



TAKE OFF WITH US

# Memphis

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INTERNATIONAL AIRPORT

**Pre-Bid Conference**

**INBOUND-OUTBOUND ROADWAY**

**SEAL COAT PROJECT**

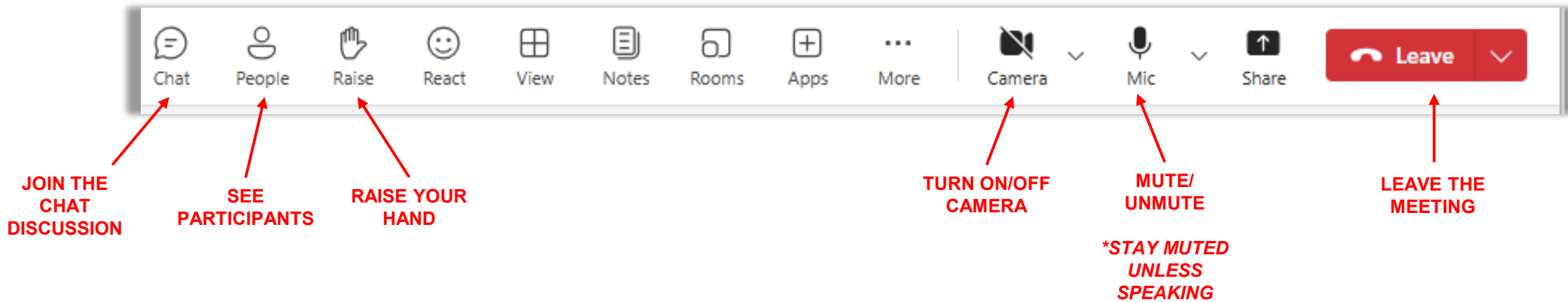
**MSCAA Project No. 25-0200-01**

**Wednesday, June 18<sup>th</sup>, 2025**

# Meeting Agenda

- Welcome
- Introductions
- Sign-In Sheet
- Project Scope of Work
- Bid Package Submittal
- Q&A Process
- Anticipated Date Sequence
- Procedures, Protocol, and General Contract Requirements
- Detailed Scope of Work
- Q&A Session

# Using Microsoft Teams



# Introductions, Responsibilities, and Lines of Communication

## Project Team:

### Owner:

Memphis-Shelby County Airport Authority (MSCAA)

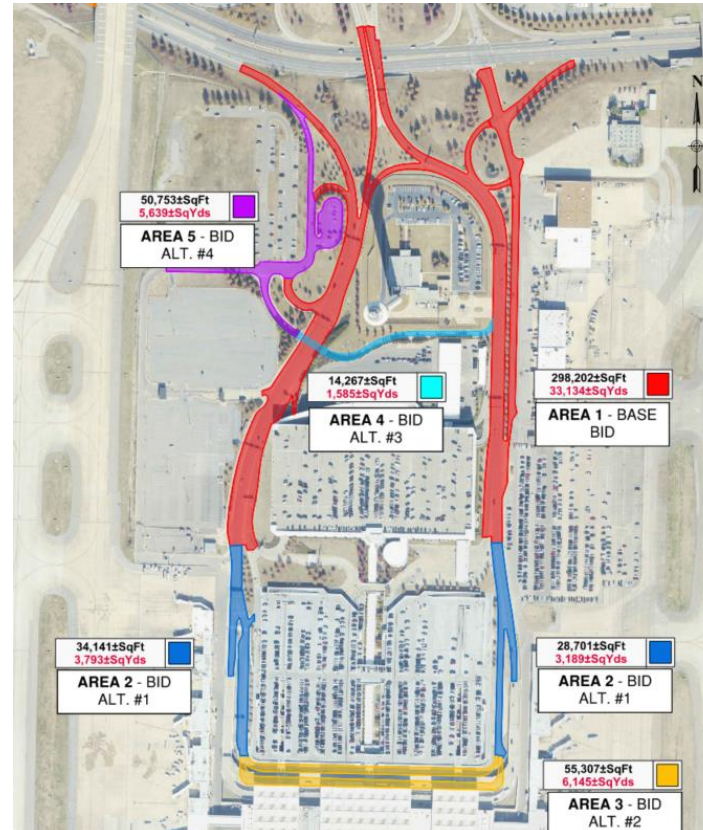
- Brian Tenkhoff – MSCAA, Director of Development
- Jonathan Parrish – MSCAA, Manager of Engineering and Construction
- Zach Shaw – MSCAA, Director of Maintenance

# Sign-In Sheet

- This is a **non-mandatory** Pre-Bid Conference.
- Virtual Attendees **MUST** use Teams Chat
  - Include your name, company name, email address, contact number, and prime or sub.
- Attendee List (name/company name only) will be posted via project website after the Pre-Bid Conference.

# General Scope of Work

- The Authority intends to seal coat the inbound and outbound roadways at Memphis International Airport. Work efforts include, but are not limited to, asphalt seal coat, crack repair, crack seal, pavement striping, traffic control, and other efforts as necessary. The project includes five (5) separate areas.
- There is one base bid area and four bid alternate areas. Selection of alternates will be based on availability of funding.



# Bid Package Submittals

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

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

## RFB No. 25-0200-01 Inbound-Outbound Roadway Sealcoat

Bid / RFP / RFQ Name	Date Issued	Sealed Bids will be received by:
Inbound-Outbound Roadway Sealcoat RFB No. 25-0200-01	June 3, 2025	July 1, 2025 at 2pm Local Time

**BID OPENING**

Responses to all Request for Bids will be opened and publicly read thirty (30) minutes after the response deadline via Microsoft Teams.

Bid Opening Virtual Link:  
[https://teams.microsoft.com/join/19%3ameeting\\_ZjkwNTlwMTIwMmNkNy00YjUzLWJlNTYsMTU2MDZjOGRhMzMi%40thread.v2/0?context=%7b%22Tid%22%3a%227d15b138-6f30-4477-b779-756687956003%22%2c%22Oid%22%3a%22293f0aab-916d-4657-b308-5476686a44c8%22%7d](https://teams.microsoft.com/join/19%3ameeting_ZjkwNTlwMTIwMmNkNy00YjUzLWJlNTYsMTU2MDZjOGRhMzMi%40thread.v2/0?context=%7b%22Tid%22%3a%227d15b138-6f30-4477-b779-756687956003%22%2c%22Oid%22%3a%22293f0aab-916d-4657-b308-5476686a44c8%22%7d)

Bid Opening Call-in Option: Phone: (872) 242-8851; Conference ID: 533 403 463#


**PRE-BID MEETING**

A virtual pre-bid conference will be held **Wednesday, June 18, 2025, at 11:00 AM Local Time** via video conference. (Microsoft Teams Meeting Information: posted on or after June 6, 2025).

For those wishing to submit a bid, attendance is **STRONGLY RECOMMENDED**.

Pre-Bid Meeting Virtual Link:  
[https://teams.microsoft.com/join/19%3ameeting\\_ZGlxZDZlNmYsZmM2Yy00ZTIzLWJlNTYsMTU2MDZjOGRhMzMi%40thread.v2/0?context=%7b%22Tid%22%3a%227d15b138-6f30-4477-b779-756687956003%22%2c%22Oid%22%3a%22293f0aab-916d-4657-b308-5476686a44c8%22%7d](https://teams.microsoft.com/join/19%3ameeting_ZGlxZDZlNmYsZmM2Yy00ZTIzLWJlNTYsMTU2MDZjOGRhMzMi%40thread.v2/0?context=%7b%22Tid%22%3a%227d15b138-6f30-4477-b779-756687956003%22%2c%22Oid%22%3a%22293f0aab-916d-4657-b308-5476686a44c8%22%7d)

**TRANSLATE**

 English

**NAVIGATE**

- Home
- Flights
- Nonstop Destinations
- Parking & Transportation
- Passenger Guide
- About MEM
- MEM on the Move
- Press Room
- Connect

**FlyMyAirport™**


Flights


Cars


Rou...

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 Memphis (MEM)



 To?

# Bid Package Submittals

## Required Contents:

- ☐ Bid Envelope
- ☐ Bidder Information Form
- ☐ Exceptions
- ☐ Price Schedule
- ☐ SBPP/SBE Forms
  - ☐ Assurance Statement
  - ☐ Goal Accomplishment Statement
  - ☐ Bidder's List
  - ☐ Voluntary Disclosure of Respondent Data
- ☐ Proposal Bond

### **13 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 Bidders shall structure their response by submitting the response using the forms provided in Section 16 and 17 below and submitting data as requested in the following sections:

#### **13.1 Bidder Envelope Form**

Bidders must submit the Bidder Envelope Form provided in Section 16.2 below. The Bid Envelope must be completed and attached to the outside of the bidder envelope.

#### **13.2 Bidder Information Form**

Bidders must submit the Bidder Information Form provided in Section 16.3 below.


**See RFB Section 13 – Response Structure for submittal requirements.**



# Bid Package Submittals

## Pricing Schedule

- ☐ Submit a completed **Attachment C Pricing Schedule** for Base Bid and 4 Bid Alternates



Memphis-Shelby County Airport Authority  
Memphis, Tennessee

Pricing Schedule  
The Company shall provide pricing for the project in accordance with the requirements of this Request for Bids, for the prices shown below.

BASE BID - AREA 1 (RED)						
ITEM NO.	PAY ITEM	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL EST. PRICE
1	TDOT-712	MAINTENANCE OF TRAFFIC	LS	1	\$	\$
2	TDOT-717	MOBILIZATION	LS	1	\$	\$
3		TYPE I CRACK REPAIR	LF	2,912	\$	\$
4		TYPE II CRACK REPAIR	LF	2,184	\$	\$
5	TDOT-716.07	PAINTED PAVEMENT MARKING - 6" SINGLE SOLID YELLOW LINE (REFLECTIVE)	LF	2,744	\$	\$
6	TDOT-716.07	PAINTED PAVEMENT MARKING - 6" SINGLE SOLID WHITE LINE (REFLECTIVE)	LF	11,589	\$	\$
7	TDOT-716.07	PAINTED PAVEMENT MARKING - 6" SINGLE DASHED WHITE LINE (REFLECTIVE)	LF	10,596	\$	\$
8	TDOT-716.07	PAINTED PAVEMENT MARKING - ARROW (WHITE) (REFLECTIVE)	EA	18	\$	\$
9	TDOT-716.07	PAINTED PAVEMENT MARKING - SURFACE PAINTED SLOW (WHITE) (REFLECTIVE)	EA	2	\$	\$
10	TDOT-716.07	PAINTED PAVEMENT MARKING - SURFACE PAINTED ONLY (WHITE) (REFLECTIVE)	EA	5	\$	\$
11	TDOT-716.07	PAINTED PAVEMENT MARKING - VEHICLE STOP BAR (WHITE) (REFLECTIVE)	EA	2	\$	\$
12	TDOT-403.05	BITUMINOUS MATERIAL (TC/FOG SEAL) (UNDILUTED) (403-01.10 HIGH PERFORMANCE FOG SEAL)	SY	33,134	\$	\$
13		SEVERE CRACK REPAIR/BASE REPAIR ALLOWANCE	ALLOW	1	\$ 5,000.00	\$ 5,000.00

CONTRACT BASE BID-AREA 1 TOTAL (TOTAL OF LINE ITEMS 1-13) \$ \_\_\_\_\_

CONTRACT BASE BID-AREA 1 TOTAL (TOTAL OF LINE ITEMS 1-13):  
\_\_\_\_\_  
(use words)  
\_\_\_\_\_  
(\$ \_\_\_\_\_)

REQUEST FOR BIDS 25-0200-01  
INBOUND-OUTBOUND ROADWAY SEALCOAT

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# Bid Package Submittals

## Submit Bids to:

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

## Bids Due:

Tuesday, July 1<sup>st</sup>, 2025  
2:00 PM Local Time

<b>BID OPENING</b> Responses to all Request for Bids will be opened and publicly read thirty (30) minutes after the response deadline via Microsoft Teams.  Bid Opening Virtual Link: <a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjkwNTlwMTltMmNkNy00YjUzLWJlNTYtMTU2MDZjOGRhMzM1%40thread.v2/0?context=%7b%22Tid%22%3a%227d15b138-6f30-4477-b779-756687956003%22%2c%22Oid%22%3a%22293f0aab-916d-4657-b308-5476686a44c8%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjkwNTlwMTltMmNkNy00YjUzLWJlNTYtMTU2MDZjOGRhMzM1%40thread.v2/0?context=%7b%22Tid%22%3a%227d15b138-6f30-4477-b779-756687956003%22%2c%22Oid%22%3a%22293f0aab-916d-4657-b308-5476686a44c8%22%7d</a>  Bid Opening Call-in Option: Phone: (872) 242-8851; Conference ID: 533 403 463#		
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Bids will be Publicly opened virtually 30 minutes after the response deadline. Call-In information available on the project website.

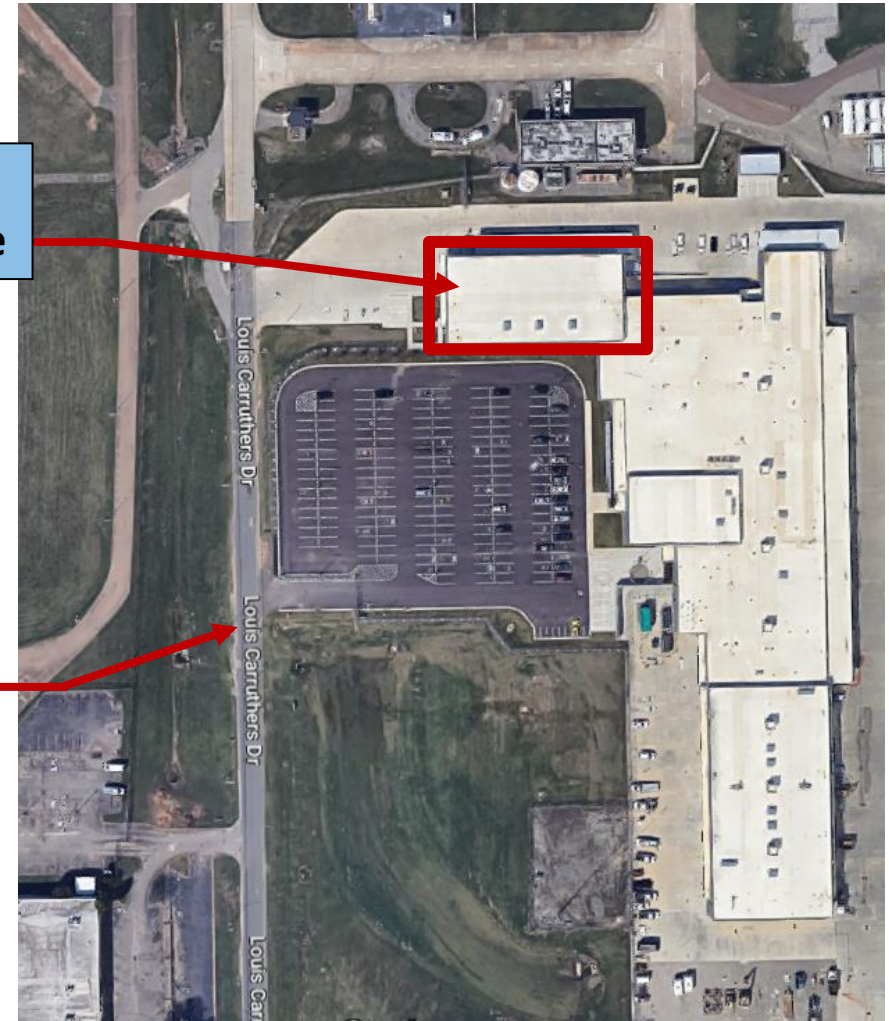
# Bid Package Submittals



**Procurement Warehouse  
4150 Louis Carruthers Drive**

**Louis Carruthers Drive**

**Shelby Drive**



# Site Visit

- Project Site is publicly accessible and available for bidders to inspect.
- A coordinated site visit with MSCAA is available. Request a site visit at [bidquestions@flymemphis.com](mailto:bidquestions@flymemphis.com)

# Q&A Process

- All questions **must** be submitted to: [bidquestions@flymemphis.com](mailto:bidquestions@flymemphis.com)
- Subject line **must** include: **25-0200-01 Inbound-Outbound Roadway Sealcoat**
- Question Deadline: **To guarantee a response, questions must be submitted by 5:00 PM Local Time, Monday, June 23<sup>rd</sup>, 2025**
- Questions and Answers will be posted to the Authority's website by 5:00 PM Local Time, Wednesday, June 25<sup>th</sup>, 2025
- **Questions not submitted in this manner will not be provided with a formal answer.**

Error on  
website

## QUESTIONS

All bid questions must be submitted to [bidquestions@flymemphis.com](mailto:bidquestions@flymemphis.com). To guarantee a response, questions must be submitted by 5:00pm local time **Wednesday**, June 23, 2025.

*Note: Please add project name/number to subject of email.*



# Anticipated Date Sequence

- Questions due by 5:00 PM Local Time, **Monday, June 23<sup>rd</sup>, 2025**
- Questions & Answers posted to the website no later than 5:00 PM Local Time, **Wednesday, June 25<sup>th</sup>, 2025\***
- Bids due by 2:00 PM Local Time, **Tuesday, July 1<sup>st</sup>, 2025**
  - Bids will be read virtually 30 minutes after the response deadline.
- Award/Contract – Precise timing to be determined. General sequence:
  - Notice of Award – **July 15<sup>th</sup>, 2025**
  - Anticipated Approval of the Award of Contract – **July 24<sup>th</sup>, 2025**
  - Anticipated Notice to Proceed – **August 4<sup>th</sup>, 2025**
  - Anticipated Project Completion – **September 3<sup>rd</sup>, 2025**

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



# Procedures, Protocol, and General Contract Requirements

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# General Contract Requirements

## Small Business Participation Program (SBPP) Requirements – RFB Section 6

ReGina Armstrong – Business Diversity  
Development

SBPP Goal:

0%

	<b>Memphis-Shelby County Airport Authority</b> Memphis, Tennessee
<b>6 SMALL BUSINESS PARTICIPATION PROGRAM (SBPP) REQUIREMENTS</b>	
<b>6.1 Overview</b> The Authority operates a Small Business Participation Program (SBPP) to ensure full and fair opportunities in Authority contracting for small businesses. The Authority administers the SBPP program consistent with 49 CFR Part 26 as outlined below and otherwise indicated in the SBPP requirements. Only firms that are certified consistent with 13 CFR Part 121 or 49 CFR Part 26 will be certified as a Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE) for the purpose of SBPP requirements.	
This section, entitled "Small Business Participation Program" 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 rules and requirements.	
<b>6.2 SBPP Required Forms</b> It is a requirement that all Respondents providing services for the Authority take all reasonable steps to ensure that SBEs, including 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:	
<b>6.2.1 Assurance Statement/Letter of Intent</b> The Respondent must submit an Assurance Statement for each SBE, which includes DBEs, 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 SBE should sign the Assurance Statement. The Respondent must submit the prescribed form in Section 17.1 below on Company Letterhead.  For each Assurance Statement, the Respondent must also provide the written quote or proposal from the SBE or other communication from the SBE 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 SBE participation for counting and goal purposes) before the Assurance Statement is signed by either the SBE or the Respondent. If the SBEs, 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 SBEs, and if applicable, the 2nd/3rd Tier Subcontractor's signature(s) and a quote/proposal from the SBE as described above, the Respondent will be given 24 hours from the bid submission deadline to submit the completed Assurance Statement signed by the SBE and, if	
REQUEST FOR BIDS 25-0200-01 INBOUND-OUTBOUND ROADWAY SEALCOAT	PAGE 10 OF 52 6/6/2025



# General Contract Requirements

SBPP Requirements

Attachment D –  
SBE Assurance  
Statement/Letter of Intent

**SBE Assurance Statement/Letter of Intent (Required)**  
**Submit on Company Letterhead for each SBE Subcontractor**

DBE ASSURANCE STATEMENT/LETTER OF INTENT	
<b>RESPONDENT:</b>	Name of Firm: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Local Yes____ No____ DBE____ SBE____
<b>SUBCONTRACT:</b>	Name of Firm: _____ Address: _____ City: _____ State: _____ Zip: _____ Local Yes____ No____ DBE____ SBE____
<b>Description of work to be performed by DBE:</b> _____ _____ _____	
The Respondent is committed to utilizing the above-named for the work described above. The estimated dollar value \$_____, which is _____% of the total base bid proposal.	
<b>AFFIRMATION</b>	
The above-named DBE/SBE affirms that it will perform the portion of the contract for the estimated dollar value as stated above	
By: _____ Signature of DBE/SBE 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 Respondent does receive award of the prime contract, Respondent commits to using the SBE contractor listed and described to meet the SBE contract goal.	
By: _____ Signature of Respondent and Title Date Name	

# Attachment D – SBE Goals Accomplishment Statement



## SBPP Requirements

## Attachment D – Bidder's List



# General Contract Requirements

## SBPP Requirements

### Attachment D – Voluntary Disclosure of Respondent Data

**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)	_____

REQUEST FOR BIDS 25-0200-01  
INBOUND-OUTBOUND ROADWAY SEALCOAT

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# General Contract Requirements

## Insurance Requirements– RFB Section 8 / Attachment C – Contract

### Non-OCIP Project

#### 8 INSURANCE REQUIREMENTS

The successful Respondent shall submit evidence of required insurance on an original ACORD certificate or comparable insurance certificate form(s) acceptable to the Authority, with required endorsements attached, the earlier of: fifteen (15) working days following award notification or prior to the scheduled commencement of work. Failure to submit the required document(s) may result in rescinding the award. The Contract may thereafter be awarded to the next qualified Respondent. A certificate of insurance is not required at the time of the response; however, an approved insurance certificate and amendatory

EXHIBIT C  
TO  
UNIT PRICE CONSTRUCTION CONTRACT  
FOR  
INBOUND/ OUTBOUND ROADWAY SEALCOAT  
  
BY AND BETWEEN  
THE MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY  
AND  
(CONTRACTOR NAME)

#### INSURANCE REQUIREMENTS

##### C.1 Contractor Provided Coverages

All insurance obtained by the Contractor pursuant to this Agreement shall be written by insurance companies licensed to do business in Tennessee and acceptable to Owner. In no event shall the companies have an A. M. Best rating of less than A-, financial size VIII.

Prior to the commencement of any operations by or on behalf of the Contractor relating to the Project, and with respect to any and all such operations, the Contractor shall procure, maintain and provide to Owner and the Program Manager:

- 1) Evidence of Contractor's **Commercial Automobile Liability Insurance**. A certificate of insurance and copy of endorsement shall be provided as evidence of:

- a) Coverage for Owner, their officers, directors and employees as additional insureds.
- b) Coverage to apply to all liability arising out of the ownership or use of all vehicles owned by, hired by, borrowed by, or used on behalf of the Contractor.
- c) Waiver of Subrogation to be provided in favor of the Owner, the Design Professional, the Program Manager and their officers, directors, and employees.
- d) If hazardous materials or waste are to be transported, the policy will be endorsed with the MCS-90 endorsement in accordance with the applicable legal requirements.

This insurance shall be for an amount not less than \$1,000,000 combined single limit each accident

- 2) Evidence of Contractor's **Workers' Compensation and Employer's Liability Insurance**. A certificate of insurance or, at Owner's request, a certified policy copy shall be provided as evidence of:

- a) Coverage for claims for damages arising out of bodily injury, occupational sickness or disease or death of Contractor's employees under any applicable workers' compensation statute or any other applicable employers' liability law. Certificate of insurance or policy must clearly identify that coverage applies in the state of Tennessee.
- b) A waiver of subrogation by the insurer against the Owner the Design Professional, the Program Manager and their officers, directors and employees.
- c) This insurance shall include employers' liability limits of not less than \$1,000,000 bodily injury each accident, \$1,000,000 bodily injury by disease each employee and \$1,000,000 bodily injury by disease in the aggregate.

- 3) Evidence of Contractor's **Commercial General Liability Insurance**. Certificate of insurance and copies of endorsements to Contractor's primary commercial general liability policy and shall be provided as evidence of:

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Contract: Contractor Name  
Inbound/ Outbound Roadway Sealcoat  
MSCAA Project No. 25-0200-01

# General Contract Requirements

## Construction Safety – RFB Attachment A – Detailed Scope of Work/ Attachment C – Contract

Brian Tenkhoff, Director of  
Development

Aaron Hascher, CM & ACE  
MSCAA - Safety Program Manager

d. If at any point during construction the Owner determines the work is not in compliance with the approved traffic control plan and/or is determined to be unsafe, the Owner will direct the Contractor to stop work.

e. In the event the work or any portion thereof is shut down because of an unsafe condition as determined by the Owner, the responsible Contractor shall bear the total cost caused by that shutdown.

5) **Construction Safety Requirements**

a. General

i. 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.

b. Limitation on Construction

i. 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.

ii. 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.

iii. 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.

iv. Open flame, welding, or torch cutting operations are prohibited in the construction area unless written permission has been given by the Airport Authority and adequate fire and safety precautions have been taken.

v. The use or possession of explosives is prohibited on Airport property.

c. Construction Vehicle Traffic

i. Access to the construction site is as shown on the plans or as directed by the Owner. No other access point is authorized unless designated in writing by the Airport Authority. Construction traffic will operate only on designated haul routes within the construction area limits.

ii. Drivers of construction vehicles will be knowledgeable of construction routes or will be escorted by other Contractor or Owner designated personnel who are knowledgeable. The Contractor will be responsible for traffic control in the various construction areas of the work site. The Contractor will not permit unauthorized personnel or vehicles on the construction site.

iii. The Contractor shall be responsible for immediate cleanup of any debris deposited along construction routes, as result of his construction traffic.

iv. Directional signing at the construction access gate and along the delivery route to work site temporary storage areas shall be as designated and approved by the Owner.

v. Construction vehicle identification shall be as prescribed in Section 11 of this RFB.

REQUEST FOR BIDS 25-0200-01  
INBOUND-OUTBOUND ROADWAY SEALCOAT

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EXHIBIT D  
TO  
UNIT PRICE CONSTRUCTION CONTRACT  
FOR  
INBOUND/ OUTBOUND ROADWAY SEALCOAT

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

CONSTRUCTION SAFETY AND HEALTH GUIDELINES  
NON OCIP CONSTRUCTION SAFETY AND HEALTH GUIDELINES

**Memphis-Shelby County Airport Authority**

Construction Safety and Health Guidelines

**SITE SAFETY RULES**

Safety Personnel Must Be Worn  
Eye Protection Must Be Worn  
Ear Defenders In Designated Areas  
Work Gloves For Manual Handling Tools  
High Visibility Clothing Must Be Worn  
Safety Boots Must Be Worn  
No Children & Unauthorized Persons  
All Drivers & Vehicles Must Report To The Site Office

**Non-OCIP Safety Program**

Revision	Revision Summary	Date
1	Amendments for clothing to include "reflective safety vests"	02/06/2017

Contract: Contractor Name  
Inbound/ Outbound Roadway Sealcoat  
MSCAA Project No. 25-0200-01

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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

## Airport Security Requirements – RFB Section

### 11

- All work to be performed in non-Air Operations Area (AOA)/publicly accessible.
- Airport Issued ID Badges are NOT required.
- Contractor issued ID badges ARE required for all construction personnel.
- All vehicles must display company logos on the exterior.
  - Exception is deliveries and specialized equipment.

#### **11 SECURITY AND ACCESS**

##### **11.1 Identification Requirements**

Identification badges will be required for all construction personnel. The contractor shall ensure all staff on the project have identification that can be produced while on-site. All workers shall be easily identifiable by company shirts or vests.

##### **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



# General Contract Requirements

## **Contractor Project Schedule – RFB** **Attachment C Contract (3.02)**

- The contractor is required to provide and maintain a detailed construction schedule throughout the duration of the work.
- The schedule should represent the contractor's intended plan for completion of the work.
- Schedule requirements in Exhibit G of the Contract.

EXHIBIT G  
TO  
CONSTRUCTION CONTRACT  
FOR  
INBOUND/ OUTBOUND ROADWAY SEALCOAT

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

**PROJECT SCHEDULE REQUIREMENTS**

Submit a detailed schedule for construction and completion:

1. Gantt chart
2. Milestone dates clearly identified
3. Task start and completion dates
4. Phasing for each section
5. Contractor recommendations that will benefit the overall project schedule
6. Milestones/Tasks to include, but not limited to:
  - Notice to Proceed (NTP)
  - Material Procurement/Lead Times
  - Permitting
  - Phasing Start & Finish
  - Substantial Completion for Each Phase
  - Project Closeout

# General Contract Requirements

## Environmental Considerations

Amy McCaffery – Manager of Environmental Compliance

- Cleaning
- Dust
- Debris
- Foreign Object Debris (FOD)
- See Attachment A – Section 7 Cleaning for additional information.

### 7) Cleaning

- Throughout the construction period, maintain the site in a standard of cleanliness as described in this Section.
- Conduct a daily inspection, and more often if necessary, to verify that cleanliness requirements are being met.
- Provide required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.
- In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.
- Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
- Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
- Inspect all haul vehicles leaving the site to make sure no debris can fall from the vehicle during transportation.
- Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.
- Daily, and more often if necessary, inspect the site and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage. Contractor shall document all daily inspections.
- Weekly, and more often if necessary, remove, completely, all accumulated scrap, debris, and waste material from the site.
- Maintain the site in a neat and orderly condition at all times.
- Prior to completion of the Work, remove from the job site all tools, surplus materials, equipment, scrap, debris, and waste. Conduct final progress cleaning as described above.

# Detailed Scope of Work

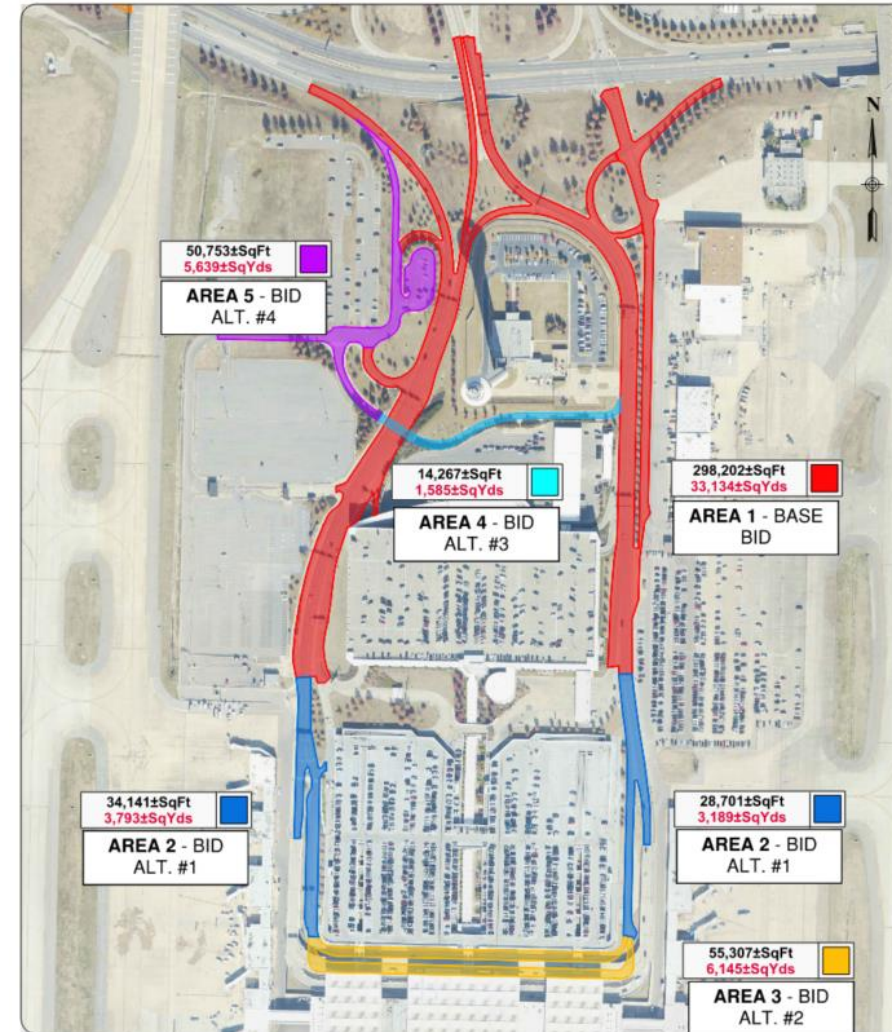
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# Project Scope of Work

## General Scope of Work

- The Authority intends to seal coat the inbound and outbound roadways at Memphis International Airport. Work efforts include, but are not limited to, asphalt seal coat, crack repair, crack seal, pavement striping, traffic control, and other efforts as necessary. The project includes five (5) separate areas.
- There is one base bid area and four bid alternate areas. Selection of alternates will be based on availability of funding.

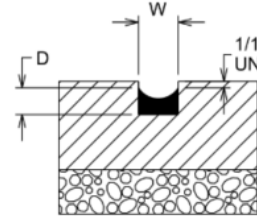


# Project Scope of Work

## Detailed Scope of Work

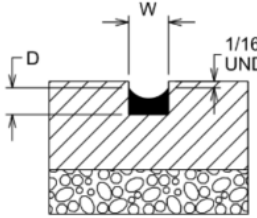
- Pavement treatment will be Fog Seal
- Pavement Markings will be reflective, waterborne paint markings
- Crack Seal/Repair requirements can be found in Attachment B.
  - Type I
  - Type II
- Crack sealant materials shall meet the requirements of ASTM D6690 Standard Specification for Joint and Crack Sealants, Hot Applied, for Concrete and Asphalt Pavements.
- Maintenance of Traffic, Mobilization, Painted Pavement Markings, and Seal Coat must meet current TDOT Standard Specifications for Road and Bridge Construction.

Crack Repair Procedure



CRACKS GREATER THAN 1/8" AND LESS THAN OR EQUAL TO 1"

CRACK REPAIR - TYPE I



CRACKS GREATER THAN 1" AND LESS THAN OR EQUAL TO 1.5"

CRACK REPAIR - TYPE II

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Weather and Temperature Requirements

- 1) Do not begin crack repair during inclement weather
- 2) The pavement temperature should be 50°F and rising or meet the manufacturer's recommendations at the time of application of the crack sealing material.
- 3) Do not apply sealant if moisture is observed.

Repair Procedure

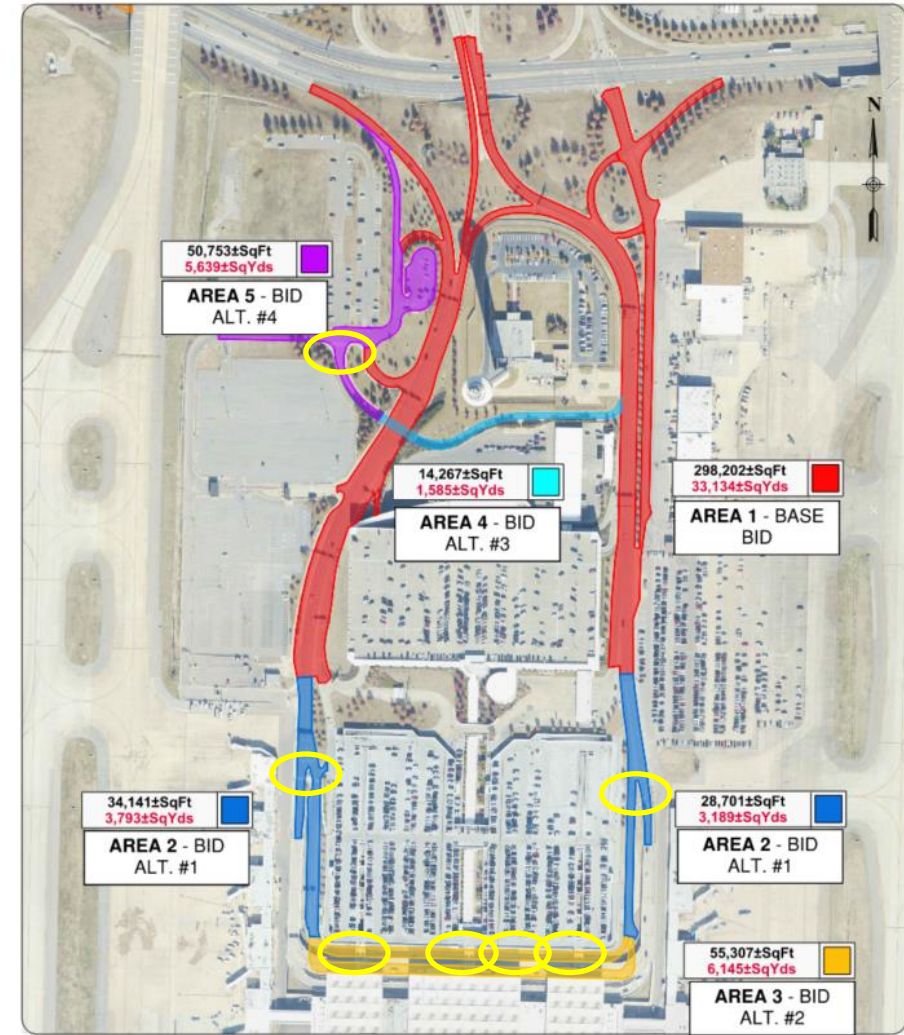
- 1) Mark the limits of the crack repair.
- 2) Use an air compressor with an operable oil and water trap to clean all cracks with compressed hot air. The cracks shall be thoroughly cleaned and dried of organic and/or foreign material before being filled.
- 3) If necessary, saw or rout the cracks to the required width and depth. Use the sealant manufacturer's specifications to determine the sealant reservoir dimensions (W x D). Sawing or routing shall be incidental to the pay item.
- 4) Inspect the cracks for proper width, depth, alignment, and preparation. Make sure the crack surface faces are dry.
- 5) To obtain the width and depth ratio required by the sealant manufacturer's specifications may require installation of backer rod. Make sure the backer rod:
  - a. Meets the requirements of ASTM D5249
  - b. Is compatible with the sealant
  - c. Is 25% larger in diameter
- 6) Apply the sealant uniformly from the bottom to the top of the crack avoiding voids or entrapping air.
- 7) Make sure the surface of the sealant remains 1/16 inch to 1/8 inch below the existing pavement surface.
- 8) Do not allow traffic until the sealants have cured.
- 9) Any excess crack sealer on the surface of the pavement shall also be removed prior to starting seal coat.
- 10) Completely clean the work area before opening to vehicle traffic.



# Project Scope of Work

## Traffic Control

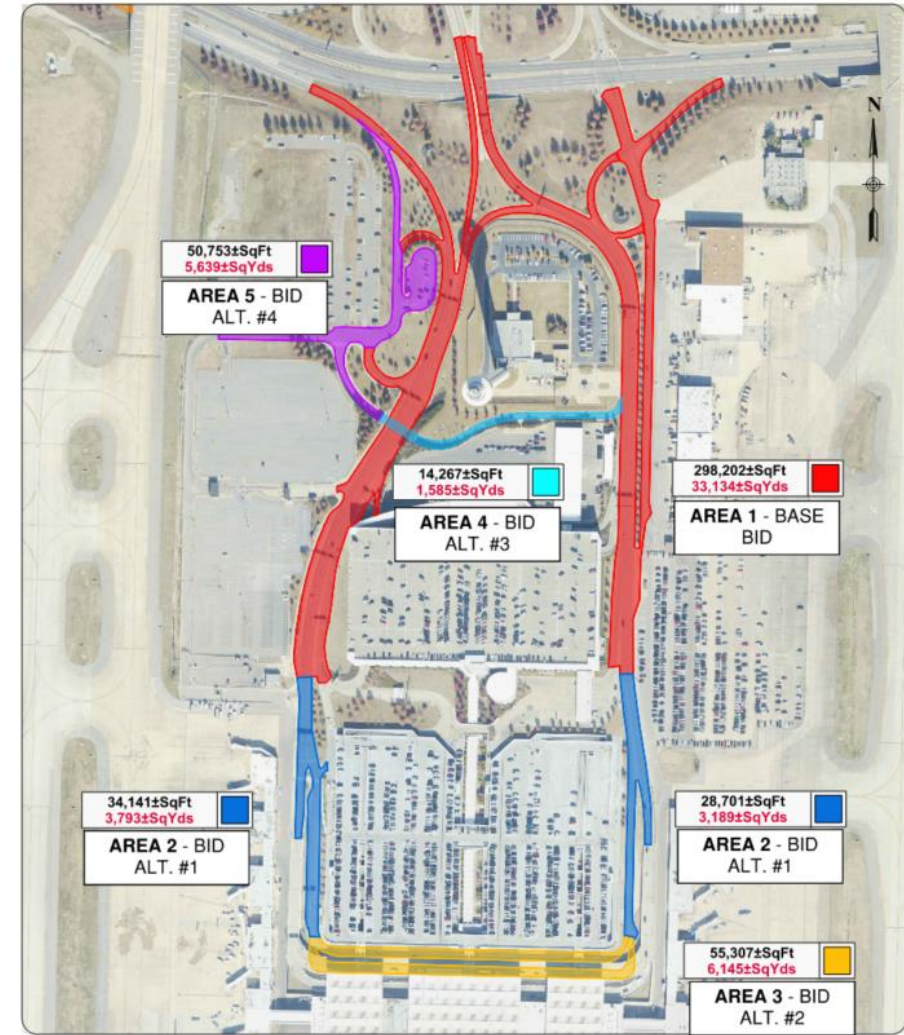
- The Contractor shall be responsible for always maintaining adequate traffic control.
- All traffic control measures must meet MUTCD and TDOT standards.
- Traffic control measures must also meet Americans with Disabilities Act (ADA) and Public Right-of-Way Accessibility Guidelines (PROWAG) where the work affects crosswalks and requires pedestrians to be safely rerouted.  
<https://www.access-board.gov/prowag/>
  - Area 2 (Blue) – 2 Sets of Crosswalks
  - Area 3 (Yellow) – 4 Crosswalks
  - Area 5 (Magenta) – 1 Crosswalk
- A traffic control plan must be submitted by the Contractor and approved by the Owner prior to commencing any work.
  - Traffic control plan must be developed by someone properly qualified and with experience with MUTCD and TDOT requirements.
- If Area 1 requires traffic control measures outside of airport property, then those measures must be approved by the appropriate jurisdiction.



# Project Scope of Work

## Traffic Control

- Traffic Control Measures must be coordinated with the Terminal Modernization and Seismic Program (TMSP) project to ensure no simultaneous impacts. MSCAA will facilitate coordination between contractors.
- MSCAA highly recommends the use of a traffic attenuator due to the location and volume of traffic.
- For work over 12 hours and/or overnight, the Contractor must use the appropriate retroreflective or illuminated devices (e.g. cones, lights, signs, overhead lights, etc.).
- MSCAA encourages the use of a wide range of devices and procedures to enhance safety and traffic flow.
- If at any point during construction the Owner determines the work is not in compliance with the approved traffic control plan and/or is determined to be unsafe, the Owner will direct the Contractor to stop work.
- In the event the work or any portion thereof is shut down because of an unsafe condition as determined by the Owner, the responsible Contractor shall bear the total cost caused by that shutdown.





# Project Scope of Work

## Project Phasing and Completion

- This is a fixed-duration Contract required to be substantially completed within thirty (30) calendar days from the Notice to Proceed (“NTP”) date.
- All days are calendar days.
- Work is permitted 24 hours per day, 7 days per week except that only non-noise producing activities shall be permitted between 11:00 PM and 6:00 AM, except with prior written approval of the Owner.
  - Work may be restricted during the hours of 3:00 AM to 7:30 AM, which is the peak incoming traffic.
  - Nighttime work might be required if access to/from the parking garages and terminal curb front can not be maintained.
- Work shall be done in such a way as not to impact airport vehicle traffic going to/from the Airport.
- Access to/from parking garages and terminal curb front must be maintained at all times.
- If traffic must be impacted/blocked at a certain work area, then the Contractor is responsible for creating an adequate detour route.
- All phasing, sequencing, impacts, and detours must be coordinated prior to starting construction.

### Attachment A

#### Detailed Scope of Work/Project Requirements

##### 1) Summary of Work and Sequence

###### a. Summary

- i. The “Work” of this contract is to seal coat the inbound and outbound roadways at Memphis International Airport. Work efforts include, but are not limited to, asphalt seal coat, crack repair, crack seal, pavement striping, traffic control, and other efforts as necessary. The project is separated into five (5) areas and will be awarded based on funding availability. See Exhibit in **Attachment B**.

###### b. Project Phasing and Completion

- i. This is a fixed-duration Contract required to be substantially completed within thirty (30) calendar days from the Notice to Proceed (“NTP”) date.
- ii. The actual NTP date will be negotiated and mutually agreed by both parties (Owner and Contractor) prior to issuance of the NTP. If mutual agreement cannot be reached between the parties, the Owner reserves the right to establish the actual Notice to Proceed date. The NTP letter will state the date on which the Contractor will begin construction and from which date contract time will be charged. Contractor shall be mobilized and on site ready for work on the date stated in the Notice to Proceed.
- iii. All days are calendar days.
- iv. Work is permitted 24 hours per day, 7 days per week except that only non-noise producing activities shall be permitted between 11:00 PM and 6:00 AM, except with prior written approval of the Owner.
  1. **Work may be restricted during the hours of 3:00 AM to 7:30 AM, which is the peak incoming traffic.**
  2. **Nighttime work might be required if access to/from the parking garages and terminal curb front can not be maintained.**
- v. Work shall be done in such a way as not to impact airport vehicle traffic going to/from the Airport. Access to/from parking garages and terminal curb front must be maintained at all times. If traffic must be impacted/blocked at a certain work area, then the Contractor is responsible for creating an adequate detour route. **All phasing, sequencing, impacts, and detours must be coordinated prior to starting construction.**
- vi. The Contractor shall proceed with the work at such rate of progress to ensure full completion within the specified duration. It is expressly understood and agreed, by and between the Contractor and the Owner, that the contract time for the completion of the work described herein is a reasonable time, taking into consideration the average climatic and economic conditions and other factors prevailing in the locality of the work.
- vii. If the Contractor experiences weather related delays, he shall submit a report documenting the weather conditions and delays, if any, experienced during any calendar month.
- viii. If the Contractor is prevented from working due to any other legitimate reason, he/she shall notify the Owner in writing as per the Lump Sum Construction Contract of the delay and request a corresponding increase in the number of contract days.
- ix. The Owner shall be the sole judge as to whether or not a request for a contract time extension is legitimate.



# 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 **5:00 PM Local Time, Monday, June 23<sup>rd</sup>, 2025.**

**“Cone of Silence” during bid period**

# Sign-In Sheet.....Again

- This is a non-mandatory Pre-Bid Conference, however attendance is strongly recommended.
- Virtual Attendees **MUST** use Teams Chat
  - Include your name, company name, email address, contact number, and prime or sub.
- Attendee List (name/company name only) will be posted via project website after the Pre-Bid Conference.
  - Attendee List with contact information is available upon email request



**TAKE OFF WITH US**

