



TAKE OFF WITH US

Memphis

INTERNATIONAL AIRPORT

Pre-Bid Conference

**RW 9-27 Runway Status Lights- Construction
MSCAA Project No. 16-1408-02**

Thursday, February 5th, 2026

Meeting Agenda

- Welcome
- Introductions
- Proposal Package Submittal
- Sign-In Sheet
- Site Visit
- Q&A Process
- Anticipated Date Sequence
- Procedures, Protocol, and General Contract Requirements
- Project Scope, Phasing, and Technical Review
- Q&A Session

USING MS TEAMS

The image shows a horizontal toolbar from the Microsoft Teams application. The toolbar contains several icons: a microphone with a red slash (Unmute), a video camera with a red slash (Start Video), a person with a plus sign (Invite), two people with a '3' (Participants), a green screen with an upward arrow (Share Screen), a speech bubble (Chat), and a circle with a vertical line (Record). To the right of the toolbar is a red 'Leave Meeting' button. Below the toolbar, red arrows point from descriptive text to the corresponding icons. The text includes: 'unmute mic only when it's your turn to speak' (with two microphone icons below), 'turn webcam on/off' (with a video camera icon below), 'raise your hand or view who else is in the meeting' (with a blue hand icon below), 'share your screen when it's your turn to present', 'join the chat discussion or share links', and 'leave the meeting at the end of class'.

Icon	Function
Unmute	unmute mic only when it's your turn to speak
Start Video	turn webcam on/off
Participants	raise your hand or view who else is in the meeting
Share Screen	share your screen when it's your turn to present
Chat	join the chat discussion or share links
Leave Meeting	leave the meeting at the end of class

Introductions, Responsibilities, and Lines of Communication

Project Team:

Owner:

Memphis-Shelby County Airport Authority (MSCAA)

- Brian Tenkhoff – Director of Development
- John Parrish – Manager Engineering & Construction
- Pov Chin – Project Manager
- Amy McCaffery – Manager of Environmental Compliance
- Regina Armstrong – Sr Manager of BOD
- Stacy Harris- BOD Compliance PA
- Aaron Hascher – Safety Program Manager

- TBD – Program Manager

Civil Engineer:

HNTB Corporation

- Chuck Dedmon – Aviation Department Manager

Proposal Package Submittals

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

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

The screenshot shows the Memphis International Airport website with a navigation bar at the top containing links for FLIGHTS, PARKING & TRANSPORTATION, PASSENGER GUIDE, ABOUT MEM, and CONNECT. The main header features a large image of an airport terminal with the text "RFP No. 16-1408-02 RW 9-27 Runway Status Lights - Construction - REBID".

Bid / RFP / RFQ Name	Date Issued	Sealed Proposals will be received by:
RW 9-27 Runway Status Lights - Construction - REBID RFP NO. 16-1408-02	January 20, 2026	February 26, 2026 at 2pm Central Time

PRE-BID MEETING
A Virtual Pre-Bid Meeting will be held Thursday, February 5, 2026, at 11:00 a.m. local time via phone/video conferencing.
Pre-Bid Meeting Virtual Link
<https://teams.microsoft.com/j?meetingurl=640f9e4d-2015-4270-9242-673211911384930449747729756687920039429424320204629434528869403432483140491201919429429>
Pre-Bid Meeting Call-In Option
Phone: (872) 242-8851; Conference ID: 475156168#
Attendance at the Pre-Bid Meeting is strongly recommended.

QUESTIONS
Send questions to bidquestions@flymemphis.com include project name and number in subject line.

SITE VISIT
A site visit will be upon request.

DOCUMENTS
[Drawings - Design](#)
[Drawings - Construction Safety & Phasing Plan \(CSP\)](#)
[Specifications - Form Books](#)
[Specifications - Tech Specs](#)
[Requests for Proposals](#)

LEGAL NOTICE
Please [click here](#) to download the Legal Notice.

Return to main Bids/RFPs/RFQs page

SITE SEARCH
Start typing... SEARCH

TRANSLATE
English

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

FlyMyAirport®
Flights Cars
Ro... 1... Et...
MEMPHIS
To?
Departure Date
Return Date
 Show nearby dates for lower fares
Q Search

MEM Notes Newsletter Sign Up
Your email address
Sign up



Proposal Package Submittals

Proposal Package **Required** Contents:

- Proposal Envelope
- Proposal (Specification 00405)
- Proposal Guarantee (Specification 00410)
- SBE Assurance Statement – one each per SBE Partner (Specification 00445)
- SBE Goals Accomplishment Statement (Specification 00445)
- Information on All Firms that Provide Bids or Quotes (Specification 0045)
which the scope of work and dollar value contained in your Assurance Statement is based with items included in the Proposal either circles and/or highlighted.
- Signed Addenda (if applicable)

Refer to Specification 00200 – Instructions to Bidders for full instructions



Proposal Package Submittals

Submit proposals to:

MSCAA-Procurement Department
4150 Louis Caruthers Drive
Memphis, TN 38118

Bids due:

Thursday, February 26, 2026
2:00 PM central time

Bids are good for seventy-five (75) days



PROPOSAL PACKAGE SUBMITTALS



Procurement Warehouse
4150 Louis Carruthers Drive

Louis Carruthers Drive

Shelby Drive



Sign-In Sheet

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

Site Visit

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



Q&A Process

- All questions **must** be submitted to: bidquestions@flymemphis.com
- Question Deadline: **To guarantee a response, questions must be submitted by 5:00pm local time, Thursday, February 12, 2025**
- Answers will be provided via addendum.
- **Questions not submitted in this manner will not be provided with a formal answer.**

Anticipated Date Sequence

- Questions due by 5:00 p.m. local time, **Thursday, February 12, 2026.**
- Q&A w/ Final Addendum posted to the website not later than Thursday, **February 19, 2026.**
- RFP/Bid Due: **Thursday, February 26, 2026**, at 2:00 p.m. local time
- Award/Contract – Precise timing to be determined. General sequence:
 - Notice of Intent to Award – March 2026
 - Contract Approval/Execution – March 2026
 - Procurement NTP – April 2026
 - Construction NTP – July 2026
 - Complete RWSL Construction and Installation – October 2026
 - Complete RWSL Integration and Testing – February 2027
 - Turn-Over to FAA – March 2027
 - Initial Operating Capability (IOC) – March 2027
 - Commissioning – April 2027

*Continue to monitor www.flymemphis.com website for addendums after 2/19/2026



Procedures, Protocol, and General Contract Requirements



General Contract Requirements



Memphis-Shelby County Airport Authority
Memphis, Tennessee

SBPP Requirements – Section 00445

ReGina Armstrong – Senior Manager,
Business Opportunity Development

SBPP Goal:

0%

1 SMALL BUSINESS PARTICIPATION PROGRAM (SBPP) REQUIREMENTS

1.1 Overview

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 reevaluated/certified Disadvantaged Business Enterprise (DBE), **as required by Interim Final Rule effective October 3, 2025 ("IFR") for 49 CFR Part 26**, may be considered as an eligible Small Business Enterprise (SBE) 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.

6.2 SBPP Required Forms

It is a requirement that all Respondents providing services for the Authority take all reasonable steps to ensure that SBEs, including DBEs reevaluated or certified pursuant to the IFR for 49 CFR Part 26 have a full and fair opportunity to compete for and perform contract work without discrimination based on age, race, sex, color, national origin. To satisfy this requirement, Respondents will be expected to timely submit documentation as identified below and throughout the contract period if selected and cooperate with the Authority. Failure to timely submit requested documentation, cooperate with the Authority or answer inquiries truthfully will be considered a material contract breach and may result in termination.

The following documents must be submitted with your response to this solicitation:

6.2.1 Assurance Statement/Letter of Intent

The Respondent must submit an Assurance Statement for each SBE, which includes DBEs reevaluated or certified pursuant to the IFR for 49 CFR Part 26 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-



General Contract Requirements

SBPP Requirements



Memphis-Shelby County Airport Authority
Memphis, Tennessee

Respondent SBE Goals Accomplishment Statement (Required)

Submit on Company Letterhead

RESPONDENT SBE GOALS ACCOMPLISHMENT STATEMENT

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

The Respondent is committed to a minimum of 0% SBE utilization on this contract.

The Respondent is unable to meet the SBE goal of ____% but is committed to a minimum of ____% SBE utilization on this contract and submits the attached narrative and documentation demonstrating good faith efforts consistent with Appendix A of 49 CFR 26. The Respondent should attach as many pages as necessary to provide a full and complete narrative and supporting documentation of good faith efforts made. This narrative must be written on company letterhead and signed.

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

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

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

Respondent's Name: _____
State Registration No.: _____
Federal Tax ID No.: _____

By: _____
Signature and Title Date



General Contract Requirements



Memphis-Shelby County Airport Authority
Memphis, Tennessee

SBE Assurance Statement/Letter of Intent (Required)

Submit on Company Letterhead for each SBE Subcontractor

SBE ASSURANCE STATEMENT/LETTER OF INTENT	
RESPONDENT:	
Name of Firm: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	
Local Yes ___ No ___ SBE ___ SBE ___	
SUBCONTRACT:	
Name of Firm: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Local Yes ___ No ___ SBE ___ SBE ___	
Description of work to be performed by SBE: _____ _____	
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.	
AFFIRMATION	
The above-named SBE affirms that it will perform the portion of the contract for the estimated dollar value as stated above	
By: _____	Signature of SBE and Title Date Name
By: _____	Signature of 2 nd /3 rd 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



General Contract Requirements

SBPP Requirements



Memphis-Shelby County Airport Authority
Memphis, Tennessee

Voluntary Disclosure of Respondent Data

Do not submit this form on company letterhead

VOLUNTARY DISCLOSURE OF RESPONDENT DATA

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

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



General Contract Requirements

Certification Requirements

- A firm will need to be certified and active at time of bid.
 - If a firm is not certified as an SBE prior to the time of bid, they will need to apply for certification and be approved before the bid deadline.
 - BOD can certify firms as SBEs, they will need to go to the BOD website
 - [Contract Compliance System | Memphis-Shelby County Airport Authority](#)
 - Once the application is completed the BOD Certification Specialist will finish the certification process and conduct an on-site visit.
 - Please contact the BOD office if you have any questions regarding a firm's certification status
 - Victoria Alvarez - BOD Certification Specialist
901-922-0255 | valvarez@flymemphis.com
 - Stacy Harris- BOD Compliance Program Administrator
901-922-0213 | sharris@flymemphis.com

General Contract Requirements

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

Willis Towers Watson

John Shorten – Director

Starla Lacey – Service Specialist

Wes Shelby – Safety Engineer

**CONSTRUCTION CONTRACT
FOR
RW 9/27 RUNWAY STATUS LIGHTS - CONSTRUCTION**

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

MSCAA PROJECT NO. 16-1408-02

THIS **CONSTRUCTION CONTRACT** (hereinafter referred to as "Contract") is made and entered into as of _____, between MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY, a body politic and corporate under the laws of Tennessee (hereinafter referred to as "Owner" or "Sponsor") doing business at 2491 Winchester Road, Suite 113, Memphis, Tennessee 38116-3856, and (insert **CONTRACTOR NAME**), a (insert **LEGAL ENTITY TYPE and STATE**) doing business at (insert Contractor address), (hereinafter referred to as "Contractor," "Bidder," or "Offeror"). Owner and Contractor may sometimes be referred to herein individually as "Party" or collectively as "Parties."

RECITALS

1. **WHEREAS**, the Owner desires to have constructed certain work in Memphis, Tennessee, more particularly described as RW 9/27 Runway Status Lights - Construction, MSCAA Project No. 16-1408-02 (herein referred to as "the Project"); and

2. **WHEREAS**, the Contractor desires to enter into this Contract as an independent contractor and is ready, willing and able to construct the Project in accordance with the terms and subject to the conditions of this Contract; and

3. **WHEREAS**, the "Program Manager" is to act as the Owner's representative, and the Owner will advise the Contractor in writing of the name of the Program Manager; and

4. **WHEREAS**, the "Engineer" is the Owner's representative with responsibility for design of the technical specifications, and the Owner will advise the Contractor in writing of the name of the Engineer; and

NOW, THEREFORE, in consideration of good and valuable consideration, received or to be received, the sufficiency of which the Parties acknowledge, the Parties agree as follows:

ARTICLE 1

SCOPE OF THE WORK AND TERM OF AGREEMENT

Section 1.01. Scope of the Work. The general scope of the work is more particularly described in Exhibit A which is attached hereto and incorporated herein by reference. Contractor agrees that the Project shall be constructed in accordance with the terms of this Contract and the "Contract Documents" as defined in Article 2 of this Contract. The term "Work" includes, but is not limited to, all labor, materials, supplies, tools, equipment and services necessary to construct the Project as described in the Contract Documents, whether or not all materials and equipment are incorporated or will be incorporated in the Project; and all Work deemed necessary to fully close the Project including demobilization.

Section 1.02. Term of Contract and Completion. The term of this Contract shall commence upon Owner's issuance of the Notice to Proceed pursuant to Section 3.01 and shall continue until the Work is completed in accordance with the Contract Documents, unless earlier terminated by the provisions set forth in Section 23 of this Contract.

Page 1

Contract: Contractor Name _____
RW 9/27 Runway Status Lights - Construction
MSCAA Project No. 16-1408-02



General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by MSCAA

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

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

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

Note:

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



General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by MSCAA

Workers' Compensation

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

Commercial General Liability

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



General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

Insurance Provided by MSCAA

Umbrella and Excess Liability

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

Builder's Risk

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

NOTE:

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

General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

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

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

Commercial Automobile Liability

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

Workers' Compensation and Employers Liability

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



General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

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

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

Commercial General Liability

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

General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

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

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

Excess or Umbrella Liability

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

Professional Liability

- Not Applicable



General Contract Requirements

Owner-Controlled Insurance Program (OCIP)

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

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

Contractor's Equipment Insurance

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

General Contract Requirements

Airport Construction Safety Requirements
- Section 00801 and 00500-Exhibit D

Wes Shelby
 Willis Towers Watson

Aaron Hascher, CM & ACE
 MSCAA - Safety Program Manager

January 20, 2026 MSCAA 16-1408-02

DIVISION 0 - SECTION 00801
AIRPORT CONSTRUCTION SAFETY REQUIREMENTS

PART 1 GENERAL

1.01 SUMMARY

A. This section contains the minimum level of safety requirements for construction projects at Memphis International Airport.

B. Related work:

1. Other contract documents affecting construction safety include, but are not limited to, the DIVISION 0 AND DIVISION 1 specifications.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.01 CONTRACTOR PERSONNEL SAFETY ORIENTATION

A. The Contractor shall be responsible for briefing all construction personnel on the requirements contained in this section prior to their working in the construction area and at periodic intervals throughout the course of the contract. These briefings will be documented in writing.

3.02 SCHEDULING WORK

A. See Specification section 01100, SEQUENCE OF CONSTRUCTION & LIQUIDATED DAMAGES.

B. See General Provision Section 80, Paragraph 80-04, Limitation of Operations.

3.03 CONSTRUCTION SECURITY

A. See Specification section 00802, AIRPORT SECURITY REQUIREMENTS.

3.04 LIMITATION ON CONSTRUCTION

A. The limits of construction, material storage areas, equipment parking and other areas defined as available for the contractor's exclusive use during construction shall be identified and defined by the contractor prior to starting work on the project. Temporary barricades, flagging and flashing caution lights may be required at access points, taxiway crossings and pavement tie-ins. The type markings, barricades and flashing caution lights are designated on the construction plans and must be inspected and approved by the Airport Authority.

B. The Contractor shall store all materials and park construction equipment, when not in use only in the areas designated on the plans or during the pre-construction conference.

C. Stockpiling of dirt and construction materials shall be constrained in a manner preventing movement resulting from jet blast or wind in excess of 10 knots.

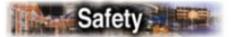
D. Construction debris, waste, wrappings or loose material capable of causing damage to aircraft engines, propellers, or landing gear shall not be allowed on active aircraft movement areas. Material meeting this criteria shall be contained and removed immediately from the ADA.

ISSUED FOR REBID 00801
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EXHIBIT D
 TO
 UNIT PRICE CONSTRUCTION CONTRACT
 FOR
 RW 9/27 RUNWAY STATUS LIGHTS - CONSTRUCTION
 BY AND BETWEEN
 THE MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
 AND
 (CONTRACTOR NAME)
CONSTRUCTION SAFETY AND HEALTH GUIDELINES
 OCIP CONSTRUCTION SAFETY AND HEALTH GUIDELINES

Memphis-Shelby County Airport Authority

Construction Safety and Health Guidelines



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



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

January 20, 2026

MSCAA 16-1408-02

- **Airport Security Requirements – Section 00802**
- Airport SIDA Badging Required for all construction personnel (prime and subs).
- Construction will be in the secure/AOA areas.
- Project Specific Security Requirements.
- Project is within Air Operations Area (AOA) and will require drivers to have appropriate MSCAA driving privileges/driving permit.
- Class 3 driving privileges required for movement area (i.e. ATCT controlled) driving.

DIVISION 0 – SECTION 00802
AIRPORT SECURITY REQUIREMENTS

PART 1 GENERAL

1.01 CONTRACTORS SECURITY AND VEHICLE PROCEDURES OVERVIEW

A. This overview outlines procedures concerning Airport security requirements, vehicle operation, and maintenance requirements for contractors at Memphis International Airport or any airport owned and operated by the Memphis-Shelby County Airport Authority. The sponsor Memphis-Shelby County Airport Authority (Airport Authority), airline, tenant, or concessionaire at the Airport who has hired the contractor is responsible for ensuring the contractor understands and complies with all the rules and regulations. This is a consolidated synopsis of the contractor requirements from the Airport Security Program and the Airport Rules and Regulations.

1.02 DEFINITIONS

A. **Aircraft** - shall mean any contrivance known or hereinafter invented, used or designed for navigation of or flight in the air.

B. **Air Operations Area (AOA)** - that part of the Airport used or intended to be used for landing, taking off, surface maneuvering, loading, unloading, or servicing the aircraft.

C. **Airport** - shall mean the Memphis International Airport and/or the General DeWitt Spain Airport and/or the Charles W. Baker Airport – where applicable.

D. **Airport Restricted Area** - area of Memphis International Airport that is not intended for public uses or access. These are areas designated by the Airport Authority as restricted areas and clearly identified with signs designating those areas as "RESTRICTED AREA." The restricted area also includes the AOA.

E. **AOA Driver's Permit** - permit issued by the Airport Authority for operating unescorted motor vehicles on the AOA.

F. **Construction Restricted Area** - any area, inside or outside of the Airport Restricted Area, which is fenced, or in some like manner defined by the Contractor. The Contractor is responsible for the security of the Construction Restricted Area.

G. **Director** - shall mean the Director of Operations and Public Safety or his duly authorized representatives.

H. **Job Site** - a predetermined geographic area with specific boundaries established by the Airport Authority.

I. **Movement Area** - runways, taxiways, and other areas of the Airport used for taxiing, takeoff, and landing of aircraft, except loading ramps and parking areas.

J. **Personal Escort** - remaining within sight of the individual under escort at all times while in the Airport restricted areas at a distance not to exceed 20 feet.

K. **Public Area** - any area within Airport facilities open to the general public.

L. **SIDA** - Security Identification Display Area.

ISSUED FOR REBID

00802
Page 1

General Contract Requirements

Contractor's Project Schedule – Section 01310 and 01320

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

January 20, 2026 MSCAA 16-1408-02

DIVISION 1 – SECTION 01310	
PROJECT MANAGEMENT AND COORDINATION	
PART 1 PROJECT MANAGEMENT	
1.01 DESCRIPTION	<p>A. The Contractor will be required to utilize an integrated construction project management software platform for coordination, meeting organization, submittals, payment applications, project records, drawings, specifications, reports, punch-lists, and schedules throughout the duration of the project.</p> <p>1. Project Management software platform utilized for this project will be Procore.</p> <p>B. The project management software will be provided by the Owner. The Contractor will be allowed seat licenses with access to the project management software as needed for the duration of the project.</p> <p>C. Any training required in order for the Contractor to become proficient in the utilization of the construction project management software, shall be the responsibility of the Contractor at no additional cost to the Owner.</p>
PART 2 PRECONSTRUCTION CONFERENCE	
2.01 SUMMARY	<p>A. To help clarify construction contract administration procedures, the Engineer or Owner will schedule a Preconstruction Conference prior to start of the Work, as described in this Section.</p> <p>B. Related Work:</p> <p>1. Documents affecting work of this Section include, but are not necessarily limited to, Division 0 and Division 1 Specification Sections.</p>
2.02 AGENDA AND MEETING SUMMARIES	<p>A. To the maximum extent practicable, advise the Engineer or Owner at least 24 hours in advance of the Conference as to items to be added to the agenda.</p> <p>B. The Engineer or Owner will compile summaries of the Conference, and will furnish copies of the summaries to the Contractor. The Contractor may make and distribute such other copies as he wishes.</p>
2.03 QUALITY ASSURANCE	<p>A. For those persons designated by the Contractor, his subcontractors, and suppliers to attend the Pre-Construction Conference, provide required authority to commit the entities they represent to schedules and solutions agreed upon in the Conference.</p>
2.04 PRECONSTRUCTION CONFERENCE	<p>A. The Conference will be held at a time and date established by the Engineer or Owner. If requested by the Engineer or Owner, additional conferences will be held.</p> <p>B. Attendance:</p>
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DIVISION 1 – SECTION 01320	
SCHEDULES AND REPORTS	
PART 1 GENERAL	
1.01 SUMMARY	<p>A. The work under this Contract shall be planned, scheduled and reported using computerized precedence diagram format of the Critical Path Method in calendar days, unless otherwise specifically provided in the Contract Documents. The Detailed Construction Schedule shall be developed by using the latest revision of Microsoft Project, or approved equal computer software.</p> <p>B. Related Work:</p> <p>1. Documents affecting work of this Section include, but are not necessarily limited to, other Sections of these Specifications.</p> <p>2. Other provisions concerning Schedules and Reports are stated to Specification Sections: 01100 - Summary of Work, Sequence of Construction & Liquidated Damages General Provision Section 60 - Control of Materials General Provision Section 90 - Measurement and Payment</p>
PART 2 PRODUCTS	
Not Used.	
PART 3 EXECUTION	
3.01 GENERAL REQUIREMENTS	<p>A. The Detailed Construction Schedule shall be developed by using the latest revision of Microsoft Project, or approved equal computer software that is compatible with Owner's scheduling software.</p> <p>B. The primary objectives of the requirements of this section are:</p> <p>1. to insure adequate planning and execution of the Work by Contractor;</p> <p>2. to assist Owner and Engineer in evaluating the progress of the Work;</p> <p>3. to provide a mechanism or tool for use by the Owner, Engineer and Contractor in determining and monitoring any actions of the Contractor which may be required in order to comply with the requirements of the Contract relating to the timely completion of the various portions of the Work.</p> <p>C. The Detailed Construction Schedule, defined in Paragraph 3.04, shall represent the Contractor's commitment and intended plan for completion of the Work in compliance with the Contract. The Contractor will not:</p> <p>1. Misrepresent to the Owner its planning, scheduling, and coordination of the work;</p> <p>2. Utilize schedules different from those provided to the Owner and Engineer for the direction, execution and coordination of the work;</p>
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General Contract Requirements

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DIVISION 1 – SECTION 01741

CLEANING

PART 1 GENERAL

1.01 SUMMARY

- A. Throughout the construction period, maintain the site in a standard of cleanliness including mowing of grass as described in this Section. All demolition or construction debris (FOD) shall be confined within the work site at all times.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, Division 0, Division 1 and other Sections of these Specifications.
 - 2. In addition to the standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.
 - 3. In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.

1.02 QUALITY ASSURANCE

- A. Conduct a daily inspection, and more often if necessary, to verify that cleanliness requirements are being met.
- B. In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.

PART 2 PRODUCTS

2.01 CLEANING MATERIALS AND EQUIPMENT

- A. Provide required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.
- B. In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.

2.02 COMPATIBILITY

- A. Use only cleaning materials and equipment compatible with the surface being cleaned and as recommended by the manufacturer of the material.

PART 3 EXECUTION

3.01 PROGRESS CLEANING

- A. General:
 - 1. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.

ISSUED FOR REBID

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Page 1

Environmental Considerations

Amy McCaffery, MSCAA – Manager of Environmental Compliance

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



ENVIRONMENTAL ITEMS

- Stormwater construction permit is not required based on the project design.
- Contractor responsibilities:
 - Use procedures in project specifications and plans along with any necessary Best Management Practices for Erosion Prevention and Sediment Control (EPSC).
 - Continual observation and inspection of worksite to assure appropriate controls are in place and maintained.
 - Add, replace, and repair specified EPSC measures as needed.
 - Phasing disturbance is suggested to minimize EPSC issues.



ENVIRONMENTAL ITEMS

Spills

- Clean up and report all spills immediately. Report to MSCAA Project Manager.
- Maintain spill kit/spill cleanup materials onsite, including materials to respond to equipment hydraulic fluid and other potential releases.

Fuel & Haz Mat Storage

- Mobile Fuel tanks - must be double-walled or stored within containment and must be permitted by the City Fire Inspector. Spill plan is required.
- Haz Mat must be labeled and stored properly; no stormwater exposure.

Trash, dust & cleaning

- Maintain clean worksite and dust control; follow project specs.
- Contain all trash and debris and prevent FOD; trash containers with lids are required; use of airport owned dumpsters is prohibited.

Project Scope, Phasing, and Technical Review



Project Scope of Work

- 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..
- Project will be phased to minimize disruptions to aircraft operations.



Project Scope of Work

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

Schedule:

Ninety(90) calendar days
for substantial completion) + Forty-Five (45) days
(closeout/final completion)

January 20, 2026 MSCAA 16-1408-02

DIVISION 1 – SECTION 01100

SUMMARY OF THE WORK, SEQUENCE OF CONSTRUCTION & LIQUIDATED DAMAGES

PART 1 GENERAL

Related Work:

1. Documents affecting work of this Section include, but are not necessarily limited to Division 0 and Division 1 and other Sections of these Specifications.

1.01 SUMMARY

SUMMARY OF WORK

A. The "Project," of which the "Work" of this Contract is a part, is titled RW 9-27 Runway Status Lights – Construction, MSCAA Project 16-1408-02.

B. The "Work" of this Contract is defined in the Contract Documents to include, but not be limited to, earthwork, erosion prevention and sediment control, drainage structure installation, concrete pad placement, gravel road installation, electrical connections, and all services as necessary to install a complete flood control pump system with mobile generator at the General DeWitt Spain Airport as detailed in the construction documents.

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

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

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

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.01 PROJECT PHASING AND COMPLETION

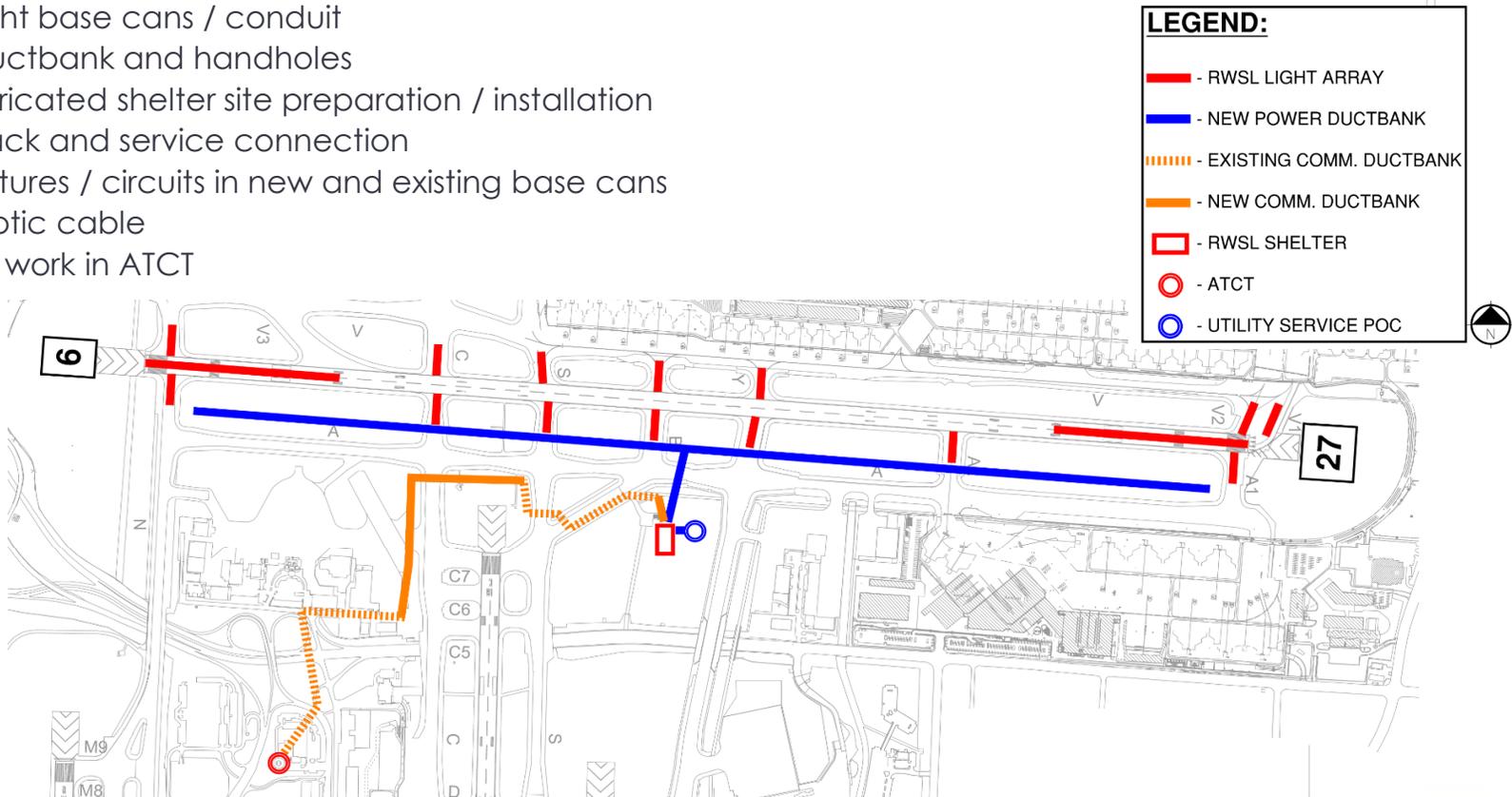
A. This is a fixed-duration Contract required to be substantially completed within ninety (90) calendar days from the Notice to Proceed ("NTP") date. The project scope of work is as stated in Paragraphs 1.01 (A) and (B) above. Final Completion of the project shall be within forty-five (45) days of the Substantial Completion Date.

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Scope of Work

SUMMARY:

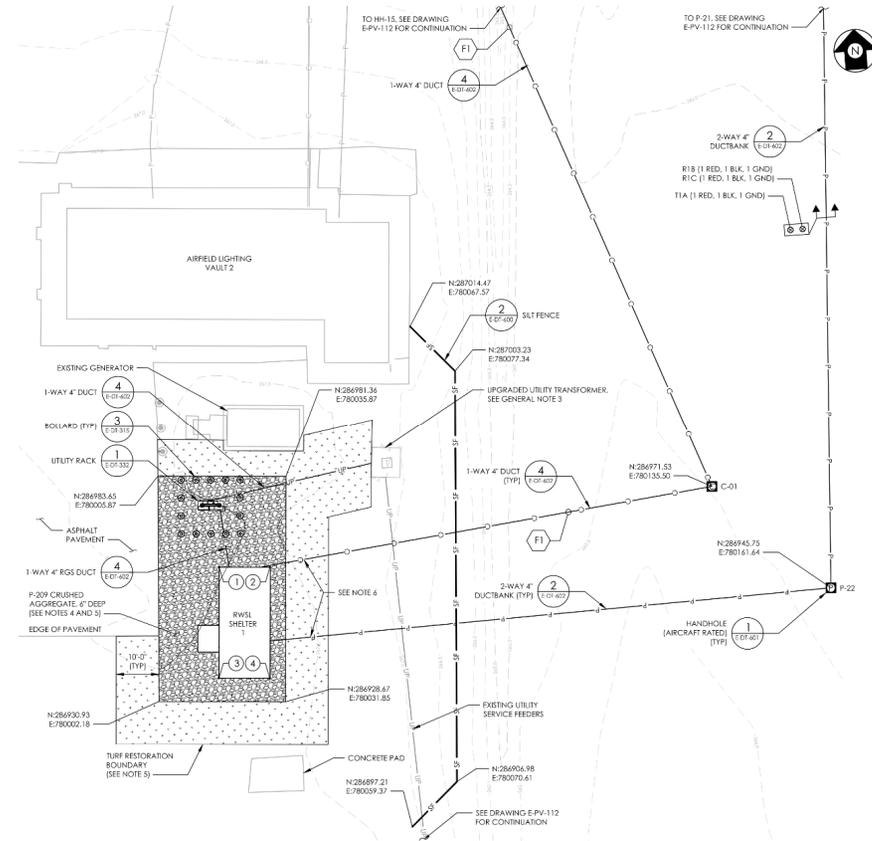
- New light base cans / conduit
- New ductbank and handholes
- Pre-fabricated shelter site preparation / installation
- Utility rack and service connection
- Light fixtures / circuits in new and existing base cans
- Fiber optic cable
- Limited work in ATCT



Scope of Work

RWSL EQUIPMENT SHELTER:

- Concrete foundation and site preparation
- Pre-fabricated shelter (FAA-provided) placement
- CCR (MSCAA-provided) installation
- Grounding and lightning protection systems
- Other select equipment installation and wiring
- Utility service rack and connection

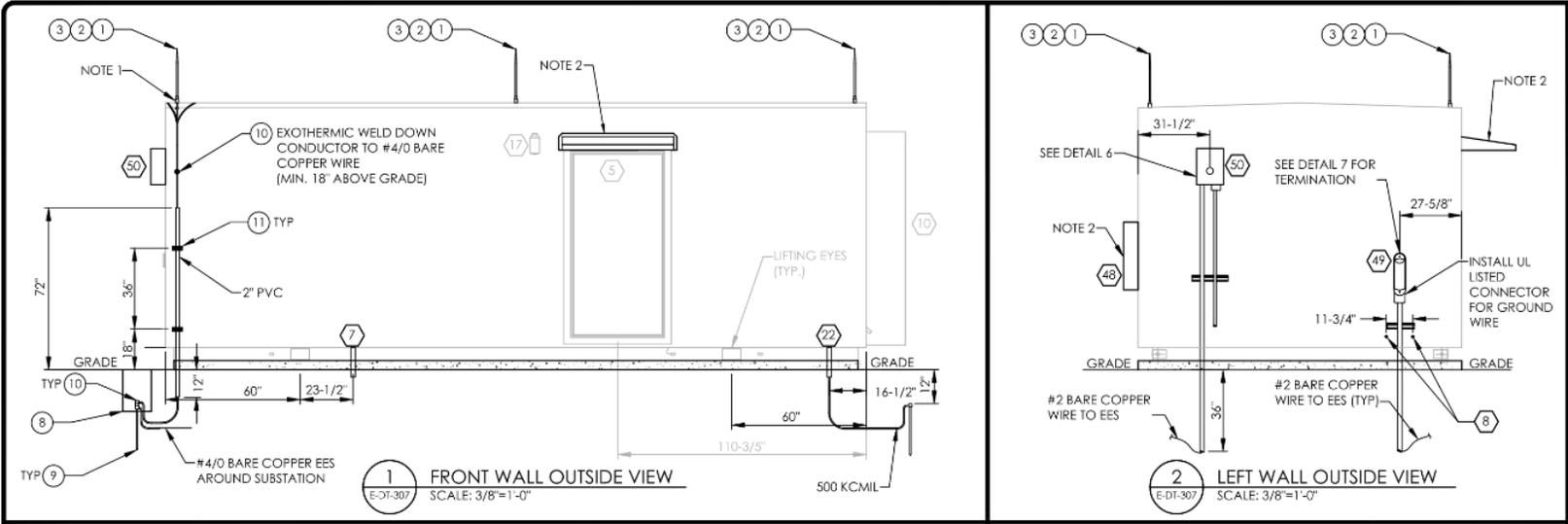


Scope of Work

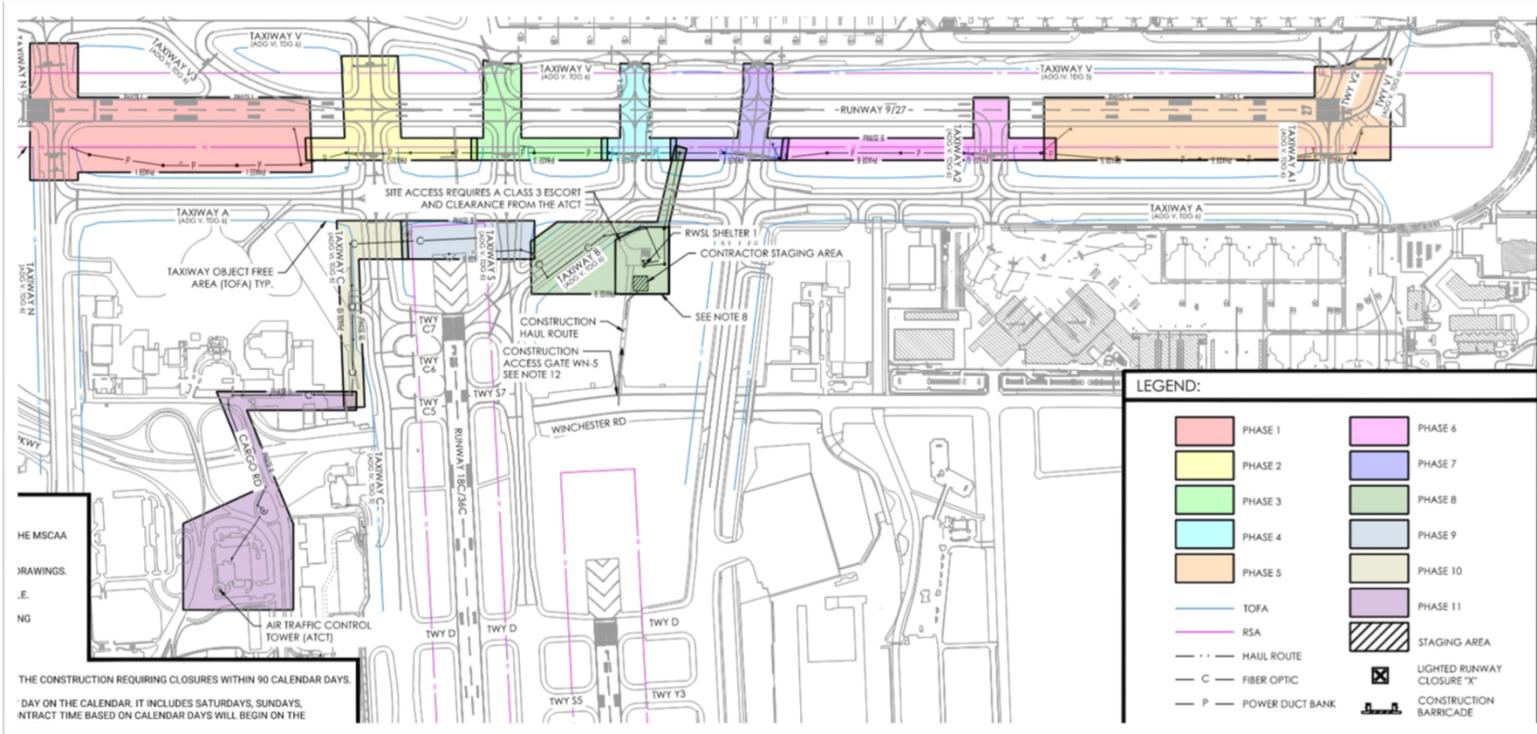
RWSL SHELTER SCOPE:

- Review table on Sheet E-GN-300
- Drawing linetype format

Drawing Linetype	Scope Responsibility
Dark	Contractor Supplied and/or Installed
Screened	Supplied by MSCAA or FAA



Project Phasing



	A	B	C
1	AIRFIELD PHASING CLOSURES		
2	PHASE	DURATION	CLOSURES
3	PHASE 1	12 DAYS	RUNWAY 9/27 TAXIWAY V3 TAXIWAY N BETWEEN TAXIWAY A AND TAXIWAY V
4	PHASE 2	7 DAYS	RUNWAY 9/27 TAXIWAY V3 TAXIWAY C BETWEEN TAXIWAY A AND TAXIWAY V
5	PHASE 3	7 DAYS	RUNWAY 9/27 TAXIWAY V3 TAXIWAY S BETWEEN TAXIWAY A AND TAXIWAY V
6	PHASE 4	14 DAYS	RUNWAY 9/27 TAXIWAY V3 TAXIWAY B BETWEEN TAXIWAY A AND TAXIWAY V
7	PHASE 5	7 DAYS	RUNWAY 9/27 - TAXIWAY V3 TAXIWAYS A1 TAXIWAYS V1 & V2
8	PHASE 6	7 DAYS	RUNWAY 9/27 - TAXIWAY V3 TAXIWAY A2 TAXIWAY C BETWEEN A&V
9	PHASE 7	7 DAYS	RUNWAY 9/27 TAXIWAY V3 TAXIWAY A2 TAXIWAY Y BETWEEN TAXIWAY A AND TAXIWAY V
10	PHASE 8	7 DAYS	TAXIWAY B BETWEEN TAXIWAY S AND RUNWAY 9/27 TAXIWAY A BETWEEN TAXIWAY S AND TAXIWAY Y (CLOSURE REQUIRED DURING BORING OPERATIONS ONLY)
11	PHASE 9	3 DAYS	RUNWAY 18C/36C TAXIWAYS C1, C2, C3, C4, C6, & C7 TAXIWAY B BETWEEN TAXIWAY S AND RUNWAY 18C/36C
12	PHASE 10	7 DAYS	TAXIWAY C BETWEEN TAXIWAY C6 AND TAXIWAY A (DURING BORING OPERATIONS ONLY) TAXIWAY S BETWEEN TAXIWAY A AND TAXIWAY B
13	PHASE 11	12 DAYS	NONE

Q&A Session



Q&A Session

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

Question deadline: To guarantee a response, questions must be submitted by **5:00pm local time, Thursday, February 12, 2026.**





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