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# Memphis

INTERNATIONAL AIRPORT

## **Pre-Bid Conference**

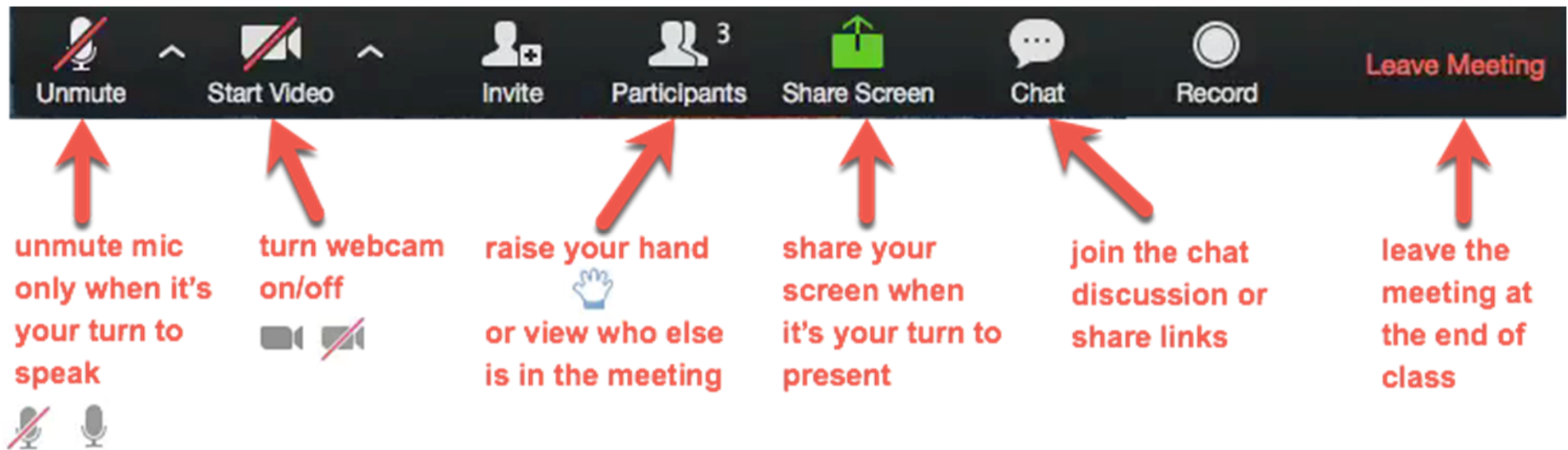
**Bravo Hot Spot– Construction**  
**MSCAA Project No. 18-1413-03**

**Tuesday, June 17th, 2025**

# 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 MS TEAMS



### Slide 3

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**BATP1** I updated this slide in the Terminal Apron presentation. 13-1368-02  
Brian A. Tenkhoff, P.E., 2022-08-11T14:32:58.190

**RF1 0** New Zoom bar copied over.  
Roger Folk, 2022-08-11T20:18:30.459



# Introductions, Responsibilities, and Lines of Communication

## **Project Team:**

### **Owner:**

Memphis-Shelby County Airport Authority (MSCAA)

- Brian Tenkhoff – Director of Development
- John Parrish – Manager Engineering & Construction
- Pov Chin – Project Manager
- Amy McCaffery – Manager of Environmental Compliance
- Regina Armstrong – Sr Manager of BDD
- Stacy Harris – DBE Compliance Program Administrator

- Aaron Hascher – Safety Program Manager
- TBD – Program Manager

### **Civil Engineer:**

Allen & Hoshall

- Harry Pratt– President
- Tim Gibson- Principal



## Slide 4

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**BATP1** My actual title is Manager of Engineering and Construction

Brian A. Tenkhoff, P.E., 2022-08-11T13:30:43.274

**BATP2** Parsons will be the Program Manager on this project. Please list them

Brian A. Tenkhoff, P.E., 2022-08-11T13:31:02.374


**BATP3** Make sure you talk through responsibilities and lines of communication when on this slide

Brian A. Tenkhoff, P.E., 2022-08-11T14:33:45.902

# Proposal Package Submittals

Bid documents are available online at [www.flymemphis.com/rfps-rfq.s](http://www.flymemphis.com/rfps-rfq.s).

**Please monitor**  
**[www.flymemphis.com](http://www.flymemphis.com)** for  
**updates, addendums, etc.**



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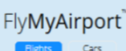
# RFB No. 18-1413-03 TW Bravo Hot Spot 1 – Construction

Bid / RFP / RFQ Name	Date Issued	Sealed Bids will be received by:
TW Bravo Hot Spot 1 - Construction RFB No. 18-1413-03	May 27, 2025	July 10, 2025 at 2pm Central Time
<b>PRE-BID MEETING</b> A Virtual Pre-Bid Meeting will be held on Tuesday, June 17, 2025, at 11:00 AM local time via the phone/video conference links below: Pre-Bid Meeting Virtual Link: <a href="https://teams.microsoft.com/j?meetingurl=join%3F%3Ameeting-YppvYdM1OWGkHapt15008rWfE4WfXmMMFTDwVW0ANjexUhmN4dnhsad.vz0Ttoomem%3FchZdTtqdt2n3e%3F27g15t138-4630-4477-b77b-756687956003b32c3c32C0rh32n3e%3F28658bc03-f592-4b3f-864f-d045f170119f-b72n3f2">https://teams.microsoft.com/j?meetingurl=join%3F%3Ameeting-YppvYdM1OWGkHapt15008rWfE4WfXmMMFTDwVW0ANjexUhmN4dnhsad.vz0Ttoomem%3FchZdTtqdt2n3e%3F27g15t138-4630-4477-b77b-756687956003b32c3c32C0rh32n3e%3F28658bc03-f592-4b3f-864f-d045f170119f-b72n3f2</a> Pre-Bid Meeting Call-in Option: Phone: (872) 242-8851; Conference ID: 690722022# Attendance at the Pre-Bid Meeting is strongly recommended.		
<b>BID OPENING</b> Bid Opening Virtual Link: <a href="https://teams.microsoft.com/j?meetingurl=join%3F%3Ameeting-NyVrtYx7mtUtMtZvk5GQOQGSLWlYYm3WmmftTtst43nUGL4-k4dnhsad.vz0Ttoomem%3FchZdTtqdt2n3e%3F27g15t138-4630-4477-b77b-756687956003b32c3c32C0rh32n3e%3F28658bc03-f592-4b3f-864f-d045f170119f-b72n3f2">https://teams.microsoft.com/j?meetingurl=join%3F%3Ameeting-NyVrtYx7mtUtMtZvk5GQOQGSLWlYYm3WmmftTtst43nUGL4-k4dnhsad.vz0Ttoomem%3FchZdTtqdt2n3e%3F27g15t138-4630-4477-b77b-756687956003b32c3c32C0rh32n3e%3F28658bc03-f592-4b3f-864f-d045f170119f-b72n3f2</a> Bid Opening Call-in Option: Phone: (872) 242-8851; Conference ID: 1239478058		
<b>DOCUMENTS</b> <ul style="list-style-type: none"> <li>- <a href="#">Form 8nds</a></li> <li>- <a href="#">Drawings.1</a></li> <li>- <a href="#">Drawings.2</a></li> <li>- <a href="#">Envelope Report</a></li> <li>- <a href="#">Tech Specs</a></li> </ul>		
<b>QUESTIONS</b> All bid questions must be submitted to <a href="mailto:bidaquestions@flymyairport.com">bidaquestions@flymyairport.com</a> . To guarantee a response, questions must be submitted by 5:00pm local time, Wednesday, June 25, 2025. <i>Note. Please add project name/number to subject of email.</i>		
<b>LEGAL NOTICE</b> Please click <a href="#">here</a> to download the Legal Notice.		

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

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# Proposal Package Submittals

Proposal Package **Required** Contents:

- Proposal Envelope
- Proposal (Specification 00405)
- Proposal Guarantee (Specification 00410)
- DBE Assurance Statement – one each per DBE Partner (Specification 00445)
- DBE Goals Accomplishment Statement (Specification 00445)
- Information on All Firms that Provide Bids or Quotes (Specification 0045)  
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:

Thursday, July 10th, 2025  
2:00 PM central time

Approx. 30 minutes after, bids will be opened and publicly read via phone/video conference; the link at can be found on MSCAA website under  
<https://flymemphis.com/rfps-rfqs/rfb-no-18-1413-03-tw-bravo-hot-spot-1-construction/>

[Bid Opening Call-in Option: Phone: \(872\) 242-8851; Conference ID: 123947805#](#)

Bids are good for seventy-five (75) days



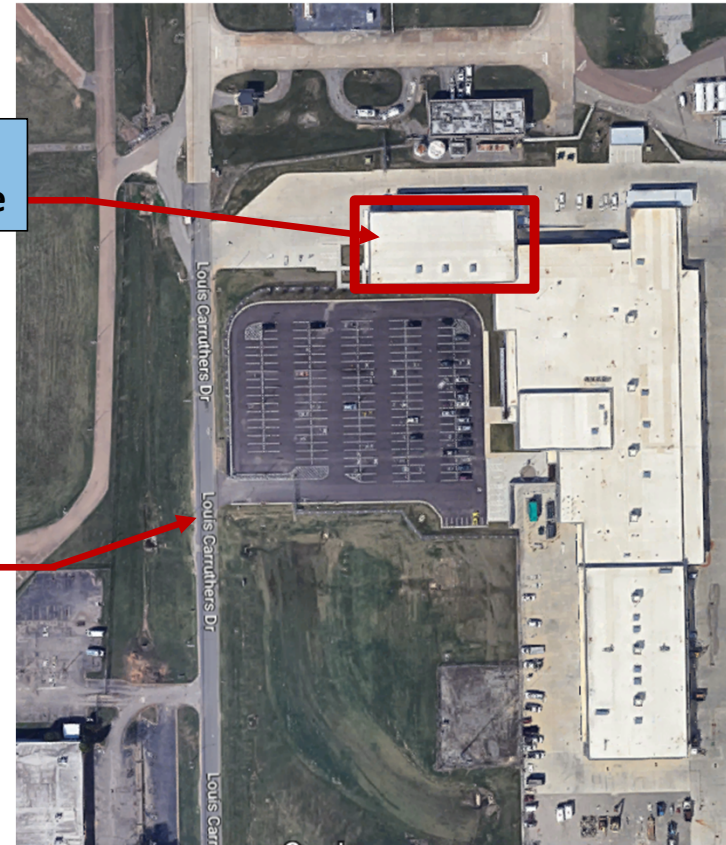
# PROPOSAL PACKAGE SUBMITTALS



**Procurement Warehouse  
4150 Louis Carruthers Drive**

**Louis Carruthers Drive**

**Shelby Drive**



# Sign-In Sheet

- Although this is a NOT mandatory pre-bid meeting; all Prime Contractors who intend to submit a Bid are encouraged to sign-in to register their attendance.
- To sign-in, please send an email to [bidquestions@flymemphis.com](mailto:bidquestions@flymemphis.com) or via Chat stating your name, company name, whether you are a prime or subcontractor, email address, office and cell phone numbers.

## Slide 9

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**BATP1**    Bullet #1. Last one I did I changed to encourage all attendees to register.  
Brian A. Tenkhoff, P.E., 2022-08-11T14:09:12.743

**RF1 0**    Item changed  
Roger Folk, 2022-08-11T20:20:38.616

**BATP2**    Bullet #2. emphasis prime or sub.  
Brian A. Tenkhoff, P.E., 2022-08-11T14:25:48.766

**RF2 0**    updated  
Roger Folk, 2022-08-11T20:20:50.741

**BATP3**    Either on the slide or in the notes, let them know that list (name/company name only) will be posted to the website and full contact list available by request.  
Brian A. Tenkhoff, P.E., 2022-08-11T14:26:29.566

**RF3 0**    Updated.  
Roger Folk, 2022-08-11T20:21:22.819



# Site Visit

- Project is active airfield pavement. Site visit will be coordinated as requested. Please notify MSCAA during this pre-bid or using the Q/A project email on listed on [www.flymemphis.com](http://www.flymemphis.com)



# Q&A Process

- All questions **must** be submitted to: [bidquestions@flymemphis.com](mailto:bidquestions@flymemphis.com)
- Question Deadline: **To guarantee a response, questions must be submitted by 5:00pm local time, Friday, June 27, 2025**
- 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, **Friday, June 27, 2025.**
- Q&A w/ Final Addendum posted to the website not later than **Thursday, July 7, 2025.**
- Bid Opening: **Thursday, July 10, 2025**, at 2:00 p.m. local time  
Bid reading will be via phone conference at 2:30 p.m. local time
- Award/Contract – Precise timing to be determined. General sequence:
  - Apparent Low Bid Notification – July 2025
  - Notice of Intent to Award – July/August 2025
  - Contract Approval/Execution – August 2025
  - NTP – January 2026
  - Completion – October 2026

\*Continue to monitor [www.flymemphis.com](http://www.flymemphis.com) website for addendums after 7/3/2025



# Procedures, Protocol, and General Contract Requirements

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# General Contract Requirements

## DBE Requirements – Section 00445

ReGina Armstrong – Senior Manager,  
Business Diversity Development

DBE Goal: 26%

May 27, 2025

MSCAA 18-1413-03

### DIVISION 0 – SECTION 00445

#### DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

MSCAA operates a federal Disadvantaged Business Enterprise (DBE) Program<sup>1</sup> to ensure full and fair opportunities in MSCAA 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 (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 race, color, national origin or sex. 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. (49 CFR Part 26.53(b)) 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 submission deadline, the Respondent should submit the fully-completed and fully-signed Assurance Statement. If the Respondent submits an Assurance Statement that is completed except for the DBE's, and if applicable, the 2nd/3rd Tier Subcontractor's signature(s) and a**

<sup>1</sup> 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.

## DBE Requirements

# General Contract Requirements

DBE ASSURANCE STATEMENT/LETTER OF INTENT	
<b>RESPONDENT:</b>	
Name of Firm: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	
<b>DBE:</b>	
Name of Firm: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	
Description of work to be performed by DBE:	
_____	
_____	
_____	
The Respondent is committed to utilizing the above-named DBE for the work described above. The estimated dollar value of this work is \$ _____, which is _____ % the total base bid proposal.	
The Respondent is committed to utilizing the above-named DBE for the work described above. The estimated dollar value of this work is \$ _____, which is _____ % the total Alternate #1 bid proposal.	
The Respondent is committed to utilizing the above-named DBE for the work described above. The estimated dollar value of this work is \$ _____, which is _____ % the total Alternate #2 bid proposal.	
<b>AFFIRMATION</b>	
The above-named DBE affirms that it will perform the portion of the contract for the estimated dollar value as stated above.	
By: _____	Signature of DBE and Title Date Name
By: _____	Signature of 2 <sup>nd</sup> /3 <sup>rd</sup> Tier Subcontractor and Title Date Name
If the Respondent does not receive award of the prime contract, any and all representations in this letter of Intent and Affirmation shall be null and void. If the Respondent does receive award of the prime contract, Respondent commits	
ISSUED FOR BID	
00445 Page 9	

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May 27, 2025 MSCAA 18-1413-03  
to using the DBE subcontractor listed and described above to meet the DBE contract goal, pursuant to 49 CFR Part 26.

By: \_\_\_\_\_  
Signature of Respondent and Title Date Name

(SUBMIT ON RESPONDENT'S LETTERHEAD FOR EACH DBE SUBCONTRACTOR.)



## DBE Requirements

# General Contract Requirements

### 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    % DBE utilization on this contract.

\_\_\_\_\_ The Respondent is unable to meet the DBE goal of \_\_\_\_\_ % 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 dollar value of DBE's participation and compensation and how this has been determined to meet the specific goal requirements of this solicitation in whole or part.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If DBE and company will enter into a Joint Venture, please describe the terms of the relationship and attach a copy of the contract between the parties.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_ Date \_\_\_\_\_

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Page 10  
ISSUED FOR BID

May 27, 2025

MSCAA 18-1413-03

(SUBMIT THIS PAGE ON RESPONDENT'S LETTERHEAD)



# General Contract Requirements

**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) \_\_\_\_\_

ISSUED FOR BID

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Page 11

May 27, 2025

MSCAA 18-1413-03

**(DO NOT SUBMIT THIS PAGE ON LETTERHEAD)**





## DBE Requirements

MSCAA 18-1420-01

The Memphis Airport Authority (MEM) maintains bidding statistics, regarding ALL firms bidding on prime contracts and subcontracts on US Department of Transportation (DOT) assisted projects in accordance to the federal regulation 49 CFR Part 26.11. This information will only be used for statistical purposes per 49 CFR Part 26.11. This requirement applies to all firms, regardless of whether they are subs or primes, regardless of the gender or race of their owners, and regardless of whether they are ultimately chosen to participate in the contract. Please list below the name, address, phone number and contact person for every firm that provided you a bid or a quote on this project – even if you ultimately decided not to use the firm in preparing your final bid. The first line should be used for the prime contractor on this project. All sections must be completed to the best of your ability.

[illegible]

AGRR = Annual Gross Revenue Ranges:

**A** = Less than \$500,000    **B** = \$500,000 - \$1 Million    **C** = \$1 - \$2 Million    **D** = \$2 - \$5 Million    **E** = Over \$5 Million  
**F** =Caucasian    **G** =African American    **H** = Hispanic/Latino    **I** = Other



# General Contract Requirements

## Owner-Controlled Insurance Program (OCIP) – Section 00500 Exhibit C

Willis Towers Watson

John Shorten – Director

Starla Lacey – Service Specialist

Wes Shelby – Safety Engineer

EXHIBIT C  
TO  
UNIT PRICE CONSTRUCTION CONTRACT  
FOR  
TW BRAVO HOT SPOT 1 - CONSTRUCTION

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

Contract: Contractor Name  
TW Bravo Hot Spot 1 - Construction  
MSCAA Project No. 18-1413-03

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# 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
  - \$5,000,000 each occurrence and annual aggregate
- 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

- Not Applicable





# 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 *(under review)*

- 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**  
**– Section 00801 and 00500-Exhibit D**

Wes Shelby  
Willis Towers Watson

Aaron Hascher, CM & ACE  
MSCAA - Safety Program Manager

May 27, 2025	MSCAA 18-1413-03
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, wrappings 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  
UNIT PRICE CONSTRUCTION CONTRACT  
FOR  
TW BRAVO HOT SPOT 1 - CONSTRUCTION  
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	06/02/2016
3	02/06/2017

Contract: Contractor Name  
TW Bravo Hot Spot 1 - Construction  
MSCAA Project No. 18-1413-03

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# 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

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## Airport Security Requirements – Section 00802

- Airport SIDA Badging Required for all construction personnel (prime and subs).
- Construction will be in the secure/AOA areas.
- Project Specific Security Requirements.
  - Project is within Air Operations Area (AOA) and will require drivers to have appropriate MSCAA driving privileges/driving permit.
  - Class 3 driving privileges required for movement area (i.e. ATCT controlled) driving.

### 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 taxing, 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.

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# General Contract Requirements

## Contractor's Project Schedule – Section 01310 and 01320

- The Contractor will be required to utilize an integrated construction project management software platform for coordination, meeting, organization, submittals, payment applications, project records, drawings specification reports, punch-list, and schedules throughout the duration of the project.
- Project Management software platform utilized for this project will be Procore.
- \* MSCAA will provide seats for the Contractor.

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### DIVISION 1 – SECTION 01310

#### PROJECT MANAGEMENT AND COORDINATION

##### PART 1 PROJECT MANAGEMENT

###### 1.01 DESCRIPTION

- A. The Contractor will be required to utilize an integrated construction project management software platform for coordination, meeting organization, submittals, payment applications, project records, drawings, specifications, reports, punch-lists, and schedules throughout the duration of the project.
  1. Project Management software platform utilized for this project will be Procore.
- B. The project management software will be provided by the Owner. The Contractor will be allowed seat licenses with access to the project management software as needed for the duration of the project.
- C. Any training required in order for the Contractor to become proficient in the utilization of the construction project management software, shall be the responsibility of the Contractor at no additional cost to the Owner.

##### PART 2 PRECONSTRUCTION CONFERENCE

###### 2.01 SUMMARY

- A. To help clarify construction contract administration procedures, the Engineer or Owner will schedule a Preconstruction Conference prior to start of the Work, as described in this Section.
- B. Related Work:
  1. Documents affecting work of this Section include, but are not necessarily limited to, Division 0 and Division 1 Specification Sections.

###### 2.02 AGENDA AND MEETING SUMMARIES

- A. To the maximum extent practicable, advise the Engineer or Owner at least 24 hours in advance of the Conference as to items to be added to the agenda.
- B. The Engineer or Owner will compile summaries of the Conference, and will furnish copies of the summaries to the Contractor. The Contractor may make and distribute such other copies as he wishes.

###### 2.03 QUALITY ASSURANCE

- A. For those persons designated by the Contractor, his subcontractors, and suppliers to attend the Pre-Construction Conference, provide required authority to commit the entities they represent to schedules and solutions agreed upon in the Conference.

###### 2.04 PRECONSTRUCTION CONFERENCE

- A. The Conference will be held at a time and date established by the Engineer or Owner. If requested by the Engineer or Owner, additional conferences will be held.
- B. Attendance:

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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 act:
  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;

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Page 1

ISSUED FOR BID

**PROCORE**



# General Contract Requirements

May 27, 2025

MSCAA 18-1413-03

## 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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## Environmental Considerations

Amy McCaffery, MSCAA – Manager of Environmental Compliance

- Cleaning (Section 01741)
- Dust
- Debris
- Batch Plant
- Above Ground Storage Tanks
- SWPPP



# NPDES Storm Water Construction Permit

- Sign the NOI – contractor
- Read the SWPPP – provided by Airport Authority
- 30-day Assessment – provided by Designer
- Bi-Weekly Inspections – contractor
  - Corrective action within 7 days or before next rain event

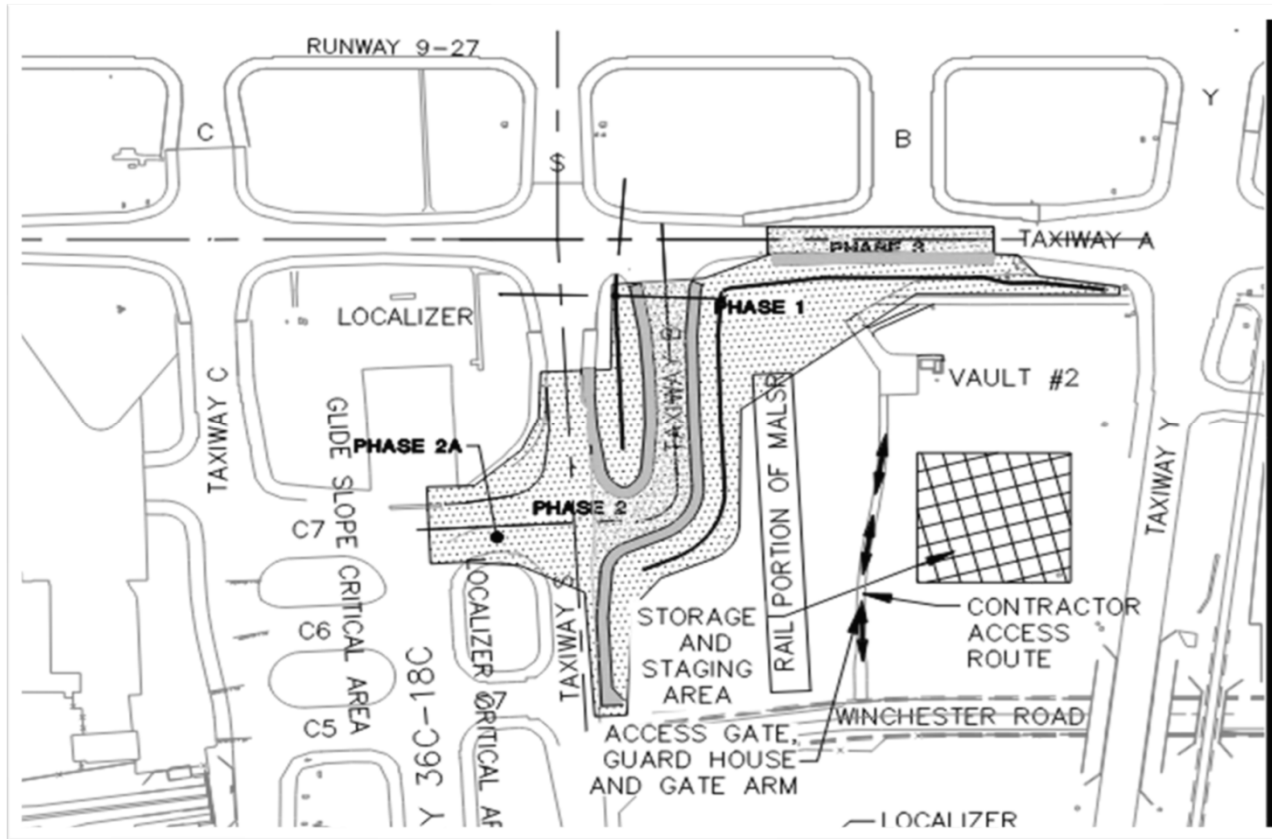
# Project Scope, Phasing, and Technical Review

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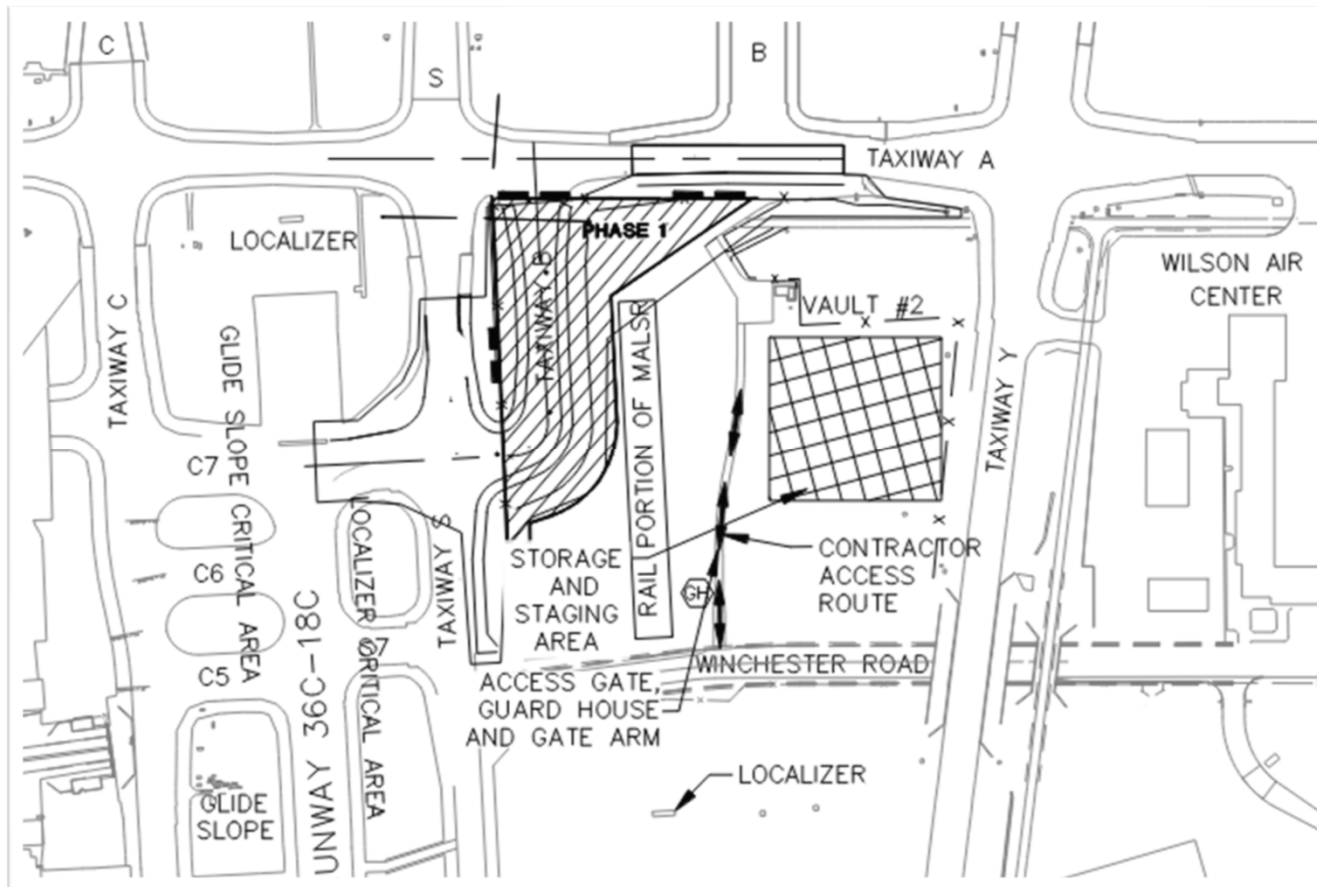




# Project Phasing



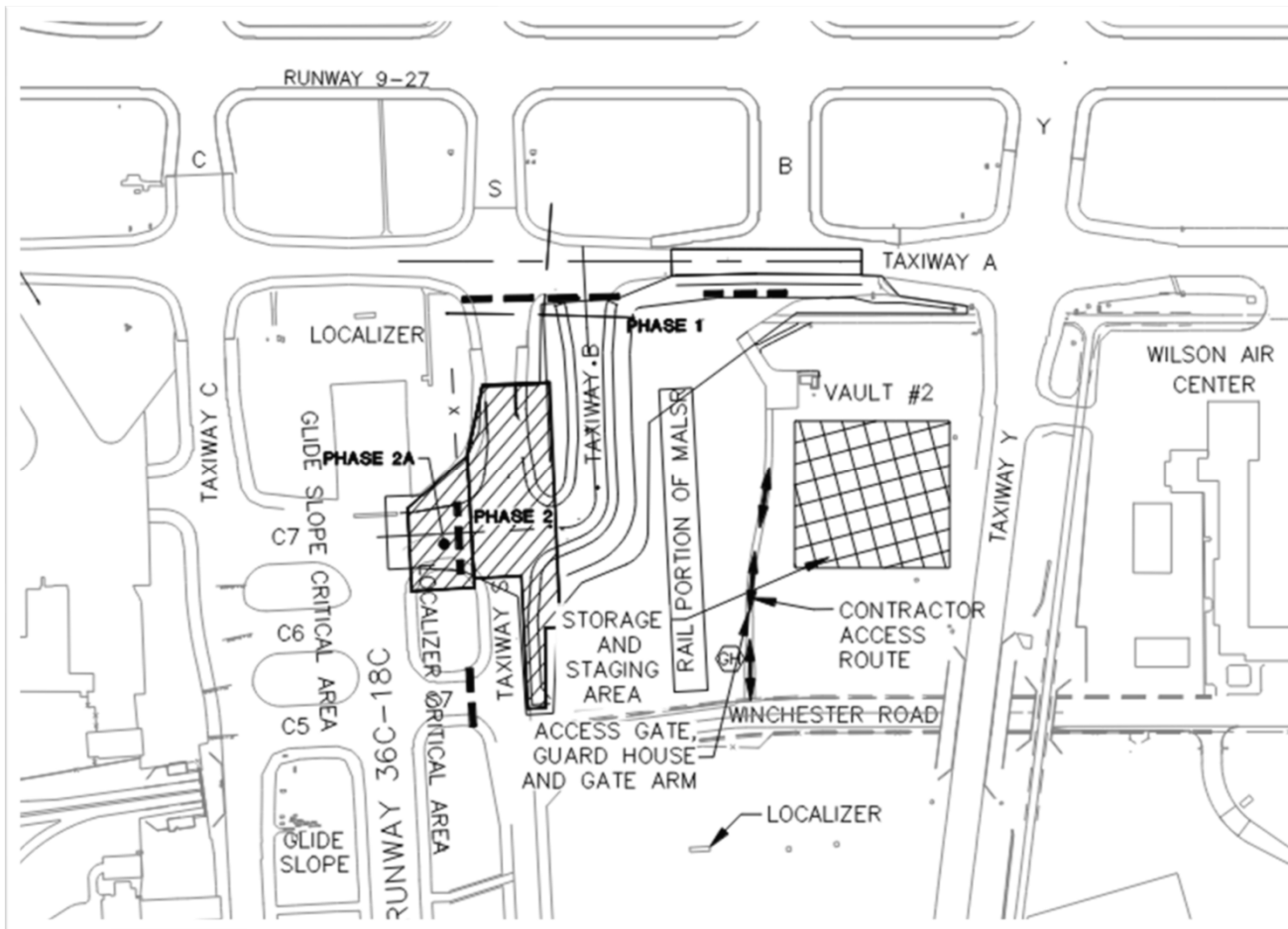
# Project Phasing – Phase 1



## PHASE DURATIONS

PHASE 1 - NTP TO COMPLETION 120 CALENDAR DAYS.

# Project Phasing – Phase 2

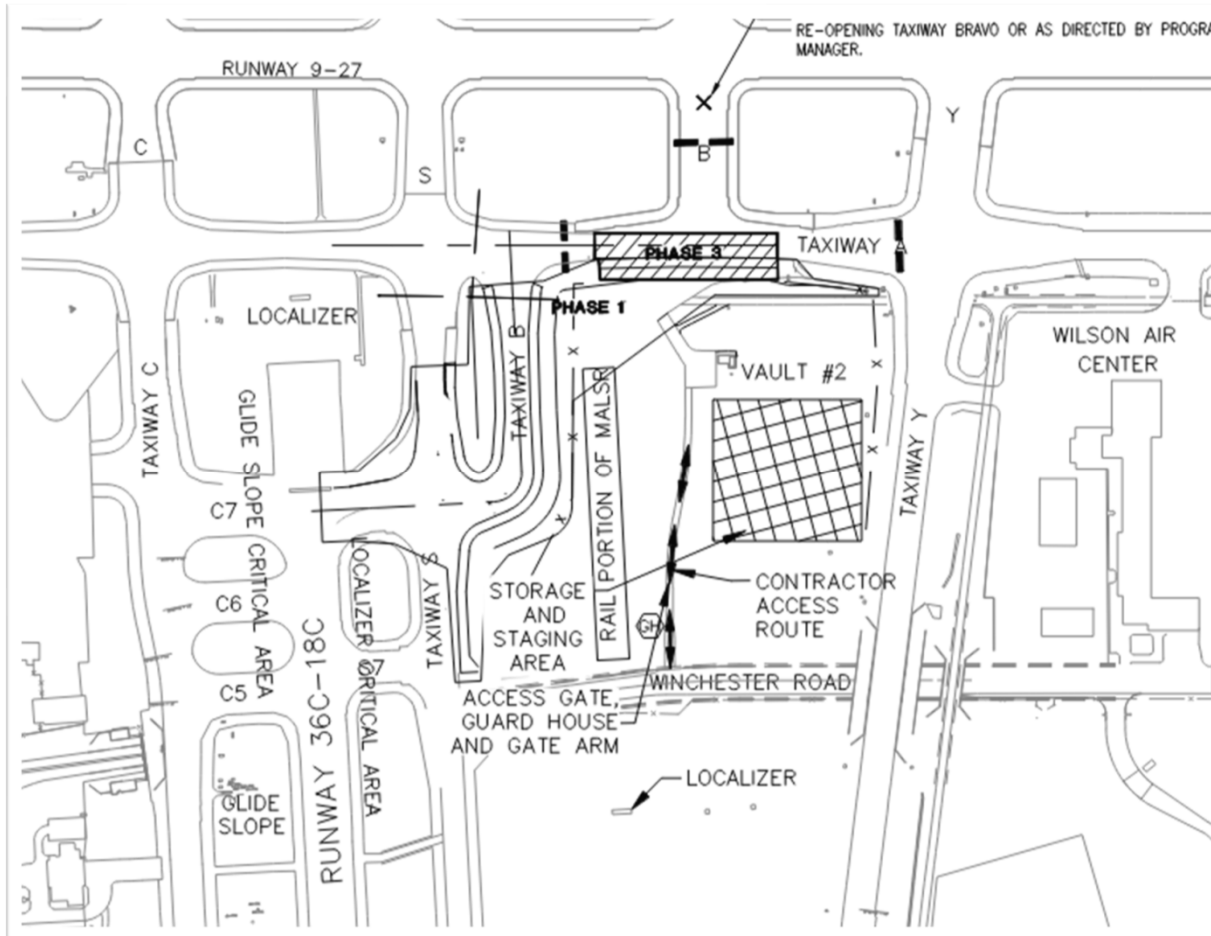


## PHASE DURATIONS

PHASE 2 – NTP TO COMPLETION 90 CALENDAR DAYS.

PHASE 2A – CONCURRENT PHASE WITHIN PHASE 2 THAT WILL BE COMPLETED ENTIRELY WITHIN THE TIME LIMITS OF PHASE 2. THIS WORK WILL BE PERFORMED DURING DAILY RUNWAY CLOSURES. THE HOURS OF CLOSURES WILL GENERALLY BE 0700-1430, 3 DAYS PER WEEK AND WEEKENDS CONCURRENT WITH ADJACENT PHASE.

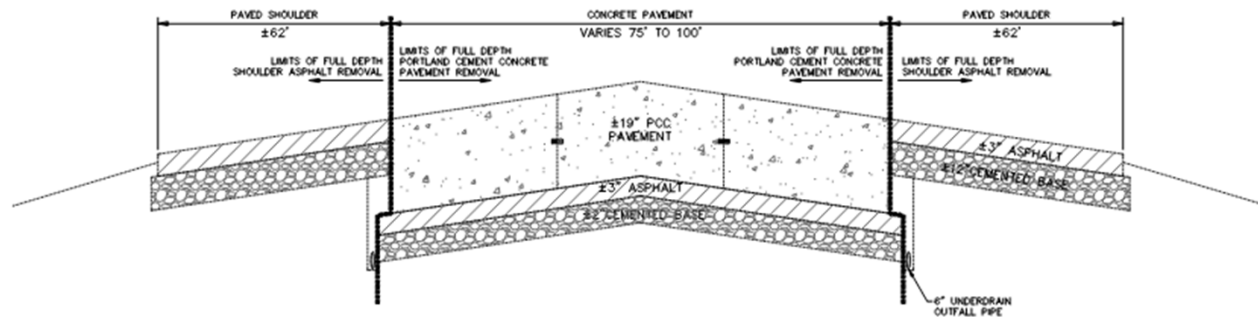
# Project Phasing – Phase 3



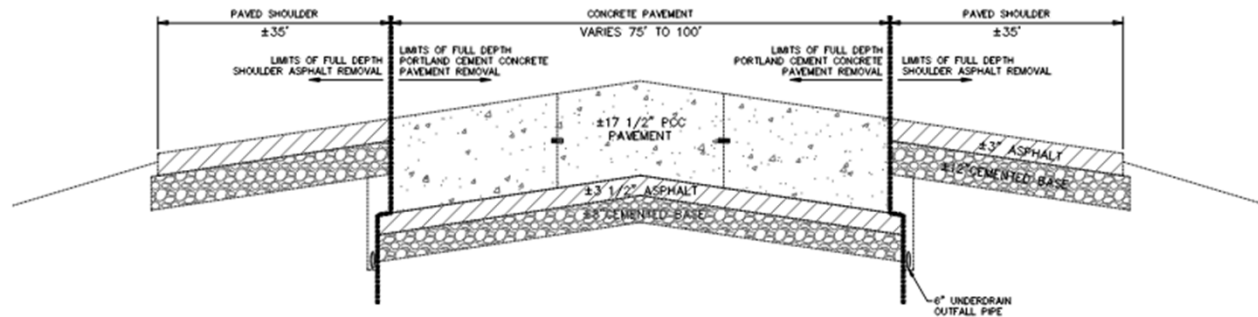
## PHASE DURATIONS

PHASE 3 – NTP TO COMPLETION 60 CALENDAR DAYS..

# Scope of Work - Demo

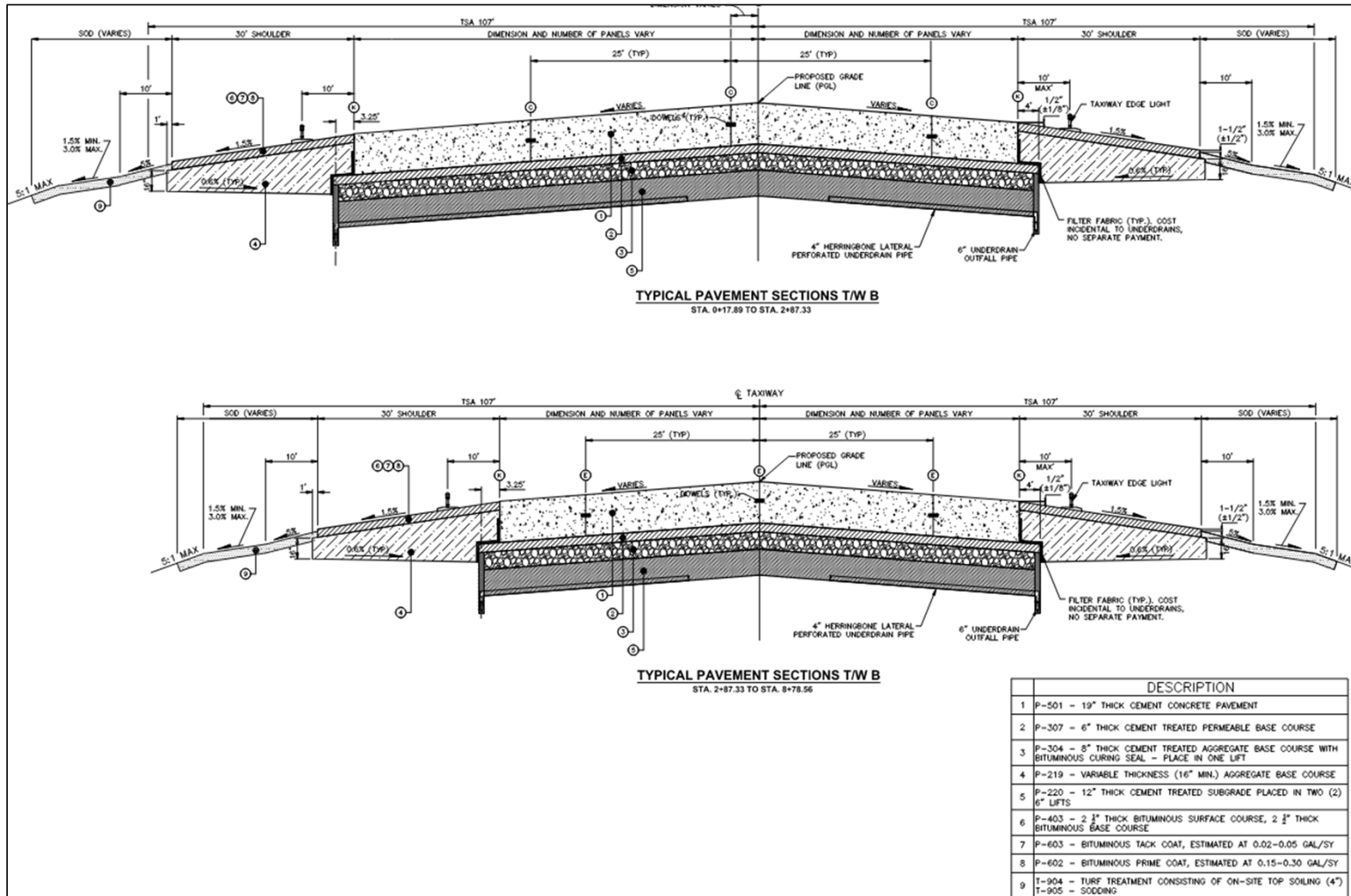


EXISTING PAVEMENT SECTION T/W B



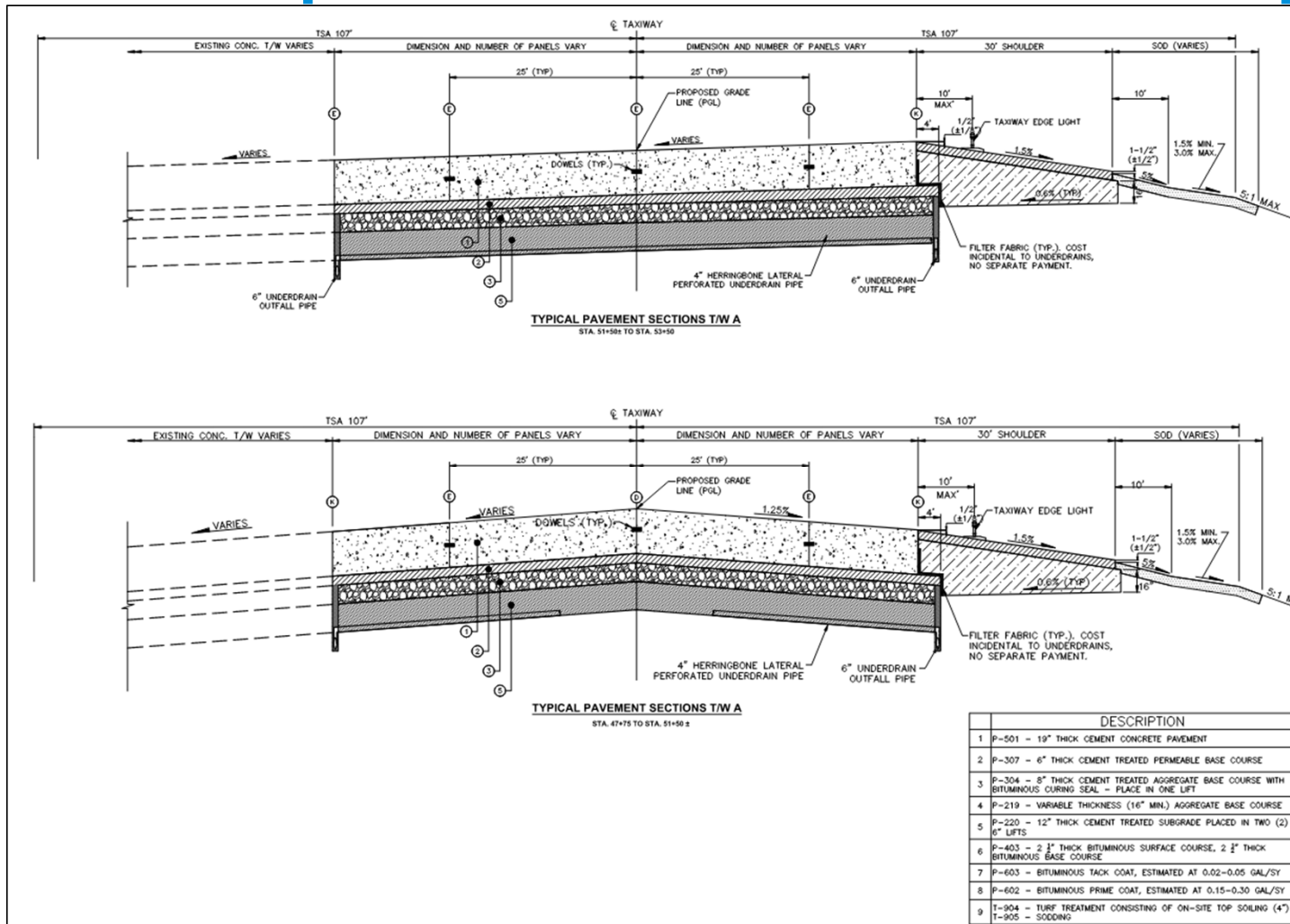
EXISTING PAVEMENT SECTION T/W A

# Scope of Work – New Pavement Bravo





# Scope of Work – New Pavement Alpha



# Project Scope of Work

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

### Schedule:

Two Hundred Seventy(270) calendar days  
for substantial completion) + Sixty (60) days  
(closeout/final completion)

May 27, 2025 MSCAA 18-1413-03

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 TW Bravo Hot Spot 1 – Construction, MSCAA Project 18-1413-03.

B. The "Work" of this Contract is defined in the Contract Documents to include, but not limited to, demolition of existing pavement and associated infrastructure, grading and drainage, underdrains, Portland cement concrete pavement including subgrade preparation, cement treated base, soil cement subbase, joint sealing, bituminous pavement, airfield signage and markings, airfield electrical lighting and underground ducts, earthwork, erosion control, sodding, and other efforts normally required for taxiway reconstruction.

C. Airport Improvement Program Project: The work in this contract is included in an Airport Improvement Program Project (which project is subject to receipt of confirmation of federal funds) which is being undertaken and accomplished by the Owner in accordance with the terms and conditions of an agreement between the Memphis-Shelby County Airport Authority and the United States, under the provision of Title 49, United States Code, herein called Title 49, USC, pursuant to which the United States Government has agreed to pay a certain percentage of the costs of the project that are determined to be allowable project costs under that Act. The United States Government is not a party to this contract and no reference in this contract to the FAA or any representative thereof, or to any rights granted to the FAA or any representative thereof, or the United States Government, by the contract, makes the United States Government a party to this contract.

E. FAA Inspection and Review: The Contractor shall allow any authorized representative of the FAA to inspect and review any work or materials used in the performance of this contract.

F. Subcontracts: The Contractor shall insert in each of his subcontracts the provisions contained in paragraphs C. and D., of this section and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

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 two hundred and forty (240) calendar days from the Notice to Proceed ("NTP") date. Furthermore, each phase has a required calendar day duration as indicated in the Phasing Plans. The project scope of work is as stated in

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# Project Scope of Work

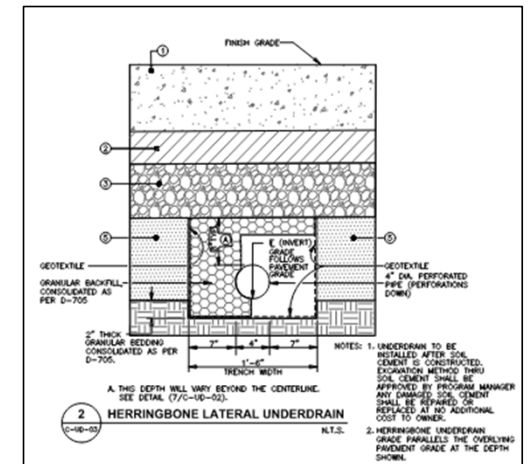
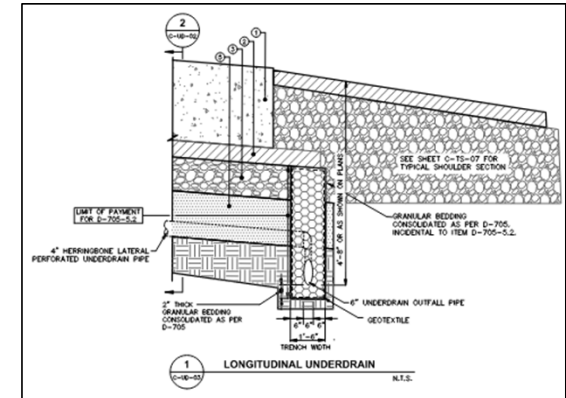
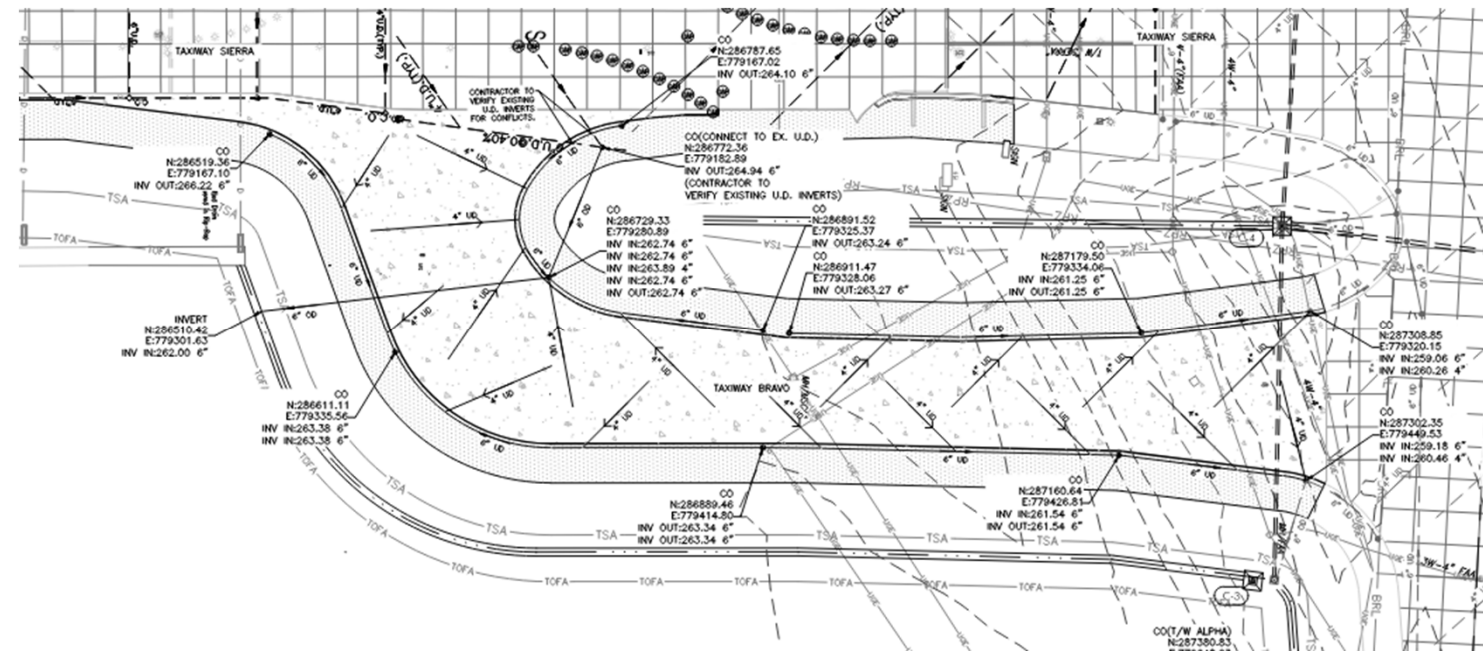
- This project is for the relocation of approximately a section of existing Taxiway Bravo to correct an existing Hot Spot at MEM. The general scope of the relocation includes demolition of 1,533 LF of existing taxiway pavement and construction of 857 LF of new taxiway pavement. Additionally, this project will include full-depth reconstruction of approximately 575 LF of existing Taxiway Alpha. The work includes, but not limited to, demolition of existing pavement and associated infrastructure, grading and drainage, underdrains, Portland cement concrete pavement including subgrade preparation, cement treated base, soil cement subbase, joint sealing, bituminous pavement, airfield signage and markings, airfield electrical lighting and underground ducts, earthwork, erosion control, sodding, and other efforts normally required for taxiway construction and reconstruction.
- Project will be phased to minimize disruptions to aircraft operations.



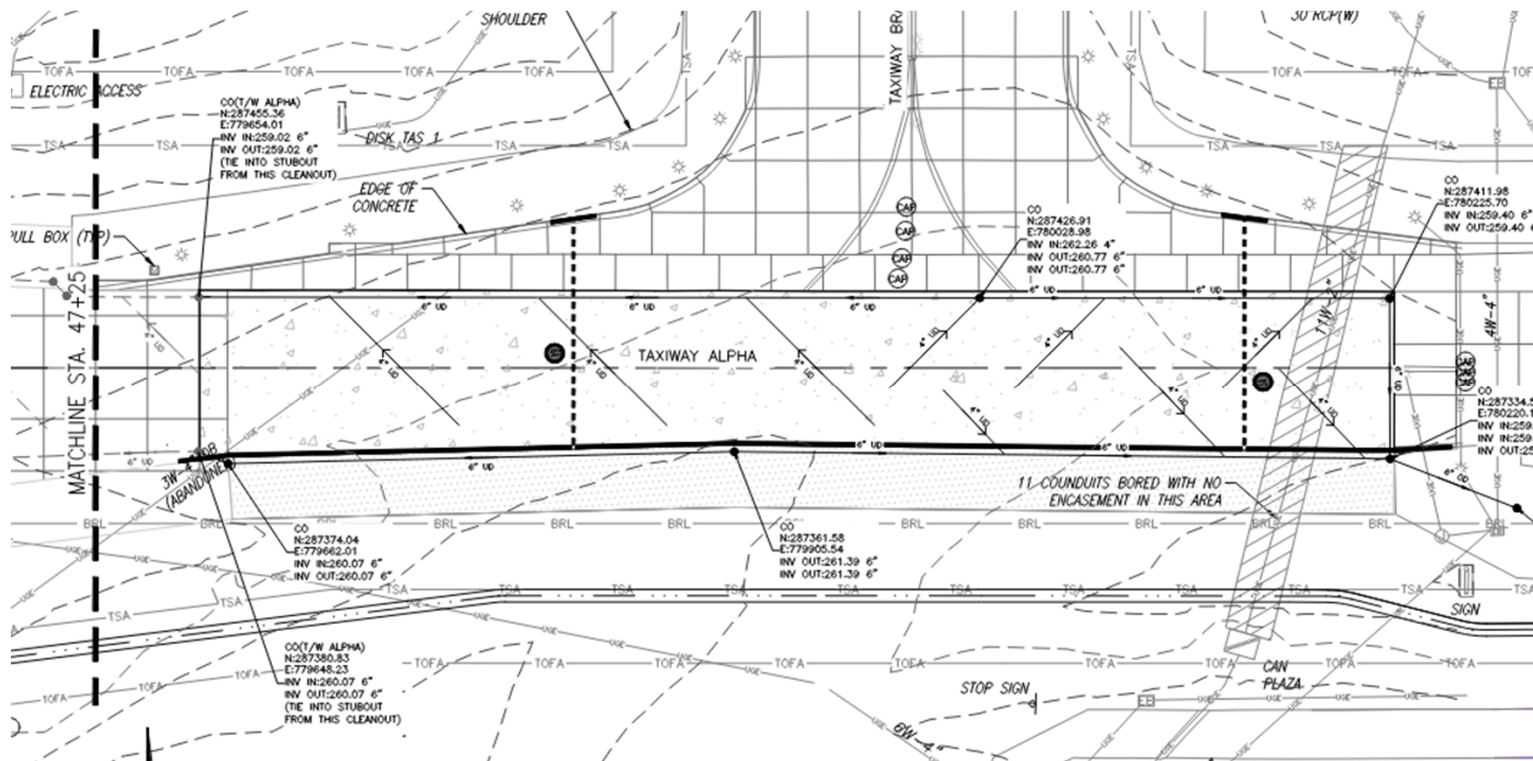
# Project Scope of Work- Batch Plant Location



# Scope of Work – Underdrains Bravo

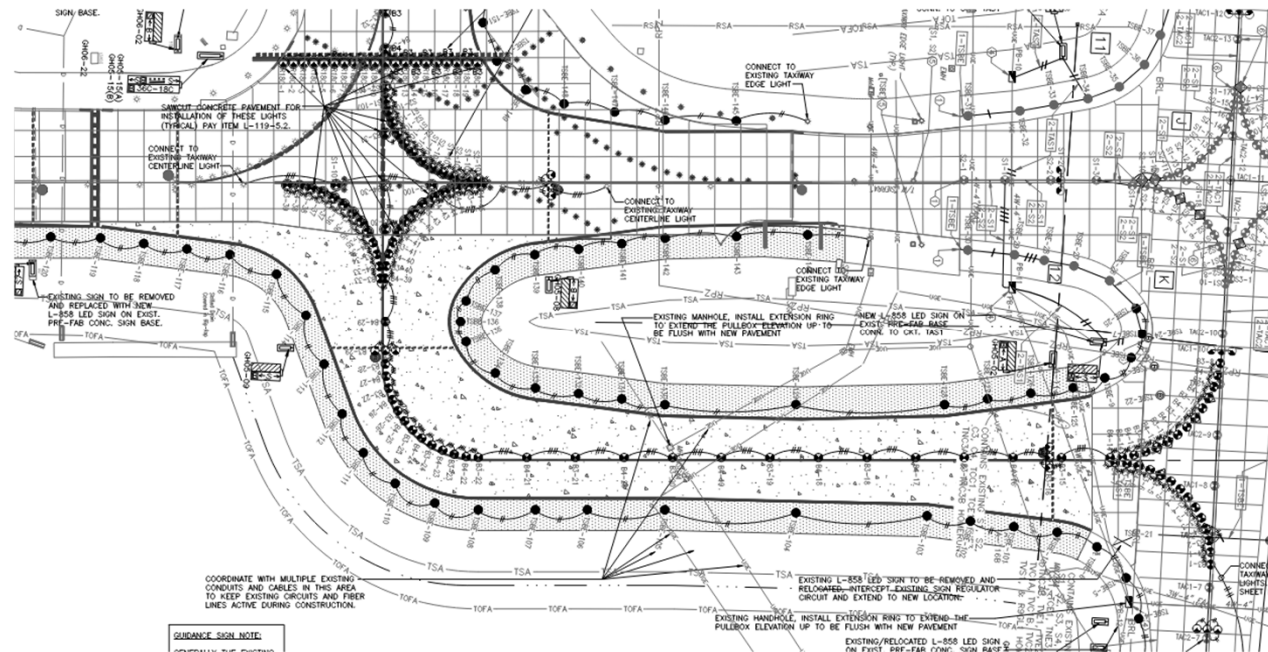


# Scope of Work – Underdrains Alpha





# Scope of Work – Electrical Bravo



AIRFIELD LIGHT FIXTURE SCHEDULE							
SYMBOL	FIXTURE TYPE	STYLE	FIXTURE USE	DESCRIPTION	COLOR	LAMP(S)	REFERENCE PAY ITEM
●	L-852T	3	T/W EDGE LIGHT LED	SEMIFLUSH	BLUE	LED	1-25/6.6 L-125-5.6
●	L-852C	3	T/W & BIDIRECTIONAL STRAIGHT (NARROW)	SEMIFLUSH	*/*	LED	1-25/6.6 L-125-5.1
●	L-852D	3	T/W & BIDIRECTIONAL CURVED (WIDE)	SEMIFLUSH	*/*	LED	1-45/6.6 L-125-5.3
●	L-852C	3	T/W & UNIDIRECTIONAL	SEMIFLUSH	GREEN	LED	1-125-5.4
●	L-852C	3	T/W & CLEARANCE BAR	SEMIFLUSH	YELLOW	LED	1-125-5.2
●	L-852F	1	T/W & OMNIDIRECTIONAL	SEMIFLUSH	YELLOW	LED	1-125-5.5

- SEE LAYOUT SHEETS FOR FIXTURE COLOR
- \* = FILTER COLOR, GREEN UNLESS OTHERWISE SPECIFIED ON LIGHTING COORDINATE OR LAYOUT SHEETS



# Q&A Session

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# Q&A Session

All questions must be submitted to [bidquestions@flymemphis.com](mailto: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 **5:00pm local time, Friday, June 27, 2025.**







**TAKE OFF WITH US**

