

REQUEST

FOR

PROPOSALS

***RW 9-27 RUNWAY STATUS LIGHTS – CONSTRUCTION
SMALL BUSINESS PARTICIPATING PROGRAM (SBPP)***

MSCAA –PROJECT No. 16-1408-02

DUE DATE:

2/26/2026

TRANSMITTAL LETTER

January 20, 2026

Dear Respondent,

The Memphis-Shelby County Airport Authority (MSCAA) is seeking a qualified Respondent to provide construction of Runway Status Lights for Runway 9/27. This Request for Proposals (RFP) is under the direction of Development Divisions.

The Development Division is responsible for coordinating all communications between the Authority and Respondents. The RFP limits the manner, method, and type of communications that the Authority and Respondents may have once an RFP process is initiated to ensure that the process is fair and impartial. Please review the RFP carefully and abide by all required deadlines, dates, and terms.

All Respondents are hereby notified that all updates, addenda and additional information, if any, shall be posted to the Authority website www.flymemphis.com, and Respondents are responsible for checking the Authority website up to the time of the RFP submission deadline.

The Authority reserves the right to reject any or all responses to this RFP in whole or in part; to waive any informalities, technicalities, or omissions therein; and/or to cancel this process at any time. The Authority also reserves the right to reject any response when a parent, subsidiary, affiliate, or predecessor in interest of the Respondent has pending litigation or claims with the Authority, or if any response includes a proposed subcontractor or supplier that has pending litigation or claims with the Authority, if the Authority determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under this RFP, or for any other reason as determined by the Authority. Any such responses will be returned to the Respondent. All Respondents must use forms provided by the Authority.

No Respondent may withdraw an opened Response without the Authority's consent.

The Authority shall give a preference to businesses located in or near the County of Shelby, State of Tennessee in awarding contracts and making purchases whenever the application of such a preference is reasonable in light of the valuation points/dollar-value of the proposal/bid received in relation to such valuation points/expenditures and pursuant to the terms and conditions that are outlined in the adopted policy as amended.

Should you have questions regarding this RFP, the RFP sets forth a process by which you may submit your questions and receive answers. Thank you for your participation in this process. We look forward to receiving your response.

Sincerely,

Brian A. Tenkhoff, P.E., C.M.
Director of Development
Memphis-Shelby County Airport Authority

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1 BACKGROUND

The Authority owns and operates Memphis International Airport (MEM), Charles Baker Airport and General DeWitt Spain Airport. Memphis International Airport is located in Shelby County about 13 miles southeast of downtown Memphis. Memphis International Airport is the principal air carrier airport serving west Tennessee, north Mississippi, southeast Missouri, and east Arkansas. Memphis International Airport is also the principal hub for FedEx, making MEM the world's second busiest cargo airport and the single largest economic engine in the Mid-South.

The Airport is primarily an origin and destination (O&D) airport. MEM served a record 4.9 million O&D passengers in 2024.

The Airport is located on 4,640 acres of land in the County and includes a terminal complex of approximately one million square feet, and four other buildings containing approximately 100,000 square feet, which are used by air carriers and all-cargo carriers as transfer facilities for cargo. These buildings are adjacent to the terminal complex and are separate from FedEx facilities that contain approximately 3.5 million square feet and occupy approximately 518 acres.

2 REQUEST FOR PROPOSALS TIMELINE, COMMUNICATIONS AND PROCESS

2.1 RFP Timeline

While this timeline sets forth important dates for this Request for Proposals (RFP) process, the entire RFP should be consulted for additional information and requirements concerning these deadlines. The schedule below is subject to change without liability to the Authority.

All times listed are Memphis, Tennessee Local Time.

January 20 th , 2026	Publication of Legal Notice
January 20 th , 2026	Release of RFP Documents
February 5 th , 2026	Pre-Proposal Meeting and Site TBD
February 12 th , 2026	Questions Due from Respondents by 5:00 PM
February 19 th , 2026	Questions and Answers posted on the Authority website by 5:00 PM
February 26 th , 2026	Response Due to Authority by 2:00 PM
March 2 nd , 2026	Oral Interviews with Selected Respondents (if required)
March 19 th , 2026	Anticipated Approval of the Award of Contract

2.2 **Communication with the Authority during this RFP**

The Authority has designated Brian A. Tenkhoff, P.E., C.M., Director of Development, to be responsible for coordinating communications between the Authority and Respondents. Respondents should direct all communications to the Development Department via email at bidquestions@flymemphis.com. Respondents are further advised that any communication, either verbally or in writing, direct or indirect, subsequent to the date of issuance of the RFP by a prospective Respondent or any of its MSCAAs, officers, employees, or agents, or any individual or entity acting on its behalf, with any member of the Board of Commissioners or any officer or employee of the Authority, except as provided in this section, is **strictly prohibited** and may be cause for disqualification of the prospective Respondent. The only exception to this requirement is for communications between prospective Respondents and the Authority's in-house and outside legal counsel to further client communications on pending matters that are not related to this RFP. This restriction on communication will govern until the RFP process has been completed and a contract has been fully executed for the for these services. Please note that the Authority prefers all communication to be in writing.

2.3 **Addenda**

All updates, addenda and other information, if any, shall be posted to the Authority's website, www.flymemphis.com. Respondents are responsible for checking the Authority's website up to the time of the RFP submission deadline. No Addenda will be issued less than two days prior to the Bid opening date

2.4 **Pre-Proposal (Bid) Conference and Site Visit**

A Virtual Pre-Bid Meeting will be held on Thursday, February 5, 2026, at 11:00 AM local time via the phone/video conference links below:

Pre-Bid Meeting Virtual Link

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGNkYmlwZTYtNmI3Yy00ZTliLWJiZGQyYTZiYzllODQ5MDUx%40thread.v2/0?context=%7b%22Tid%22%3a%227d15b138-6f30-4477-b779-756687956003%22%2c%22Oid%22%3a%228659cc03-f592-4b3f-84d1-d045f17019ff%22%7d

Pre-Bid Meeting Call-In Option

Phone: (872) 242-8851; Conference ID: 475156168#

Instructions on Pre-Bid Meeting and Site Visit request can be found at <https://www.flymemphis.com/rfps-rfqs>. Attendance at the Pre-Bid Meeting is strongly recommended.

2.5 Questions Regarding RFP

Questions regarding this RFP must be submitted in written form via email to Brian A. Tenkhoff, P.E., C.M. at bidquestions@flymemphis.com. Questions will be accepted until 5:00 PM, on February 12th, 2026. Answers will be provided by 5:00 PM on February 19st, 2026. Answers will only be posted on the website, www.flymemphis.com.

2.6 RFP and Response Submissions

A copy of this RFP will be distributed to prospective Respondents. This RFP also will be available on the Authority's website, www.flymemphis.com.

Respondents shall prepare responses in compliance with all the instructions outlined in this RFP, providing the requested information and returning the completed document to the Authority by the submission deadline.

All responses shall be sealed and clearly marked with the Respondent's name and address and the words "RW 9-27 Runway Status Lights – Construction" and "MSCAA Project No. 16-1408-02" on the outside of the envelope or container. The Respondent shall allow sufficient time to ensure receipt of the response. It is the sole responsibility of the Respondent to have the response delivered to the Authority at the address below before the closing hour and date given in this RFP.

Respondents should note that FedEx First Overnight® and UPS Next Day Air Early AM® shipments typically arrive before normal Authority business hours of 7:00 AM – 3:30 PM Local Time. Should you choose to ship by one of these methods, and your shipment arrives before the Authority's business hours, FedEx or UPS will not deliver the package until the following day. Any response tendered for delivery to the Authority must be in the Authority's possession prior to the opening date and time. Any delivery received after the submission deadline will be accepted and returned to the Proposer unopened.

Responses must be received at the address below **before 2:00 PM Local Time on February 27th, 2026**:

Procurement Department
Memphis-Shelby County Airport Authority
Receiving Dock
4150 Louis Carruthers Drive
Memphis, Tennessee 38118
Attn: Request For Proposals, RW 9-27 Runway Status Lights – Construction,
MSCAA Project No. 16-1408-02

A listing of all proposers responding to Requests for Proposals and Requests for Qualifications will be posted to the Authority's website one (1) hour after the response deadline. Responses to Requests for Proposals and Requests for Qualifications will not be publicly opened.

The Authority reserves the right to extend the opening date or time provided no RFP responses have been previously opened. Late responses will NOT be considered and will be returned to the Respondent unopened.

2.7 Rejection of Responses / Cancellation of RFP

The Authority reserves the right to reject any or all responses to this RFP, including but not limited to, any response that contains exceptions to the minimum requirements and/or specifications or fails to meet the minimum requirements and/or specifications in whole or in part. Responses containing terms and conditions other than those specified herein may be considered nonresponsive. Partial or incomplete responses may be rejected. The Authority reserves the right to reject responses or penalize Respondents who do not follow the requirements of the RFP and, likewise, to waive any informalities, technicalities, or omissions therein. Responses having any erasures or corrections shall be initialed in ink by the Respondent. Unsigned responses will be considered nonresponsive.

The Authority also reserves the right to reject any response when a parent, subsidiary, affiliate, or predecessor in interest of the Respondent has pending litigation or claims with the Authority, or if any response includes a proposed subcontractor or supplier that has pending litigation or claims with the Authority, if the Authority determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under any contract resulting from this RFP, or for any other reason as determined by the Authority. The Authority further reserves the right to cancel this RFP process at any time.

2.8 RFP to Bind Respondent

The response must contain the signature of a duly authorized officer of the Respondent with the legal right to bind the Respondent. All submitted responses shall be binding for a period of seventy-five (75) days from the response submission deadline.

2.9 Sole Responsibility

The successful Respondent, if any, shall assume responsibility for meeting all requirements agreed to in the response to this RFP.

2.10 Sole Contact

The Authority will consider the selected Respondent to be the sole point of contact with regard to contractual matters and the payment of any and all charges resulting from Contract obligations. Upon Contract award, the selected Respondent will be directly responsible for all of its subcontractors, if any, and the selected Respondent shall designate a project manager who will serve as the point of contact for the Authority for billing, additions, deletions, or any other requests or inquiries.

2.11 Response Modification or Withdrawal

Responses may be modified or withdrawn in writing prior to the deadline for RFP submission. After the submission deadline, no modifications will be accepted, and responses may only be withdrawn with the Authority's consent.

2.12 Response Costs

All costs incurred in preparing the response to this RFP, participating in this process and negotiating with the Authority, whether or not a contract is awarded, shall be solely the responsibility of the Respondent. All materials and documents submitted by Respondents in

response to this RFP become the property of the Authority and shall not be returned to the Respondents.

2.13 Protest

Any protest must be filed in writing and received by the Authority within seven (7) calendar days of the date of the occurrence of the event that is the subject of the protest, *e.g.*, the opening of responses, the award, or a determination that a respondent is not responsible or that a response is not responsive.

Any protest must be delivered to the Authority during the business hours of 7:00 AM – 3:30 PM Local Time in order to be deemed to be received by the Authority as required under this Section. A protest must be submitted in hard copy and addressed as follows:

Procurement Department – Receiving Dock
Memphis-Shelby County Airport Authority
Attention: Director of Procurement
4150 Louis Carruthers Drive
Memphis, Tennessee 38118

Any protest sent by telegraphic or facsimile transmission or by email or other electronic means will not meet the filing requirements set forth herein and will not be deemed to be received by the Authority.

No objections with regard to the application, meaning, or interpretation of the specifications contained herein will be considered after the opening of the subject RFP.

3 RESPONDENT ASSURANCES

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

3.1 No Hidden Parties

Response is genuine and that no other person, firm, or corporation than the one herein named has any interest herein or in the Contract proposed to be taken; that it is made without any connection with any person, firm, or corporation making a response for the same work; and that it is in all respects fair as to each item proposed and to the response as a whole;

3.2 No Collusion in Any Form

Respondent has not sought by collusion or fraud to obtain any advantage over any other Respondent or over the Authority;

3.3 No Inducement to Submit False Proposals

Respondent has not directly or indirectly induced or solicited any other Respondent to submit a false or sham proposal;

3.4 No Inducement to Refrain from Response

Respondent has not induced or solicited any other person, firm, or corporation to refrain from submitting a proposal;

3.5 No Financial Interest

No Authority employee or member of the Board of Commissioners, Memphis City Council, or Shelby County Commission is directly or indirectly interested herein, or in the furnishing of the service or doing the work to which it relates; or in any portion thereof. Respondent asserts that no Authority employee or member of the Board of Commissioners, Memphis City Council, or Shelby County Commission shall receive or has received any financial benefit arising out of this RFP or its Contract, if awarded, either directly or indirectly. Further, any fees paid to any person or entity by Respondent for assistance in obtaining the Contract with the Authority must be fully disclosed to the Authority in writing.

3.6 No Contact

Respondent has not had any communications, either verbally or in writing, directly or indirectly, subsequent to the date of issuance of the RFP by any of its MSCAAs, officers, employees, or agents, or any individual or entity acting on its behalf, with any member of the Board of Commissioners or any officer or employee of the Authority. Respondent understands and agrees any communication except as provided in Section 2.2 of the RFP is strictly prohibited and may be cause for disqualification of the prospective Respondent.

3.7 Addenda

Respondent has reviewed and agrees to any and all Addenda, if applicable, posted by the Authority on its website, www.flymemphis.com, in regard to this RFP. The information contained in all Addenda that may be issued shall become a part of this RFP and, to the extent specified, shall amend and supersede the similar information in the original RFP document. All other terms, provisions, and conditions of the RFP shall remain unchanged.

4 STATE OF TENNESSEE PURCHASING PROVISIONS

Iran Divestment. By submission of a response, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list [of persons engaging in investment activities in Iran] created pursuant to T.C.A. § 12-12-106.

No Boycott of Israel. Pursuant to T.C.A. § 12-4-119, by submission of a response, each bidder certifies that their company is not currently engaged in, and will not for the duration of services herein engage in, a boycott of Israel.

5 BUY LOCAL INITIATIVES

The Authority shall give a preference to businesses with their principal place of business in the County of Shelby, State of Tennessee in awarding contracts and making purchases whenever the application of such a preference is reasonable in light of the valuation points of the proposal that is received in relation to such valuation points and pursuant to the terms and conditions that are outlined in the adopted policy as amended. If applicable, the Authority may also give preference to businesses operating in the County of Shelby, State of Tennessee, or to businesses with their principal place of business in the Memphis, TN-MS-AR Metropolitan Statistical Area.

6 SMALL BUSINESS PARTICIPATION PROGRAM (SBPP) REQUIREMENTS

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.

See Specification Section 00445, entitled “Small Business Participation Program” for information on these requirements, including the required forms for your submittal. 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.

7 TITLE VI SOLICITATION NOTICE

As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department’s and FAA’s Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

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 endorsements are required to be on file prior to the start of the work. In addition, a copy of the policy or policies shall be provided by the successful Respondent upon request.

The insurance requirements are established in Exhibit C of the Contract (Spec Section 00500).

9 BOND REQUIREMENTS

9.1 Surety

Any bond provided to the Authority in connection with the response to this RFP or any resulting agreement shall be executed by the Principal and Surety, and duly issued by an insurer or corporate surety which:

- a. Is authorized to conduct insurance business and provide surety bonds in the State of Tennessee; and
- b. Is otherwise in compliance with the provisions of the Tennessee Insurance Code; and
- c. Is authorized by the United States Department of Treasury pursuant to 31 U.S.C. § 9304-9308; and
- d. Has an A- or better rating and a Financial Size Category of "Class VII" or higher according to the most current edition of Best's Key Rating Guide; and
- e. Notwithstanding the provisions of (d) above, an insurer or corporate surety that is not rated by Best's Key Rating Guide may be accepted by the Authority following a review or investigation of the insurer's or corporate surety's financial and performance standing, including without limitation, its capital adequacy, assets, earnings, liquidity, and such other factors as the Authority may deem appropriate.

9.2 Proof of Surety

Any Proposal and/or Performance Bond submitted by Respondent must include an original, certified copy, or certified electronic copy of the Power of Attorney authorizing the Attorney-in-Fact to execute the Proposal and/or Performance Bond on behalf of the Surety.

9.3 Proposal Bond

Each response must include an original, certified copy, or certified electronic **Proposal Bond** with a valid Power of Attorney, at no cost to the Authority, in the amount of **Five Thousand Dollars**

(\$5,000.00), payable to the Memphis-Shelby County Airport Authority. Failure of the successful Respondent to execute the Contract within thirty (30) days after receiving the Contract document and furnish acceptable surety bonds and proof of required insurance prior to the Contract execution shall be just cause for cancellation of the award and forfeiture of the Proposal Bond, not as a penalty, but as liquidation of damages to the Authority.

Certified or cashier's checks will **NOT** be accepted in lieu of a proposal bond.

Proposal Bonds provided to the Authority in connection with the RFP shall be duly issued by an insurer or corporate surety on a bond form provided by the Authority in Section , or on a form substantially the same as the Authority's form, and which obligates the surety for at least one hundred twenty (120) days following the date on which responses to this RFP are publicly opened; and that is authorized to conduct insurance business in the State of Tennessee.

Failure to furnish a Proposal Bond with valid Power of Attorney, as specified, will result in rejection of Proposal for non-compliance.

9.4 Performance & Payment Bond

The successful Respondent will be required to furnish an original, certified, or certified electronic **Performance & Payment Bond** at the time of Contract execution and prior to the start date of the Contract, in an amount **equal to contract price**, to guarantee the principal's performance of the Contract. The Performance Bond shall be made payable to the Memphis-Shelby County Airport Authority and shall remain in force for the duration of the Contract.

9.5 Contractor's Responsibility

The successful Respondent is solely responsible for providing surety bonds in connection with this RFP and its resulting contract. Subcontractors are not required to provide any type of surety bond to the Authority in connection with this RFP and or its resulting contract.

10 FEDERAL FAIR LABOR STANDARDS ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

11 SECURITY AND ACCESS

MSCAA Issued Identification badges will be required for all construction personnel. The successful Bidder 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 Bidder will conduct their work accordingly. If the Authority determines that any employee(s) of the successful Bidder should not work on the Authority's property or on the Contract, the successful Bidder will immediately comply with the Authority's request to remove employee(s).

See Spec Sections 00801 and 00802 for project requirements.

12 TERMS OF PERFORMANCE

The Authority will contract with a single Respondent to provide services under the direction of the Authority's Maintenance and Development Departments, as outlined in the Scope of Services in this RFP.

12.1 Contract Negotiations and Contract Form

One Respondent will be selected for contract negotiations in accordance with Section 15.3. Realizing that the final basis for the agreement between the successful Respondent and the Authority must be a contract, Respondents shall indicate their willingness to negotiate a Contract acceptable to both Parties. This RFP and specified portions of the successful Respondent's response shall be incorporated into such Contract. The successful Respondent shall be required to execute a written contract with the Authority. The Authority will not execute the successful Respondent's standard contract.

If these efforts are unsuccessful with the selected Respondent, negotiations shall cease with that Respondent and begin with the next ranked Respondent, and so on, until a satisfactory agreement has been reached and approved.

12.2 Cancellation

Should the successful Respondent fail to meet the requirements of the Contract (Attachment F) after it is executed, the Authority may cancel the Contract at once and award the remainder of the contract term to the next qualified Respondent. If the Contract is cancelled, all materials provided to Contractor shall be returned to the Authority.

12.3 Term of Contract

The term of this contract shall be for such time as is required to fulfill the obligations set forth herein, and as more particularly described in the Scope of Services in Section 13 and Attachment A, and as further defined in the Contract (Attachment F).

12.4 Convenience Termination of Contract

The Authority may, at any time upon fifteen (15) days written notice to successful Respondent specifying the effective date of termination, terminate the Contract, in whole or in part, when the Authority deems it to be in the Authority's best interests. See section 23.03 of the Contract (Attachment F) for additional information.

12.5 Payment and Billing Requirements

12.5.1 Invoice Submittal

See Section 4.02 of the Contract (Spec Section 00500) for payment procedures.

12.5.2 Payment Terms

See Section 4.02 of the Contract (Spec Section 00500) for payment terms.

12.5.3 Taxes

The Authority is exempt from local, State, and Federal taxes. Anything directly billed to the Authority's is tax exempt. However, the exemption does not flow through to purchases made by or anything billed to any contractor, vendor, supplier, or subcontractor. Tax certificates will be issued to the successful Bidder upon request.

13 SCOPE OF SERVICES

The scope of this project is to install a FAA Runway Status Light (RWSL) System on Runway 9/27 at MEM. Major work items include: 1) Site preparation and installation of FAA equipment shelter, 2) Installation of three Constant Current Regulators, 3) Installation of communication ductbank and handholes, 4) Fiber optic cable installation, 5) Installation of power ductbank and handholes, 6) Power cable Installation, 7) Installation of RWSL airfield lighting fixtures and transformers, and 8) Supporting the commissioning and testing of the system. Project will involve detailed coordination and communication with FAA. Contractor must have minimum 5 years of airfield electrical experience.

Plans and specifications can be found at www.flymemphis.com.

14 RESPONSE STRUCTURE

It is not the intent of the Authority to restrict response preparation; however, to enable the Authority to evaluate each response in a uniform manner, all Respondents shall structure their response as outlined below and include the forms provided in Sections 16 and 17. Responders shall submit one bound hard copy and one electronic copy.

14.1 Proposal Envelope Form

Proposers must submit the Proposal Envelope Form provided in Spec Section 00000. The Proposal Envelope must be completed and attached to the outside of the bidder envelope.

14.2 Exceptions

Proposer must state in detail, on the Exception to Specifications form provided in Attachment A below and referencing the specified item, any proposed equivalent item including Manufacturer, Item Number and brief description.

14.3 Proposal Form

Using the Proposal Form provided in Spec Section 00405, Proposer must furnish a bid price for the specified item(s). In the event of a discrepancy between a unit price bid and an extended total in the bid proposal, the extended price shall govern.

14.4 Experience and Qualifications

Describe why your firm is professionally qualified to perform the work outlined in this RFP, include the number of years' experience in the industry and examples of comparable projects that you have successfully completed.

Respondent must provide the following information on the form provided in Attachment B. The Proposer must show a minimum of five (5) years' experience on airfield electrical projects and project experience comparable to the size/scope outlined in this RFP. Please include brief summaries of example projects displaying relevant experience.

14.5 SBPP Forms

Bidder shall include all required SBE documents/forms found in Spec Section 00445, and listed below.

14.5.1 SBPP Assurance Statement/Letter of Intent

14.5.2 Respondent SBPP Goals Accomplishment Statement

14.5.3 SBPP Bidder's List

14.5.4 Voluntary Disclosure of Respondent Data (Voluntary)

14.6 Proposal Bond

All Respondents must include the original Proposal bond as described in Section 9.3 and form found in Spec Section 00410. The selected Respondent will be required to submit at the time of Contract an original Performance and Payment Bond as described in Section 9.4.

14.7 Addenda

All Respondents must include all signed addenda, if applicable

15 AWARD

15.1 Solicitation

Responses are solicited from all companies that wish to be considered for the services outlined in this Request for Proposals document. The Authority will make its selection from the information contained in the responses to the Request for Proposals submitted by the due date. All parties are encouraged to respond in depth with statements containing specific experience and qualifications related to this RFP in the format described herein.

15.2 *Proposal Evaluation Criteria*

The Authority will review all Submittals for completeness and adherence to the requirements of this Request for Proposals. Submittals that do not follow the specified format and/or do not meet the project requirements may be deemed unresponsive and disqualified from the process. The Authority has established the following specific criteria to evaluate Submittals.

15.2.1 Pricing Schedule

15.2.2 Qualifications and Experience

15.2.3 Exceptions

15.3 *Final Selection*

Respondents will be ranked by the proposal that provides the best value to the Authority based on the published criteria.

15.4 *The Authority's Right to No Award or Partial Award*

Award will be made to the best qualified, responsive Respondent, if awarded. The Authority reserves the right to reject all responses, reject portions of any response, or accept the response deemed most advantageous to the Authority.

15.5 *Cancellation*

Should the successful Respondent fail to execute or meet the requirements of the Contract after it is executed, the Authority may cancel the Contract at once and award the Contract to the next most qualified, responsive Respondent.

15.6 *Anticipated Contract Date*

The Authority anticipates the commencement date of the Contract to be March 19th, 2026.

Attachment A Exceptions

EXCEPTIONS

Must be returned with response

Exceptions must be stated on this form in addition to providing reference literature and other relevant data.

The undersigned Bidder hereby certifies that its response is fully compliant with the specifications except for the following:

RFB Specification	Detailed Exception

(Use additional pages if needed)

Except as noted above, the undersigned certifies full compliance with the specification stated in the RFB. It is understood and agreed that in the event the items delivered upon award are not compliant, the Bidder will be required to take whatever steps necessary to insure full compliance at no additional cost to the Authority.

Signature of Authorized Representative

Attachment B

EXPERIENCE AND QUALIFICATIONS

PROJECT INFORMATION SHEET

Project Name:

Location:

Client / Owner:

Project Type:

☐ Airfield ☐ Terminal ☐ Infrastructure ☐ Other: [Specify]

Project Description: (Use additional sheet if necessary)

[Brief narrative (3–6 sentences) summarizing the project scope, purpose, and major features. Include any special challenges, innovations, or outcomes.]

Contract Role:

☐ Prime Contractor ☐ Subcontractor ☐ Construction Manager ☐ Designer / Engineer ☐ Other: [Specify]

Key Responsibilities:

- [List 3–5 key roles or deliverables on the project]

-

Contract Value:

Project Dates:

Start: [MM/YYYY] Completion: [MM/YYYY or “Ongoing”]

Project Delivery Method:

☐ Design-Bid-Build ☐ Design-Build ☐ CMAR ☐ Other: [Specify]

Key Personnel Involved:

[List names, titles, and roles of individuals involved — especially those proposed on the current bid]

Reference Contact:

Name:

Title:

Organization:

Phone / Email: