

INFORMATION PACKAGE

for responding to the

Request for *Statements of Qualifications* to provide

Architectural Consulting Services

**Architect & Landscape Architect Consulting Services
Memphis-Shelby County Airport Authority (MSCAA)**

Memphis International Airport (MEM)
General DeWitt Spain Airport (M01)
Charles W. Baker Airport (2M8)

MSCAA PROJECT No. 25-1488-00



Responses due 2:00 PM local time on November 12, 2025

INSTRUCTIONS FOR SUBMITTALS
to provide architectural consulting services for
Architect & Landscape Architect Consulting Services

MSCAA PROJECT No. 25-1488-00

WHEN: Statements must be received by 2:00 PM local time on November 12, 2025

WHERE: **VIA HAND DELIVERY or VIA OVERNIGHT COURIER**

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Procurement Department
4150 Louis Carruthers Drive
Memphis, TN 38118
ATTN: MSCAA Project No. 25-1488-00

HOW: Response must be sealed, delivered via in person, or overnight carrier and marked on the outside of the envelope, as follows:

STATEMENT OF QUALIFICATIONS for:
Architect & Landscape Architect Consulting Services
Project No. 25-1488-00

FORM: Original one (1) hard copy and one (1) electronic copy, using the enclosed forms or electronic equivalent, only. Response must be complete and include the information requested in these instructions. No facsimile transmissions of responses will be accepted.

UPDATES: Respondents are hereby notified that all updates, addenda and additional information, if any, shall be posted to the MSCAA website and Respondents are responsible for checking the MSCAA website up to the deadline for submission of this RFQ.

SUPPLEMENTAL INFORMATION: The Authority reserves the right to request any supplementary information it deems necessary to evaluate the Respondent's experience, qualifications, clarify or substantiate any information contained in the Respondent's submittal.

LEGAL NOTICE
Request for Statement of Qualifications
MSCAA Project Number 25-1488-00
Architect & Landscape Architect Consulting Services

Statements of Qualifications for Architect & Landscape Architect Consulting Services will be received by the Memphis-Shelby County Airport Authority (Authority), Procurement Department, 4150 Louis Carruthers Road, Memphis, TN 38118, until **2:00 PM local time on November 12, 2025**. The Information Package, including a description of the scope of services, the selection criteria, the required response format, and additional instructions may be obtained on the Authority's website at www.flymemphis.com on or after **October 22, 2025**.

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

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

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

By order of:
Terry Blue, A.A.E.
President
Memphis-Shelby County Airport Authority

GENERAL INFORMATION

Memphis-Shelby County Airport Authority (MSCAA) intends to select one qualified consultant, or proposed team of consultants, to provide the services described herein. MSCAA encourages participation by Small Business Enterprises as defined by the U.S. Small Business Administration. The descriptions given are intended to convey an overall scope of services so that each respondent might address its experiences and present its expertise in dealing with the items mentioned. Responding firms should pay close attention to the “Submittal Requirements”, and any other information that has been provided. The responding firm’s ability to follow these instructions and to present its SOQ in a clear and concise manner will be considered during the initial screening and evaluation. The original one (1) hard copy and one (1) electronic copy of the completed, signed *Statement of Qualifications* should be submitted by 2:00 PM local time on November 12, 2025.

PROJECT DESCRIPTION & BACKGROUND

Memphis International Airport is a powerful driver of economic activity in the Memphis and Mid-South region. The Airport is operated by the Memphis-Shelby County Airport Authority and is the headquarters for the FedEx air cargo operation; an important destination for multiple airlines; and home of a state-of-the-art Air National Guard facility. The Airport also houses numerous ancillary support facilities; and two fixed base operations adjacent to the Airport. MSCAA also owns and operates two general aviation facilities at off-site locations, General DeWitt Spain Airport and Charles W. Baker Airport.

MSCAA desires to select an architectural consulting firm to provide architectural and landscape architectural services on various projects at Memphis International Airport (MEM) to support the pending airport name change as well as enhance the overall customer experience. The scope of the project is not limited to MEM and could include projects at both General DeWitt Spain Airport (M01) and Charles W. Baker Airport (2M8) based on the needs during the contract period. The list below is a sample list of projects/tasks currently anticipated to occur over this contract period.

- New Monument Sign(s) in support of the pending airport name change
 - *Tentative location is in place of the video sign/jumbotron on the airport entrance drive*
- Architectural Improvements/Enhancements in support of the pending airport name change
- Updates to the existing airport perimeter/corner branding/directional signage
- Beautification improvements to the airport arrival and exiting experience
- Miscellaneous aesthetic, landscape and hardscape improvements

The above is a list of potential projects and tasks and is not all inclusive and is subject to change by MSCAA.

The overall contract with MSCAA will be for an initial one-year period with options for renewal for four additional periods of one year each (maximum five years total).

ANTICIPATED SCOPE OF SERVICES

Architectural and consulting services anticipated under this project, include but are not limited to:

- Pre-Design Services
 - Conceptual Layouts/Design
 - Project Planning and Programming
 - Cost Estimating
- Design Services
 - Construction Plans and Specifications
 - Owner Design Meetings
 - Design Review
- Pre-Construction Services
 - Pre-Bid Meeting
 - Bid Review
 - Negotiations
- Construction Phase Services
 - Review of Submittal, RFI, Shop Drawing, etc.
 - Attend Owner-Architect-Contractor (OAC) Meetings
 - Construction Observations and Inspections
- Project Closeout Services
 - Project Closeout
 - Facility/Equipment Commissioning
 - O&M Documentation
 - Warranty Documentation
 - Record Drawing/As-Built Documentation

The above is a list of potential scope of services, is not necessarily inclusive, could vary by project, and is subject to change by MSCAA.

The submitting firm/team must be familiar with Local, State and Federal standards, rules, regulations, codes, and best practices with regard to airport projects. Key team members must be capable of obtaining a MSCAA Badge. Some team members could be required to obtain Class II/III AOA driving privileges to support the various projects.

Submitting Firm/Team must be capable of providing sufficient local support needed to carry out the various projects. Note, the projects associated with the airport name change are urgent and will be fast tracked over the next 10-12 months. As such, submitting firms/teams must have available resources to support. Additionally, submitting Firm/Team should be capable of providing necessary subject matter expertise based on needs of the various projects.

Through multiple Task Order Authorization(s), MSCAA will refine the scope of services by establishing the detailed obligations, including deliverables, for each task the Consulting Team is to perform. The overall contract with MSCAA will be for an initial one-year period with options for renewal for four additional periods of one year each (maximum five years total).

SELECTION PROCEDURES

Statements of Qualifications will be solicited from all firms or proposed teams that wish to be considered for the services outlined in this Scope of Services. One consultant or team will be selected by MSCAA based on a review of submitted statements. Statements submitted by the deadline established in these instructions will be reviewed and evaluated by MSCAA in accordance with the listed criteria. MSCAA will make the selections based on material submitted and optional telephone and/or in-person interviews. When citing recent project experience, respondents must provide current names and telephone numbers of knowledgeable project-owner representatives as references.

Following the evaluation of submittals by the selection committee and possible interview, the firms will be ranked for the project. Upon approval, the staff will attempt to negotiate a fee and scope for the required services with the top ranked firm. If a mutually satisfactory fee is negotiated, it will be submitted to MSCAA's Capital Program Executive Staff or its Board of Commissioners for approval. If these efforts are unsuccessful with the initial firm, negotiations shall cease with that firm and begin with the next ranked firm, and so on, until a satisfactory agreement has been reached and approved.

Firms submitting statements of qualifications must show evidence of having provided similar consulting services (as described above). Failure to provide such evidence will be deemed unresponsive and subject the proposal to disqualification.

SUBMITTAL REQUIREMENTS

To expedite the evaluation of Submittals, each Submitting Firm must organize its Submittal into the following sections. Submittals which do not follow the specified format as outlined in the evaluation criteria section may be deemed unresponsive and disqualified from the process. In addition, failure on the part of a Submitting Firm to provide the required documentation may be cause for rejection of the Submittal. In the event of any conflict between any of the Submittal documents, resolution thereof shall be at MSCAA's sole discretion.

A. General Submittal Instructions

1. Submit the original one (1) hard copy and one (1) electronic copy of the Submittal and the required attachments in 8-1/2 x 11 inch 3-ring binder with all pages numbered sequentially. The electronic copy will be circulated to the selection committee for their review.
2. Submittal must be typewritten. Use at least a 10-point font and 1/2-inch margins on all Submittal documents.
3. Electronic copy shall be PDF format and provided on USB Flash Drive.

B. Required Submittal Components

1. Cover Letter

- a) The letter of interest should not be more than two pages and include an introductory statement and summary of submittal. It may contain any information not shown elsewhere in the submittals.
- b) This letter must be signed by an executive of the firm who can contractually commit the firm and its resources to the Project and shall include a contact phone number and email address.
- c) Firms submitting as a joint venture must have the principal(s) of the joint venture sign the cover letter. Firms submitting as a joint venture must provide a copy of the draft or executed joint venture agreement as a part of its RFQ submittal. This

agreement should be provided in an appendix and is not included in the page count. If a draft agreement is included with this submittal, an executed agreement shall be submitted to the Authority at the interview.

2. Standard Form 330, Architect-Engineer Qualifications Part I – Include Sections A through D Only of Part I with the following added instructions:
 - a) Section D - Attachment for Organization Chart may be 11x17 in size. The proposed organization chart should list key staff plus any sub-consultant staff, lines of supervision and communication and the role of each proposed sub-consultant. Clearly indicate any firms which are certified SBE/DBE.
3. Relevant Experience and Qualifications (maximum fifteen pages) – Include any additional information not covered elsewhere in the submittal that addresses:
 - a) Summarize the qualifications and experience of the key staff that will be assigned to the project team and their role. Identify who will make up the full time, management and support staff.
 - b) Submitting Firms must be able to show at least five (5) years of verifiable and continuous consulting experience as further defined in the scope of services above. Specify the types of services provided by the Submitting Firm for each project and for personnel assigned to it.
 - c) Provide five (5) examples of similar projects completed by the Submitting Firm, including size, scope, date completed and results. What is your relevant experience. Also include references for the listed projects.
 - d) Provide a summary of the Submitting Firm's knowledge and experience with applicable standards, policies, rules, and regulations.
 - e) Summarize the Submitting Firms' experience working in partnership and/or subcontracting with SBE/DBE's and related entities. Include information regarding SBE/DBE responsibilities on projects, internships or other activities which promote the development of SBE/DBE partnerships.
 - f) Identify the Submitting Firm's projects currently in progress and explain how the Submitting Firm and program team plan to overcome any schedule conflicts that may inhibit the team's ability to perform the services desired. Some of the projects will be fast-tracked over the next 10-12 months and submitting firm must demonstrate they have adequate resources to meet the needs of the project.
 - g) Provide a brief summary of the proposed sub-consultants including staff names, expertise, experience, roles, and estimated percentage of time to be dedicated to the program.
4. Project Approach (maximum ten pages)
 - a) Describe your project approach based on the above listed scope and project listing. Include any project recommendations, prior examples, concepts, etc.

EVALUATION CRITERIA FOR CONSULTANT SELECTION

MSCAA will review all Submittals for completeness and adherence to the requirements of this SOQ. Submittals that do not follow the specified format may be deemed unresponsive and disqualified from the process. MSCAA has established the following specific criteria to evaluate Submittals. The evaluation factors are listed in order of importance. Each criteria category will be given a score based on a compilation of the factors, but the factors are not individually weighted.

SUBMITTAL REVIEW & SCORING (100 points maximum)

1. **EXPERIENCE AND QUALIFICATIONS OF SUBMITTING FIRM AND KEY STAFF** (0-35 points)
 - a. Respondent team's specialized experience and technical competence. Be specific about prior applicable experience, specifically including architectural and landscape architectural consulting services,
 - b. The specific, recent experience of the project director, the project manager, and other key team personnel for the particular project.
 - c. Respondent team's experience and history in meeting project schedules.
 - d. Respondent staffing levels, available resources, and respective firm size as relevant to primary designer's tasks / lead responsibilities for the overall program.
 - e. Clarity of the organizational chart and assignment of responsibilities.
2. **PROJECT EXAMPLES AND PROJECT APPROACH** (0-25 points)
 - a. Type and level of project examples, recommendations, concepts, etc. provided by the Submitting Firm/Team.
 - b. Demonstrated understanding by the Submitting Firm/Team of the services required in this project.
 - c. Demonstrated expertise and experience of the Submitting Firm/Team in the services required in this project.
3. **PROPOSED SUB-CONSULTANT QUALIFICATIONS AND STAFF** (0-20 points)
 - a. Experience and qualifications of proposed sub-consultants in their respective areas of expertise and relative value added to design team.
 - b. Prior years and type of project experience with the Respondent and other sub-consulting firms.
 - c. Clarity and quality of the sub-consultant organizational chart and responsibilities.
 - d. Staffing level and firm size as relevant to the assigned responsibilities
4. **REFERENCES** (0-15 points)
 - a. Type and level of references provided by Respondent.
 - b. Comments from the references provided.
5. **LOCAL PREFERENCE** (0-5 points)
 - a. MSCAA shall give preference to businesses located in Shelby County, Tennessee.

INTERVIEWS & SCORING (50 points maximum)

Interviews are anticipated after the written submittals/statements are reviewed. However, depending upon the number and qualifications of respondents, The Authority may elect to select directly from the submittals/statements or may develop a shortlist of the most qualified firms/teams and invite them for personal interviews prior to the final selection. Interviews will provide the submitting firm with an opportunity to identify its project team and provide the MSCAA with an overall outline of its experience/qualifications and project approach. Interviews will also be used for time to allow the MSCAA to ask questions with respect to the RFQ submittals. The interviews are expected to be in-person and no longer than one and a half hours in length.

Interviews: Interviews with the short-listed firms will be conducted for the purpose of determining which of the short-listed firms are the most qualified for the project; which firms have the project personnel best able to complete the scope of services; and which firms most fully understand and are able to perform the role of the consulting services as envisioned by the Airport.

Additional instruction will be forwarded to those firms that are selected for interviews.

SUBMITTALS REQUIRED DURING INTERVIEW

A copy of Respondent's Financial Statements for the most recent three (3) years could be required during the interview process. The Authority prefers Audited Financial Statements but will accept Reviewed Financial Statements performed by an independent Certified Public Accountant. However, if neither of these is currently available, please submit the Respondent's Federal Tax Returns, and all supporting schedules, for the most recent three (3) years.

PROJECT SCHEDULE

Receive Statements: 2:00 PM local time on November 12, 2025
Selection Interviews: December 2025
Final Selection: December 2025
Award of Contract: January, 2026
Notice to Proceed (NTP) January, 2026

CONTACT OF AIRPORT STAFF AND BOARD OF COMMISSIONERS

All firms are hereby placed on notice that neither the MSCAA Board of Commissioners, nor its employees or agents shall be lobbied either individually or collectively regarding this RFQ. Respondents, consultants and their agents are hereby advised that they are not to contact members of the MSCAA Board of Commissioners or staff members for such purposes as holding meetings of introduction, dinners, submission of information that is not part of the RFQ response, etc. if they intend to submit, or have made a submittal for consideration. Employees, agents and representatives from firms submitting qualifications for this project shall not undertake any activities or actions to promote or advertise their submittal to the Board of Commissioners or airport staff members.

ANY FIRM CONTACTING INDIVIDUALS MENTIONED HEREIN SHALL BE IN VIOLATION OF THIS WARNING AND MAY BE DISQUALIFIED FROM FURTHER CONSIDERATION.

PROJECT DESCRIPTION

Architect & Landscape Architect Consulting Services Memphis International Airport MSCAA Project No. 25-1488-00

Memphis International Airport, “America’s Aerotropolis”, is a powerful driver of economic activity in the Memphis region. The Airport is operated by the Memphis-Shelby County Airport Authority and is the headquarters for the FedEx air cargo operation; an important destination for multiple airlines; and home of a state-of-the art Air National Guard facility. The Airport also houses numerous ancillary support facilities; two fixed base operations adjacent to the Airport; and two general aviation facilities at off-site locations.

The primary objectives of the Architect & Landscape Architect Consulting Services are to provide architectural and landscape architectural consulting services/support for MSCAA (more information is available at <http://www.flymemphis.com>).