Breakers- 6 Open Spaces
<u>NE Sixth Floor, Equip. Rm. GTC-6C</u> Standby Power Panel SBRD6 <ul style="list-style-type: none">- 1 Spare 20A Breaker- 6 Open Spaces Normal Power Panel RD6 <ul style="list-style-type: none">- 0 Spare Breakers- 6 Open Spaces	<u>NW Sixth Floor, Equip. Rm GTC-6E</u> Standby Power Panel SBRF6 <ul style="list-style-type: none">- 4 Spare 20A Breakers- 5 Open Spaces Normal Power Panel RF6 <ul style="list-style-type: none">- 11 Spare 20A Breakers- 6 Open Spaces

See RFP Attachment A –
Detailed Scope of Work

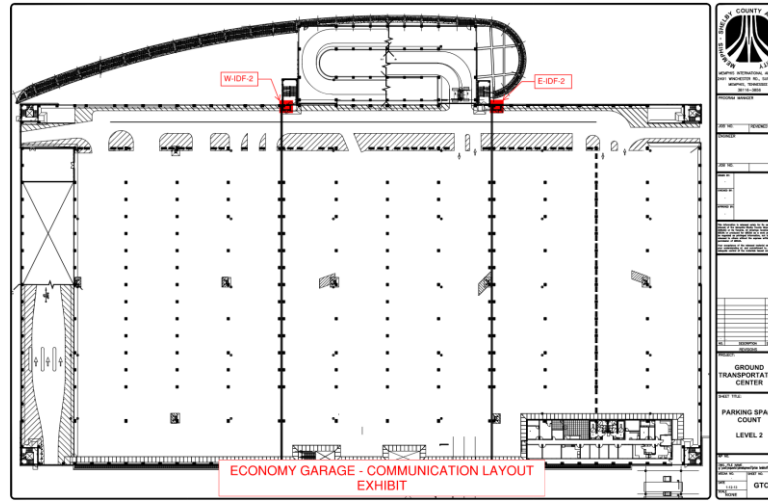
Communication Locations

Economy Garage

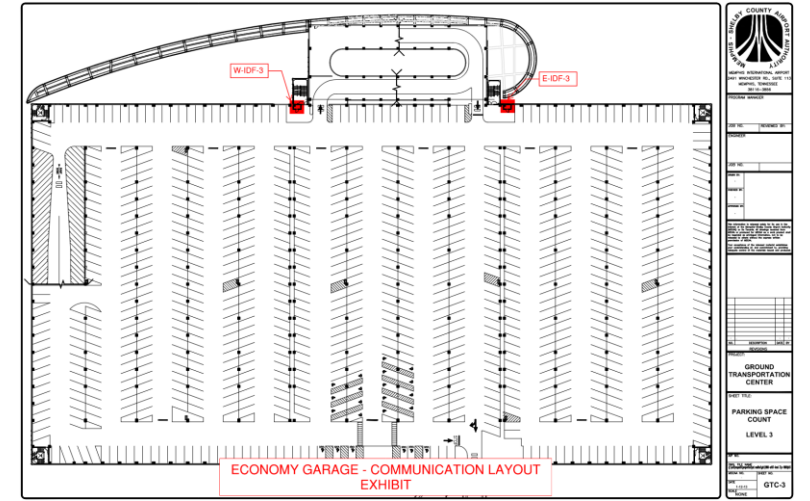
See RFP Attachment B –
Informational Drawings



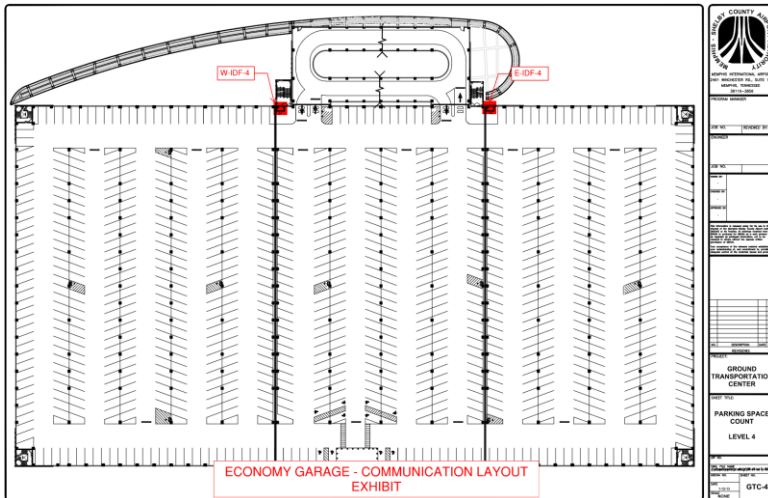
Economy – Level 1



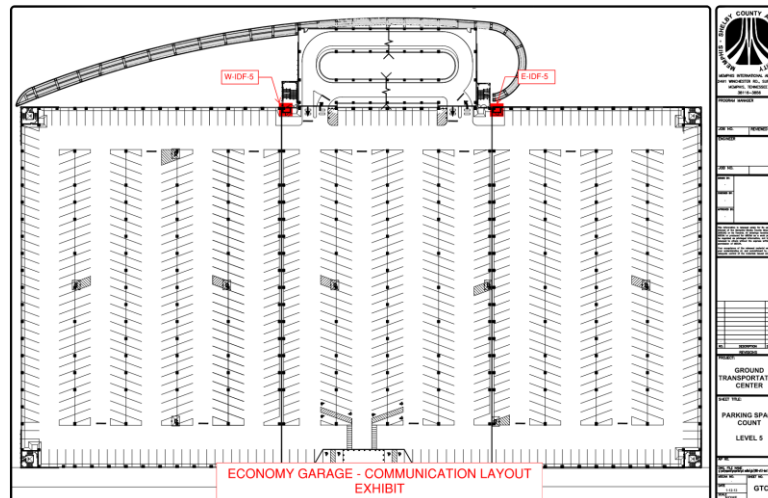
Economy – Level 2



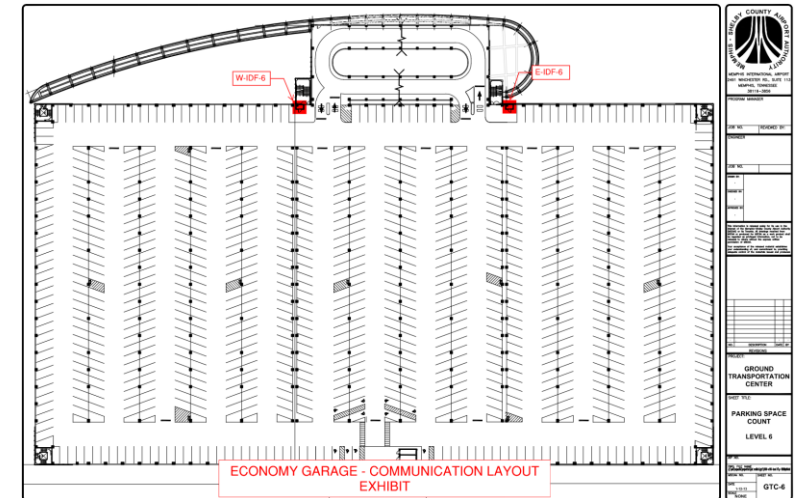
Economy – Level 3



Economy – Level 4



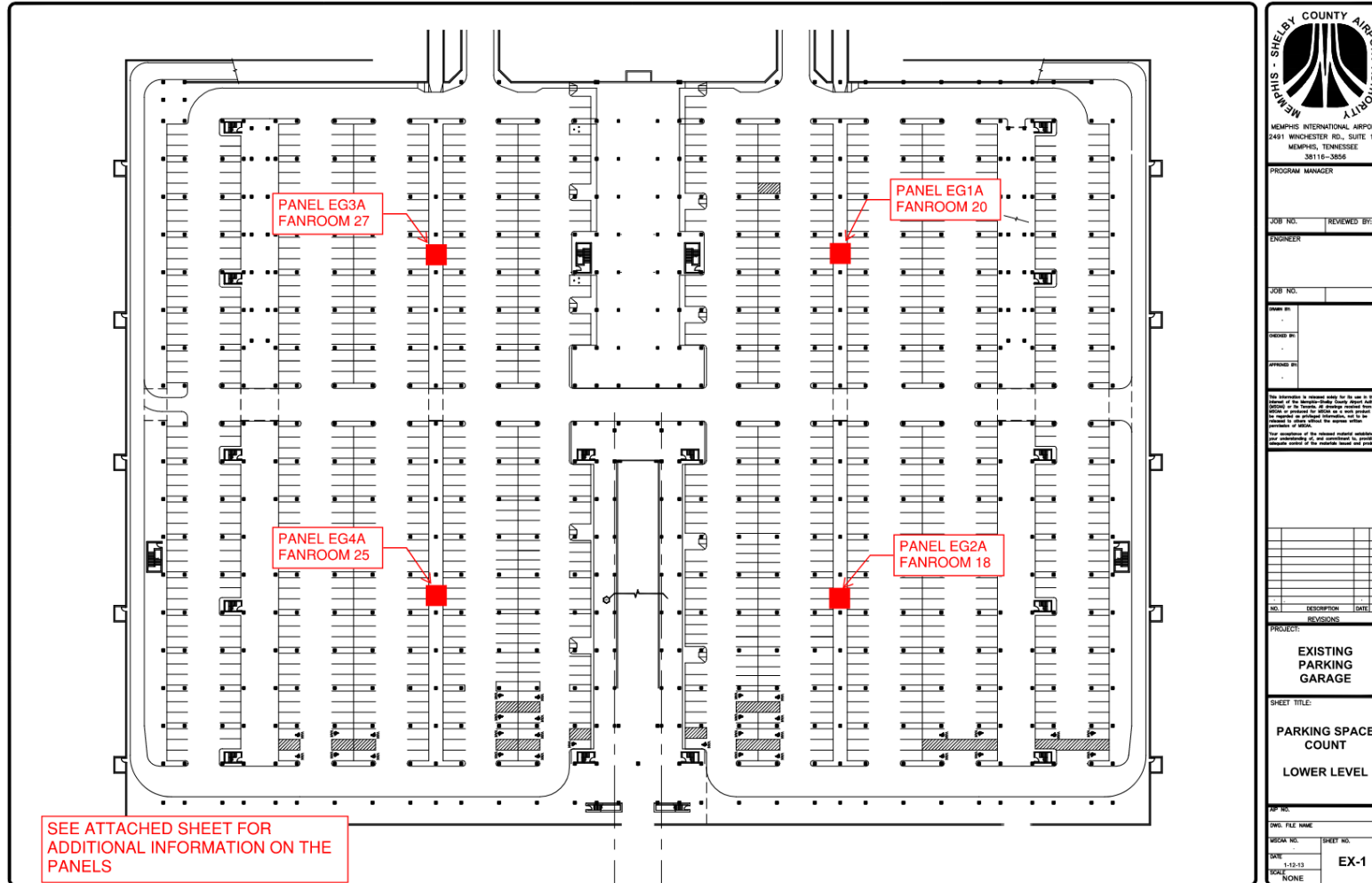
Economy – Level 5



Economy – Level 6

Power Locations

Long-Term/Short-Term Garage



MEMPHIS - SHELBY COUNTY AIRPORT AUTHORITY

MEMPHIS INTERNATIONAL AIRPORT
2491 WINCHESTER RD., SUITE 112
MEMPHIS, TENNESSEE
38116-3856

PROGRAM MANAGER

JOB NO. REVIEWED BY:

ENGINEER

JOB NO.

DRAWN BY:

CHECKED BY:

APPROVED BY:

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NO. DESCRIPTION DATE BY

REVISIONS

PROJECT:

EXISTING
PARKING
GARAGE

SHEET TITLE:

PARKING SPACE
COUNT

LOWER LEVEL

APP NO.

DWG. FILE NAME

USDA NO. SHEET NO.

DATE: 1-10-13 EX-1

SCALE: NONE

See RFP Attachment B –
Informational Drawings

Long-Term Lower – Level 1



Existing Panel Information

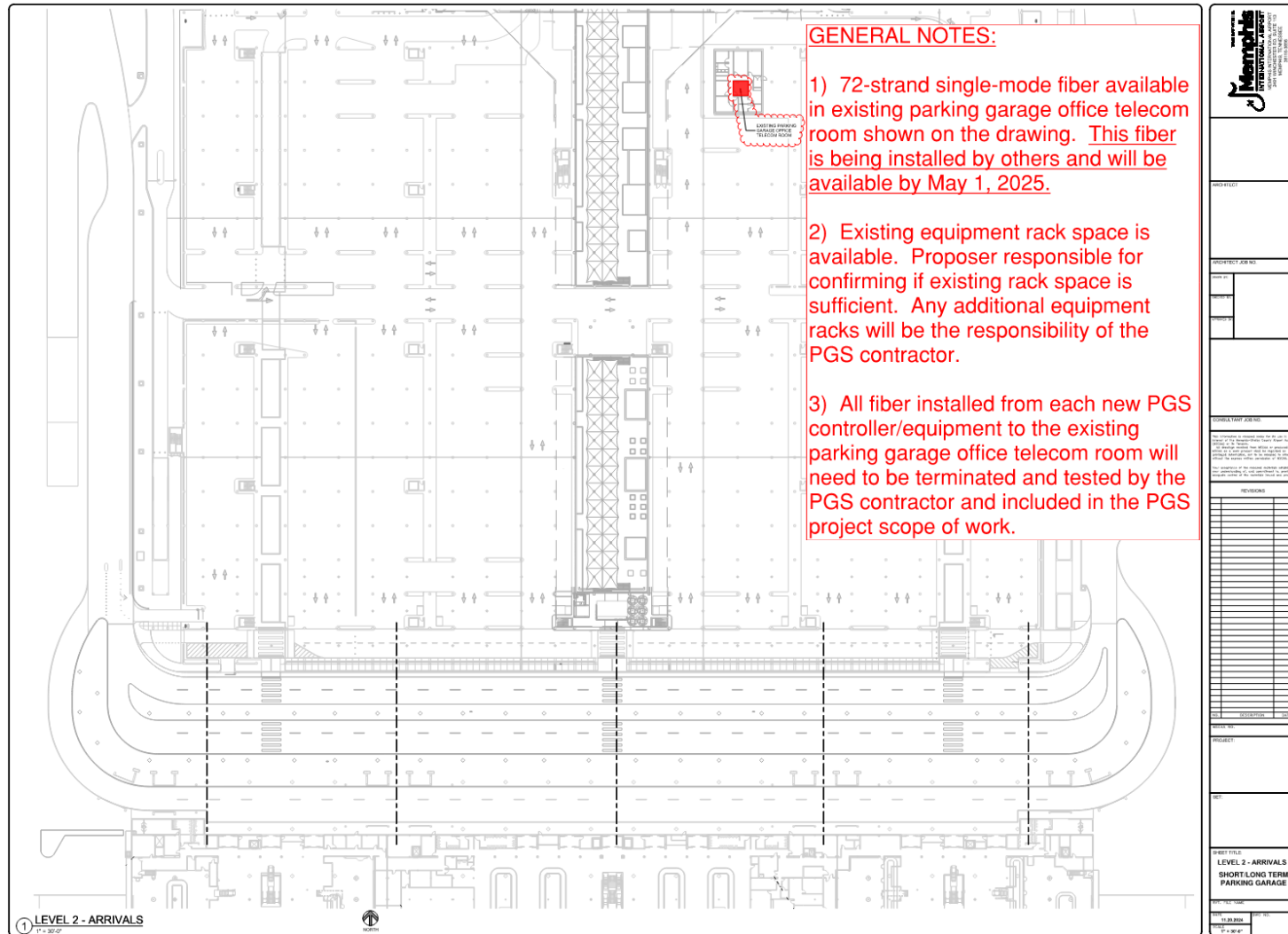
Long-Term/Short-Term Garage

Long-Term/Short-Term Garage GE Breakers – Type THQB (Garage Electrical Break-up is Split into 4 Quadrants) All Normal Power Panels are 200 Amp, Single Phase All Emergency Panels are 480/277 V, 3 Phase	
<u>Northwest Quadrant Panel EG3 150A</u> <ul style="list-style-type: none">- 10 Spare 20A Breakers- 0 Open Spaces <u>Northwest Quadrant Panel G3 150A</u> <ul style="list-style-type: none">- 8 Spare 20A Breakers- 0 Open Spaces	<u>Northeast Quadrant Panel EG1 150A</u> <ul style="list-style-type: none">- 8 Spare 20A Breakers- 0 Open Spaces <u>Northeast Quadrant Panel G1 150A</u> <ul style="list-style-type: none">- 7 Spare 20A Breakers- 1 Open Space
<u>Southwest Quadrant Panel EG4 150A</u> <ul style="list-style-type: none">- 6 Spare 20A Breakers- 4 Open Spaces <u>Southwest Quadrant Panel G4 150A</u> <ul style="list-style-type: none">- 15 Spare 20A Breakers- 0 Open Spaces	<u>Southeast Quadrant Panel EG2 150A</u> <ul style="list-style-type: none">- 3 Spare 20A Breakers- 1 Open Space <u>Southeast Quadrant Panel G2 150A</u> <ul style="list-style-type: none">- 2 Spare 20A Breakers- 3 Open Spaces

See RFP Attachment A –
Detailed Scope of Work

Communication Locations

Long-Term/Short-Term Garage



Short-Term Ground – Level 2

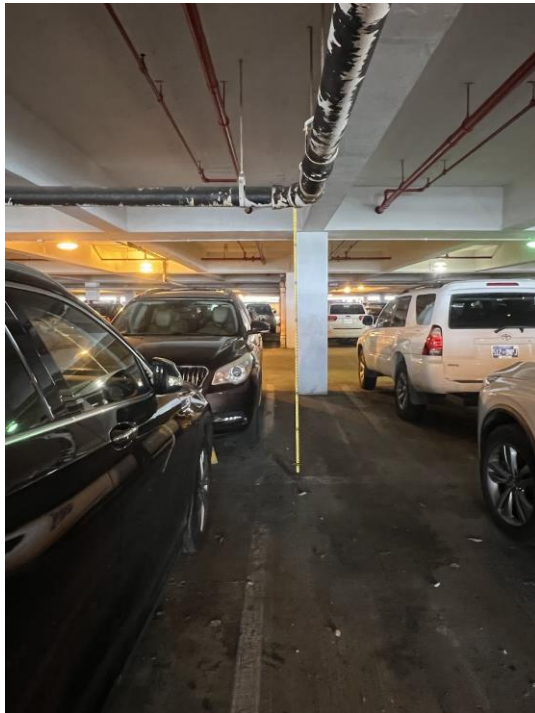
See RFP Attachment B –
Informational Drawings

General Height Restrictions

ALL GARAGES: 8' – 2" Clear Space is Required Under ALL PGS Equipment

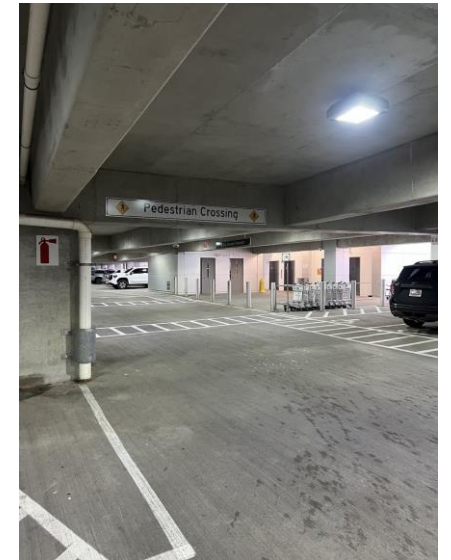
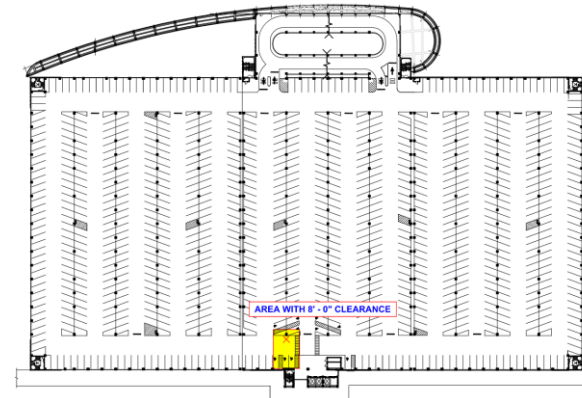
Long-Term/Short-Term Garage

- Lowest clearance is 7' – 5" under storm pipe on Level 1, just west of the moving walkways



Economy Garage

- Lowest clearance is 8' – 0" under the concrete beam on Level 6, just west of the elevators



Project Phasing

- Respondent shall develop a phasing plan for each parking garage including installation of field devices, performance of acceptance testing, and activation for public use.
- Phasing of installation and commissioning needs to be done in a way to minimize disruption of existing parking operation and capacity.
- **Submittal shall include proposed phasing/implementation plan. See Section 14.4.3 and Attachment F.**

Accuracy Requirements

General

- Identify vehicles correctly parked in the monitored spaces with **99% accuracy**
- Accuracy detection of **99% applies to both vacant and occupied spaces**

Acceptance Testing

- Each vehicle sensor shall be tested to ensure counting of **valid parked vehicles** with **99% accuracy** and **unoccupied spaces** with **99% accuracy**, over the testing period
- Accuracy testing procedures will be established with the Successful Respondent for passing test criteria
 - Parameters to be determined prior to system testing with approval from MSCAA

License Plate Recognition (LPR) – if applicable

- System shall acquire an image of the occupied vehicles license plate at a **95% read rate**
 - This is to ensure a visual record of 95% of all non-exception license plates entering spaces

Q&A Session



Q&A Session

All questions must be submitted to bidquestions@flymemphis.com. MSCAA will not warranty answers to questions outside this Q/A process.

Question Deadline: To guarantee a response, questions must be submitted by **4:30 P.M. local time, Thursday, February 20, 2025.**

“Cone of Silence” during proposal period

Sign-In Sheet.....Again

- This is a **MANDATORY** Pre-Proposal Conference, Virtually or In-Person for ALL Perspective Proposers
 - In-Person Site Visit is **MANDATORY** (if you did not attend the first pre-proposal conference/site visit on October 9, 2024)
- In-Person Attendees **MUST** use the Sign-in Sheet
 - Located in the Board Room
- Virtual Attendees **MUST** use Teams Chat
 - Include your name, company name, email address, contact number
- Attendee List (name/company name only) will be posted via project website after the Pre-Proposal Conference.
 - Attendee List with contact information is available upon email request



TAKE OFF WITH US



Memphis
INTERNATIONAL AIRPORT