



Pre-Bid Meeting

Charles Baker Pavement Improvement Phase 2 -Construction

MSCAA Project No. 18-1420-02-01

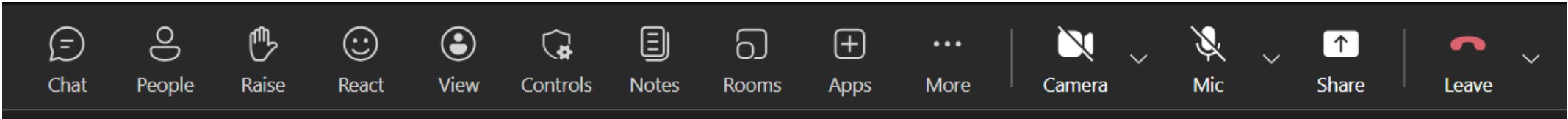
Wednesday, April 15, 2026; 11:00 a.m. – 12:00 p.m.

MEETING AGENDA

- Welcome
- Introductions
- Bid 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 Microsoft Teams



CHAT **ATTENDEES**

CAMERA **MUTE/
UNMUTE** **LEAVE
MEETING**

OVERALL SCOPE OF WORK

This project is for the pavement rehabilitation of existing taxiway and apron pavement as well as the terminal parking lot at Charles Baker Airport. The rehabilitation scope of work generally consists of full depth reclamation and overlay. Work efforts include, but are not necessarily limited to, asphalt pulverization, full depth reclamation, asphalt paving, tack coat, pavement markings, dumpster enclosures, lighting and other efforts as necessary.



INTRODUCTIONS, RESPONSIBILITIES, AND LINES OF COMMUNICATION

Project Team:

Owner:

Memphis-Shelby County Airport Authority (MSCAA)

- Roger Folk – Project Manager
- Brian Tenkhoff – Director of Development
- John Parrish – Manager Engineering & Construction
- Amy McCaffery – Manager of Environmental Compliance
- Genoa Bolgeo – Contract Administrator
- Regina Armstrong – Senior Manager of Business Opportunity Development
- Aaron Hascher – Safety Program Manager

Designer/Program Manager:

Barge Design Solutions, Inc.

- John Greaud – Project Manager
- James Malone – Designer
- Curtis Underhill – Construction Manager



BID PACKAGE SUBMITTALS

Bid documents are available online at www.flymemphis.com/bids-rfps-rfqs.



Bid / RFP / RFQ Name	Date Issued	Sealed Bids will be received by:
Charles Baker Pavement Improvements - Phase 2 - Construction RFB NO. 18-1420-02-01	April 7, 2026	May 5, 2026 at 2pm Local Time
BID OPENING Within 30 minutes thereafter, the bids will be opened and publicly read via phone/video conference. Bid Opening Virtual Link https://teams.microsoft.com/join/25828008720484070151?wdd=Webinar&mbid=1 Meeting ID: 258 280 087 204 840 Passcode: 0C3mV9ur Bid Opening Call-in Option Phone: (872) 242-8851; Conference ID: 719 371 408		
VIRTUAL PRE-BID MEETING A Virtual Pre-Bid Meeting will be held Wednesday, April 15, 2026, at 11:00 a.m. local time via phone/video conferencing. Pre-Bid Meeting Virtual Link https://teams.microsoft.com/join/28538008720484070151?wdd=Webinar&mbid=1 Meeting ID: 285 380 087 204 840 Passcode: w5u9k25 Pre-Bid Meeting Call-in Option Phone: (872) 242-8851; Conference ID: 551 934 408 Attendance at the Pre-Bid Meeting is strongly recommended.		
SITE VISIT A site visit will be held after the virtual pre-bid meeting. Site visit will start at approximately 1:30p on Wednesday, April 15, 2026. Participants can register by emailing bidquestions@flymemphis.com . You must include project name and number in subject line. Attendance at the Site Visit is strongly recommended.		
QUESTIONS Send questions to bidquestions@flymemphis.com . Include project name and number in subject line. Deadline for Questions will be Wednesday, April 22, 2026, at 5:00p local time. Questions submitted before the deadline will be answered via Addendum.		
DOCUMENTS <ul style="list-style-type: none"> Proposal Package Specifications Drawings 		
LEGAL NOTICE Please click here to download the Legal Notice.		

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

SITE SEARCH
 Start typing...

TRANSLATE

NAVIGATE

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

FlyMyAirport™

R. I. E.

Show nearby dates for lower fares

MEM Notes Newsletter
 Sign Up

Your email address

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



BID PACKAGE SUBMITTALS

Bid Package **Required** Contents:

- Bid Envelope
- Bid (Specification 00405)
- Bid Guarantee (Specification 00410)
- SBE Assurance Statements – **one each per SBE partner** (Specification 00445)
- SBE Goals Accomplishment Statement (Specification 00445)
- Information on All Firms that Provide Bids or Quotes (Specification 00445)
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.
- Buy American Certification
- Signed Addenda (if applicable)
- Summary (on company letterhead) of respondent's proposed team, qualifications, and schedule.

Refer to Specification 00200 – Instructions to Bidders for full instructions



BID PACKAGE SUBMITTALS

Submit Bids to:

MSCAA Procurement Department
4150 Louis Carruthers Drive
Memphis, TN 38116

Bids due:

Tuesday, May 5, 2026
2:00 p.m., local time

Approx. 30 minutes after, bids will be opened and publicly read via phone/video conference; the link at can be found on MSCAA website under [https://flymemphis.com/rfps-rfqs/rfb-no-18-1420-02-01-Charles Baker Pavement Improvement - Phase 2-Construction/](https://flymemphis.com/rfps-rfqs/rfb-no-18-1420-02-01-Charles%20Baker%20Pavement%20Improvement%20-%20Phase%20-%20Construction/)

Bids are good for **seventy-five (75)** days



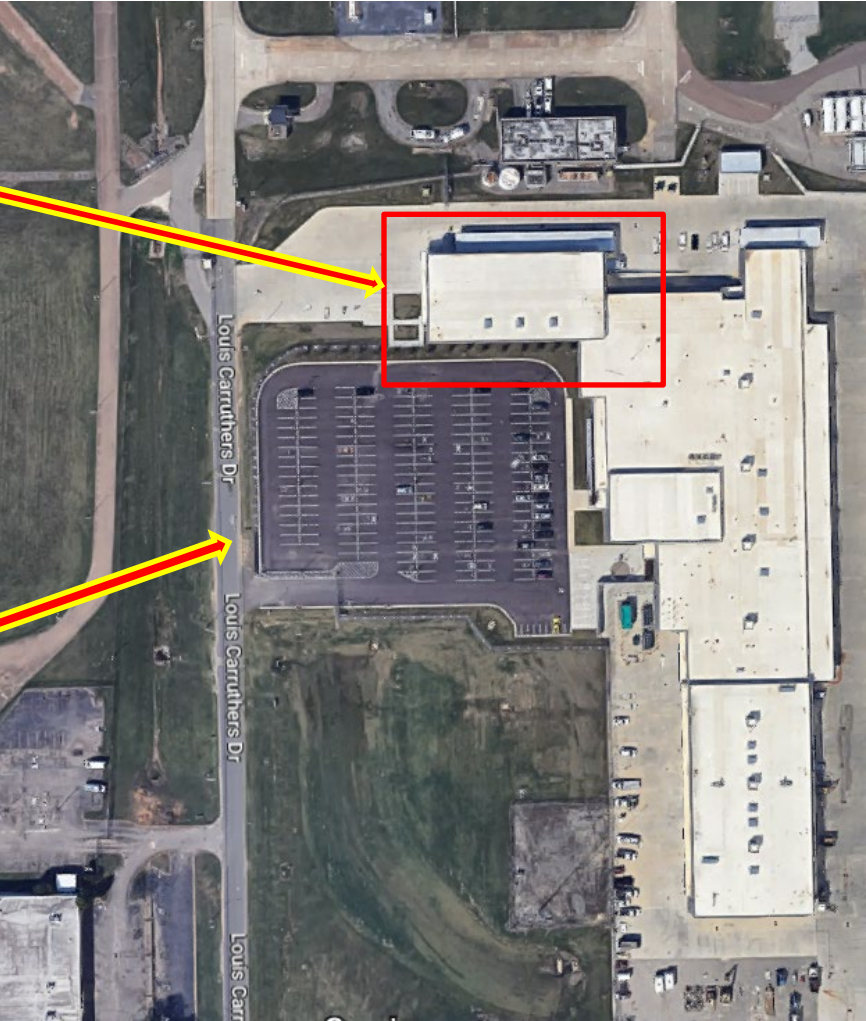
BID PACKAGE SUBMITTALS



**Procurement Warehouse
4150 Louis Carruthers Dr.**

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 Teams Chat stating your name, company name, whether you are a prime or subcontractor, email address, office and cell phone number.
- We will post Company Names and Contacts Names within 72 hours after this meeting.



SITE VISIT

A site visit will be held on Wednesday, April 15, 2026, starting at 1:30p.m. at Charles Baker Airport, 3870 Fite Rd., Millington, TN 38053. Participants can register by emailing bidquestions@flymemphis.com. You must include the project name and number in the subject line.

If inclement weather occurs, the site visit will be rescheduled, and information will be placed on the MSCAA website.

Q&A PROCESS

- Please utilize the chat option to ask questions during the pre-bid meeting.
- All questions **must** be submitted to bidquestions@flymemphis.com; include _project name and number in subject line.
- Questions not submitted in this manner will not be provided with a formal answer.
- Question deadline: 5:00 p.m. local time, **Wednesday, April 22, 2026**.
- We anticipate responses will be provided in an addendum by **Tuesday, April 28, 2026**, and will be posted on the MSCAA website – www.flymemphis.com .



ANTICIPATED DATE SEQUENCE

- Question due by 5:00 p.m. local time, Wednesday, April 22, 2026.
- Q&A w/ Final Addendum posted to the website not later than Tuesday, April 28, 2026.
- Bid Due: Tuesday, May 5, 2026, at 2:00 p.m. local time
- Award/Contract – Precise timing to be determined. General sequence:
 - Notice of Intent to Award – May 2026
 - Contract Approval/Execution – May 2026
 - Pre-Construction Activities – May 2026
 - Construction NTP – June 2026
 - Substantial Completion – July 2026
 - Final Completion – September 2026

*Continue to monitor www.flymemphis.com website for addenda after **02/7/26**



Procedures, Protocol, and General Contract Requirements



General Contract Requirements

Federal Contract Requirements

Davis Bacon Wage Determination and Rate Requirements – Section 00661

4/7/26, 10:30 AM SAM.gov

*General Decision Number: TN20260147 01/02/2026
Superseded General Decision Number: TN20250147

State: Tennessee
Construction Type: Highway
Counties: Tennessee Statewide

HIGHWAY CONSTRUCTION PROJECTS

Modification Number Publication Date
0 01/02/2026

SUTN2016-001 07/13/2016

	Rate	Fringes
BRICKLAYER.....	\$ 14.26	
CARPENTER.....	\$ 17.52	
CEMENT MASON/CONCRETE FINISHER...	\$ 15.55	
ELECTRICIAN.....	\$ 24.08	
IRONWORKER		
Reinforcing.....	\$ 16.29	
Structural.....	\$ 16.89	
LABORER		
Common/Unskilled.....	\$ 13.11	
Skilled		
Air Tool Operator, Asphalt Paver, Chain Saw Operator, Concrete Mixer (Less than 1 yd), Concrete Rubber, Edge, Fence Erector, Form Setter (steel), Guard Rail Erector, Mechanic's Tender (tire changer or oiler), Mortar Mixer, Nozzlemans or Gun Operator (gunite), Pipelayer, Sign Erector.....	\$ 15.27	
PAINTER (INCLUDES SANDBLASTER)...	\$ 26.36	
POWER EQUIPMENT OPERATOR:		
GROUP 1		
Backhoe/Hydraulic Excavator (3/4 yd & over), Crane (less than 20 Tons), End Loader (3 yd & over), Motor Patrol (Finish),Piledriver, Dragline.....	\$ 19.34	
GROUP 1A		
Drill Operator (Caisson)...	\$ 25.26	
Farm Tractor Operator (Power broom).....	\$ 13.50	
GROUP 2		

<https://sam.gov/wage-determination/TN20260147>

1/5



General Contract Requirements

Federal Contract Requirements.

Buy American (BABA)

Certification – Section 00440

DIVISION 6 – SECTION 00440

BUY AMERICAN CERTIFICATION

The Contractor certifies that its bid/offer is in compliance with 49 U.S.C. § 50101, BABA and other related Made in America Laws, U.S. statutes, guidance, and FAA policies, which provide that Federal funds may not be obligated unless all iron, steel and manufactured goods used in AIP funded projects are produced in the United States, unless the Federal Aviation Administration has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

The bidder or offeror must complete and submit the certification of compliance with FAA's Buy American Preference, BABA and Made in America laws included herein with their bid or offer. The Airport Sponsor/Owner will reject as nonresponsive any bid or offer that does not include a completed certification of compliance with FAA's Buy American Preference and BABA.

The bidder or offeror certifies that all construction materials, defined to mean an article, material, or supply other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that are or consist primarily of: non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall used in the project are manufactured in the U.S.

The bidder or offeror certifies procurement of certain rolling stock using FAA grant funds will prohibit airports from using Federal financial assistance to procure buses or rail car vehicle rolling stock from covered entities.

Certification of Compliance with FAA Buy American Preference – Construction Projects

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with its proposal. The bidder or offeror must indicate how it intends to comply with 49 U.S.C. § 50101, BABA and other related Made in America Laws, U.S. statutes, guidance, and FAA policies, by selecting one of the following certification statements. Those statements are mutually exclusive. Bidder must select one or the other (i.e., not both) by inserting a checkmark (☐) or the letter "X".

Bidder or offeror hereby certifies that it will comply with 49 U.S.C. § 50101, BABA and other related U.S. statutes, guidance, and policies of the FAA by:

- a) Only installing iron, steel and manufactured products produced in the United States;
- b) Only installing construction materials defined as: an article, material, or supply – other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that are or consist primarily of non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber or drywall that have been manufactured in the United States.
- c) Installing manufactured product for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
- d) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

4/7/2026

MSCAA 18-1420-02-01

By selecting this certification statement, the bidder or offeror agrees:

- a) To provide to the Airport Sponsor or the FAA evidence that documents the source and origin of the iron, steel, and/or manufactured product.
- b) To faithfully comply with providing U.S. domestic products.
- c) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- d) Certify that all construction materials used in the project are manufactured in the U.S.

The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 U.S.C. § 50101(a) but may qualify for a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

- a) To the submit to the Airport Sponsor or FAA within 15 calendar days of being selected as the responsive bidder, a formal waiver request and required documentation that supports the type of waiver being requested.
- b) That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination that may result in rejection of the proposal.
- c) To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
- d) To furnish U.S. domestic product for any waiver request that the FAA rejects.
- e) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 2 Waiver (Nonavailability) - The iron, steel, manufactured goods or construction materials or manufactured goods are not available in sufficient quantity or quality in the United States. The required documentation for the Nonavailability waiver is

- a) Completed Content Percentage Worksheet and Final Assembly Questionnaire
- b) Record of thorough market research, consideration where appropriate of qualifying alternate items, products, or materials including:
- c) A description of the market research activities and methods used to identify domestically manufactured items capable of satisfying the requirement, including the timing of the research and conclusions reached on the availability of sources.

Type 3 Waiver – The cost of components and subcomponents produced in the United States is more than 60 percent of the cost of all components and subcomponents of the "facility/project." The required documentation for a Type 3 waiver is:

- a) Completed Content Percentage Worksheet and Final Assembly Questionnaire including:
- b) Listing of all manufactured products that are not comprised of 100 percent U.S. domestic content (excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).
- c) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.
- d) Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.



General Contract Requirements

Small Business Participation Program

SBPP Requirements – Section 00445

ReGina Armstrong – Senior Manager,
Business Diversity Development

SBPP Goal (base bid): 16%

Memphis-Shelby County Airport Authority
Memphis, Tennessee

1 SECTION 00445 - 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.

1.2 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:

1.2.1 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

Issued for Bid
18-1420-02-01
CHARLES BAKER PAVEMENT IMPROVEMENTS PHASE 2 - CONSTRUCTION

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SECTION 00445



General Contract Requirements

Small Business Participation Program

SBE Assurance Statement/
Letter of Intent **(Required)**

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 _____

SUBCONTRACT:
Name of Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Local Yes _____ No _____
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 2nd/3rd 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

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General Contract Requirements

Small Business Participation Program

Voluntary Disclosure
of Respondent Data

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)	_____

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CHARLES BAKER PAVEMENT IMPROVEMENTS PHASE 2 - CONSTRUCTION

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SECTION 00445





Required SBE Bid Documents for MEM

- **SBE Assurance Statements** – All assurance statements must be on your company letterhead. List yourself as the prime One statement for each subcontract you plan to use for SBE credit on the project. Must be signed
- **SBE Letter of Intent** – This form is mean to outline the Prime and SBE firm and the scope of work that will be performed by SBE and the dollar value % of the total base bid proposal. Must be signed by the Prime and the SBE.
- **SBE Requirements** –SBE must be currently certified with a qualifying firm at the time of bid. This form must be signed by both the Prime and the Subcontractor.
- **SBE Regulation Requirement Agreement** – This form must be signed by both the Prime and the Subcontractor agreeing to the regulations and requirements for a certified SBE firm.
- **Title VI Requirements** – Must be on Company letterhead
- **Bidder's List Information** – Must be on Company letterhead with project number and name.



Eligibility Requirements

The business must be at least fifty-one percent (51%) owned by one or more individuals who are disadvantaged or, in the case of a corporation, in which fifty-one percent (51%) of the stock is owned by one or more disadvantaged individuals.

Business management and daily business operations must be controlled by one or more of the socially and economically disadvantaged individuals who own it, are U.S. citizens, and who's personal net worth (PNW) does not to exceed \$2,047,000.

*Applicants carry the burden of proof regarding their eligibility to meet program guidelines.



Application Process

CERTIFICATIONS

- SBE (Small Business Enterprise)
 - New (In-State)
 - Reciprocal (DOT UCP Agency)
 - Interstate
 - Renewal
 - Expansion



APPLY ONLINE

- WWW.MEMVENDOR.COM
- Apply for SBE
- Create profile with EIN
- NAICS
- Tax Returns
 - 3 Years
- Personal Net Worth
 - \$2,047,000 USD

Required Documents

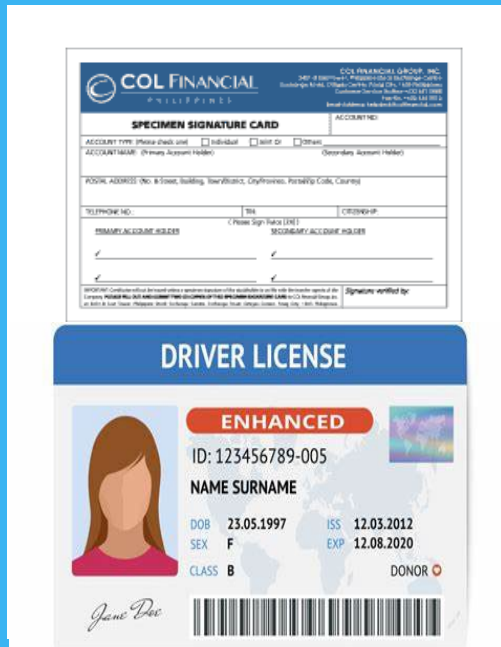
NEW Applications



- Personal Net worth Statement
- Business Tax Returns
 - (3 Years)
- Personal Tax Returns
 - (3 Years)
- Bank Authorization
- Signatory cards
- Contribution proof of acquired ownership
- Resumes
 - (All owners)
- Schedule of salaries
 - (Owners, Officers, managers, directors)
- List of Employees/Job titles/DOH
- Official Certificate of Formation and Operating Agreement with any amendments
- Proof of Citizenship
- Onsite Review



Required Docs



SCHEDULE C (Form 1040) Profit or Loss From Business (Sole Proprietorship)

OMB No. 1545-0074

Department of the Treasury Internal Revenue Service (IRS)

2018

Attachment Sequence No. 09

Name of proprietor Social security number (SSN)

A Principal business or profession, including product or service (see instructions)

B Enter code from instructions

C Business name, if no separate business name, leave blank.

D Employer ID number (EIN) (see instructions)

E Business address (including suite or room no.)
 City, town or post office, state, and ZIP code

F Accounting method: (1) Cash (2) Accrual (3) Other (specify) _____ Yes No

G Did you "materially participate" in the operation of this business during 2018? If "No," see instructions for limit on losses _____ Yes No

H If you started or acquired this business during 2018, check here _____ Yes No

I Did you make any payments in 2018 that would require you to file Form(s) 1099? (see instructions) _____ Yes No

J If "Yes," did you or will you file required Form(s) 1099? (see instructions) _____ Yes No

Part I Income

1 Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked **1**

2 Returns and allowances **2**

3 Subtract line 2 from line 1 **3**

4 Cost of goods sold (from line 42) **4**

5 Gross profit. Subtract line 4 from line 3 **5**

6 Other income, including federal and state gasoline or fuel tax credit or refund (see instructions) **6**

7 Gross income. Add lines 5 and 6 **7**

Part II Expenses. Enter expenses for business use of your home only on line 30.

8 Advertising 8	18 Office expense (see instructions) 18
9 Car and truck expenses (see instructions) 9	19 Pension and profit-sharing plans 19
10 Commissions and fees 10	20 Rent or lease (see instructions) 20
11 Contract labor (see instructions) 11	a Vehicles, machinery, and equipment 20a
12 Depreciation 12	b Other business property 20b
13 Depreciation and section 179 expense deduction (not included in Part III) (see instructions) 13	21 Repairs and maintenance 21
14 Employee benefit programs (other than on line 16) 14	22 Supplies (not included in Part III) 22
15 Insurance (other than health) 15	23 Taxes and licenses 23
16 Interest (see instructions): 16	24 Travel and meals:
a Mortgage (paid to banks, etc.) 16a	a Travel 24a
b Other 16b	b Deductible meals (see instructions) 24b
17 Legal and professional services 17	25 Utilities 25
	26 Wages (less employment credits) 26
	27a Other expenses (from line 48) 27a
	b Reserved for future use 27b

28 Total expenses before expenses for business use of home. Add lines 8 through 27a **28**

29 Tentative profit or (loss). Subtract line 28 from line 7 **29**

30 Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method (see instructions).
 Simplified method: Here only enter the total square footage of: (a) your home; and (b) the part of your home used for business. Use the Simplified Method Worksheet in the instructions to figure the amount to enter on line 30 **30**

31 Net profit or (loss). Subtract line 30 from line 29 **31**

32 If you have a loss, check the box that describes your investment in this activity (see instructions):
 • If a loss, you must go to line 32.
 • If you checked 32a, enter the loss on both **Schedule 1 (Form 1040), line 13** and on **Schedule SE, line 2**. (If you checked the box on line 1, see instructions). Estates and trusts, enter on **Form 1041, line 3**.
 • If you checked 32b, enter the loss on both **Schedule 1 (Form 1040), line 12** (or **Form 1040NR, line 13**) and on **Schedule SE, line 2**. (If you checked the box on line 1, see the line 31 instructions). Estates and trusts, enter on **Form 1041, line 3**.
 • If you checked 32c, you must attach **Form 6198**. Your loss may be limited.

32a All investment is at risk.
32b Some investment is not at risk.

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11334P Schedule C (Form 1040) 2018



Required Documents



Site Visit

- After reviewing all documents sent into B2GNow a site visit will be conducted.
- A visit will be scheduled and will take place at the office of the firm.
 - The owner of the firm will need to be present for a onsite interview



Required Documents



RECIPROCAL

- Proof of Certification from Certifying Agency in the City
 - (SBE)
- Personal Net worth Statement
- Onsite Visit



INTERSTATE

- A cover letter detailing the SBE firm is applying for interstate certification
 - identify the originating UCP
- An electronic image of the UCP directory of the original UCP displaying the SBE certification

Required Documents



RENEWAL

- NCA
- Most Recent Tax Return
- **MUST BE RENEWED ANNUALLY
ON DATE OF ORIGINAL
CERTIFICATION**



EXPANSION

- Submit application with additional codes
- Provide proof of work

General Contract Requirements

Small Business Participation Program

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 Requirement Insurance

Owner-Controlled Insurance Program (OCIP) - Section 00500

Exhibit C

Willis Towers Watson

John Shorten - Director

Starla Lacey – Service Specialist

Wes Shelby – Safety Consultant

EXHIBIT C
TO
UNIT PRICE CONSTRUCTION CONTRACT
FOR
DEWITT SPAIN AIRPORT APRON REHABILITATION - CONSTRUCTION

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

OWNER CONTROLLED INSURANCE PROGRAM

INSURANCE REQUIREMENTS (OCIP)

C.1. Owner Controlled Insurance Program

The Owner has elected to implement an Owner Controlled Insurance Program (OCIP) that will provide **Workers' Compensation, Employer's Liability, Commercial General Liability, Excess Liability and Builders' Risk insurance** for Contractors and Subcontractors of every tier who have been properly enrolled and are providing direct labor to the Project. A general summary of coverage provided by the OCIP is included in the MSCAA OCIP Manual, (hereinafter called the Manual), a copy of which is attached hereto and made a part of this Agreement and should be attached to and incorporated in every subcontract. All terms and conditions of Exhibit C will apply during the term of the contract. The Owner agrees to pay all premiums associated with the OCIP.

While the OCIP provides uniform coverages and reasonable limits, the OCIP is not intended to meet all the insurance needs of the Contractor and eligible Subcontractors who have been properly enrolled. In addition to any insurance provided by Owner, the Contractor and all Subcontractors working on the Project will be responsible for providing certain insurance as specified in paragraph C.2. Contractors and eligible Subcontractors should discuss the OCIP with their insurance agent or consultant to assure that other proper coverages are maintained. Contractor and eligible Subcontractors enrolled in the OCIP agree that the insurance company policy limits of liability, coverage terms and conditions shall determine the scope of coverage provided by the OCIP.

C.1.1. Applicability of the OCIP

Participation in the OCIP by the Contractor and all eligible Subcontractors is mandatory but not automatic. The Contractor and each eligible Subcontractor (as defined below) must follow the enrollment procedures shown in the Manual. The Contractor shall comply with all requirements of the OCIP as outlined in the OCIP Manual and shall require all eligible Subcontractors to comply with requirements of the OCIP manual. The Manual may be updated and revised during the course of construction to reflect any changes in State Law, Rules and/or Regulations or Procedures that may be necessary or appropriate, and said revisions will replace all previous versions. Copies of any revised Manual will be distributed by the OCIP Administrator.

- If the Contractor or any eligible Subcontractor fails to enroll any of its eligible Subcontractors of any tier, it will be subject to a penalty charge of the full and complete deduct as shown in C.1.2.c or 3% of the subcontract cost, whichever is greater. Note: Collection of the penalty charge of any non-enrolled contractor(s) of any tier does not provide automatic coverage in the program.
- If any Contractor or any eligible Subcontractor enrolls in the OCIP more than 30 days after its start date, it will have to provide a No Known Loss Letter to the Carrier along with the enrollment documentation.

Eligible Subcontractor includes all Subcontractors providing or subcontracting for direct labor on any Designated Project (see definition of ineligible Subcontractors below).

Ineligible Subcontractor includes (but is not limited to) subcontractors performing any type of environmental remediation work (example: asbestos or underground tank removal), consultants, suppliers (that do not perform or subcontract



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

Insurance

Insurance Provided by contractor or every tier for Non-OCIP exposures – check with your agent!

- Insurers must be licensed to do business in TN
- Must meet minimum security requirements
- All policies must name MSCAA and others as Additional Insureds
- Policies must be primary and non-contributory to any coverage that MSCAA may have.
- Waivers of subrogation required on all policies.

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

Insurance

Insurance Provided by contractor of every tier for Non-OCIP exposures – check with your agent!

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

Insurance

Insurance Provided by contractor of every tier for Non-OCIP exposures– check with your agent!

Excess or Umbrella Liability

- Minimum limit required of prime
 - \$25,000,000 each occurrence and annual aggregate **(to be reduced to \$5M)**
- 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

<u>Professional Liability</u>	\$1,000,000
<u>Contractors Pollution Liability Insurance</u>	\$1,000,000
<u>Aircraft/Aviation Liability Insurance (Aerial Photography)</u>	\$1,000,000
<u>Contractor's Equipment Insurance</u>	Evidence of coverage required



General Contract Requirements

Insurance

Bid Pricing Requirements

By submitting a bid, the bidder acknowledges that OCIP insurance requirements have been reviewed, OCIP-provided insurance costs have been excluded from pricing, and all insurance obligations under Exhibit C will be met.

DO NOT INCLUDE the following in your bid or change orders:

- Workers' Compensation premiums
- General Liability premiums
- Excess/Umbrella premiums
- Builder's Risk premiums(for OCIP-covered work)
- These costs must be completely removed from bid pricing
- Applies to base bid, alternates, and all change orders

Sub-contractor Flow-Down Obligations

- Subcontractors of all tiers are subject to the same requirements
- Contractor is responsible for:
 - Ensuring subcontractor enrollment
 - Collecting certificates
 - Flowing Exhibit C requirements into subcontracts
- Non-compliant subcontractors expose the prime contractor to penaltiella



GENERAL CONTRACT REQUIREMENTS

Airport Construction Safety Requirements.

Airport Construction Safety Requirements – Section 00801 & 00500-Exhibit D

Aaron Hascher, CM & ACE
MSCAA - Safety Program Manager

Wes Shelby
Willis Towers Watson

4/7/2026 MSCAA 18-1420-02-01

DIVISION 0 - SECTION 00801
AIRPORT CONSTRUCTION SAFETY REQUIREMENTS

PART 1 GENERAL

1.01 SUMMARY

A. This section contains the minimum level of safety requirements for construction projects at Memphis International Airport, General DeWitt Spain Airport, and/or Charles W. Baker Airport.

B. Related work:

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

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.01 CONTRACTOR PERSONNEL SAFETY ORIENTATION

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

3.02 SCHEDULING WORK

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

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

3.03 CONSTRUCTION SECURITY

A. See Specification section 00902, 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 contained in a manner preventing movement resulting from jet blast or wind in excess of 10 knots.

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

ISSUED FOR BID 00801
Page 1


EXHIBIT D
TO
UNIT PRICE CONSTRUCTION CONTRACT
FOR
CHARLES BAKER PAVEMENT IMPROVEMENTS - PHASE 2 - CONSTRUCTION

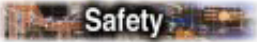
BY AND BETWEEN
THE MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
AND
(CONTRACTOR NAME)

CONSTRUCTION SAFETY AND HEALTH GUIDELINES
OCIP CONSTRUCTION SAFETY AND HEALTH GUIDELINES

Memphis-Shelby County Airport Authority

Construction Safety and Health Guidelines





Page 2

Contract: Contractor Name
Charles Baker Pavement Improvements - Phase 2 - Construction
MSCAA Project No. 18-1420-02-01



General Contract Requirements

Airport Construction Safety Requirements

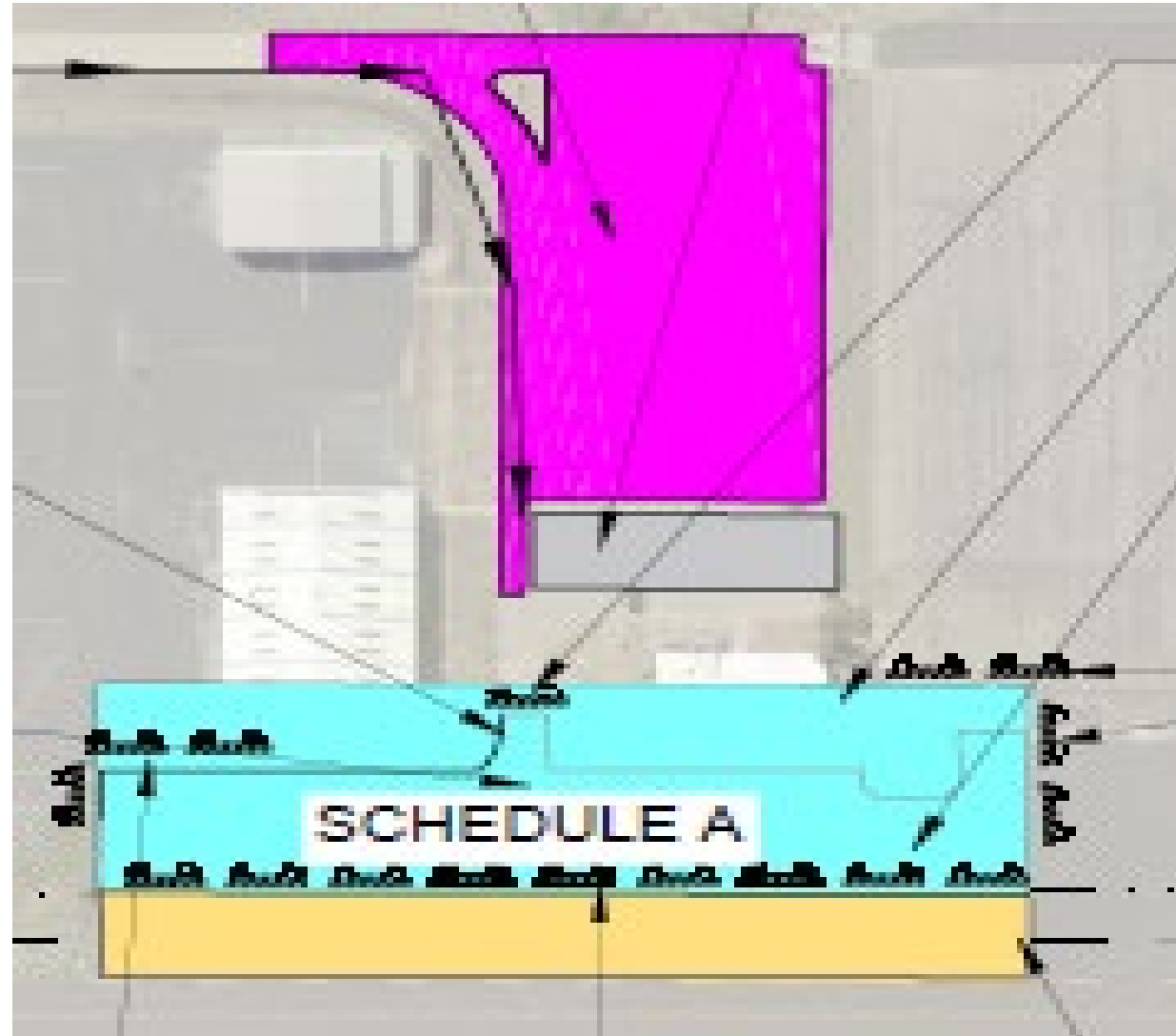
Safety

- Contractor 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 29 CFR1926 – 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 to the MSCAA Safety Program Manager within fifteen (15) days after the Notice to Proceed.
- Impact of claims will affect the contractor's own experience mod.
- In case of emergency, contact **911**



EXAMPLES OF CONTRACTOR SAFETY PLANS/PROGRAMS

- Site Traffic Control Plan
- Fire Protection Plan
- Respiratory Protection Plan
- Hazard Communication Program
- Hearing Conservation Program
- Dust Control Plan
- Debris Control Plan
- General Housekeeping
- General Duty Clause

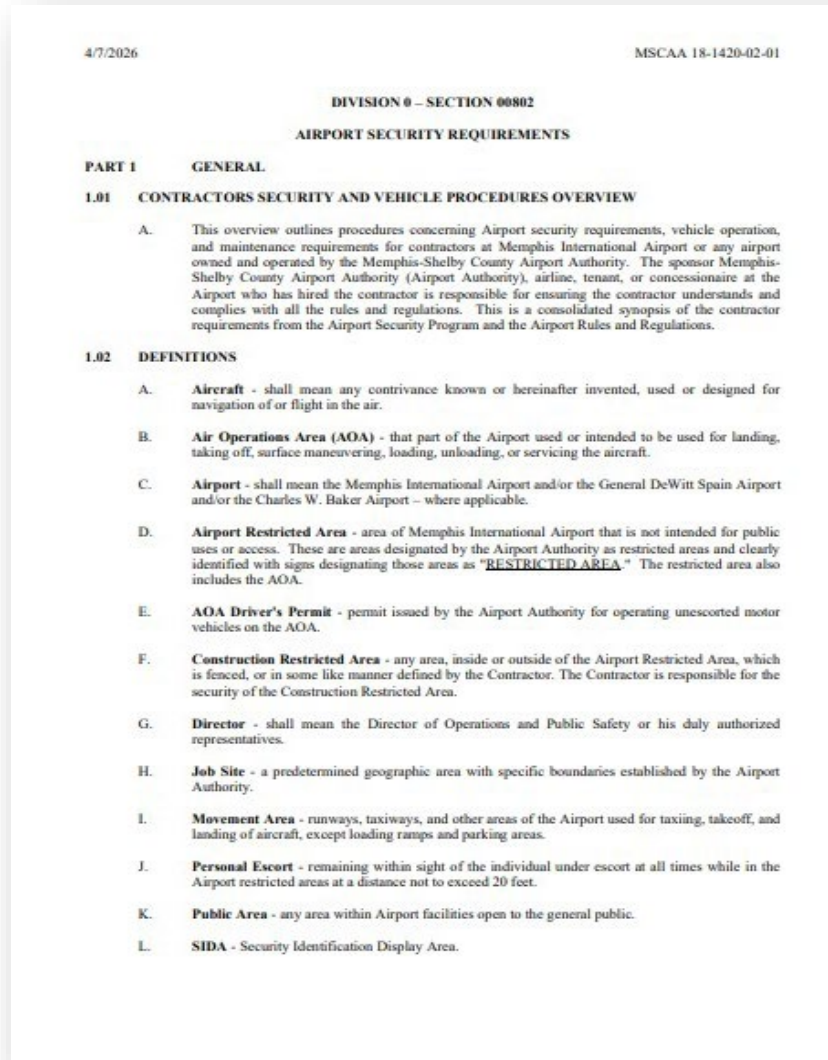


General Contract Requirements

Airport Security Requirements

Airport Security Requirements – Section 00802

- Airport Badging **is not** required
- Construction will take place in secured and non-secured area.
- Project Specific Security Requirements

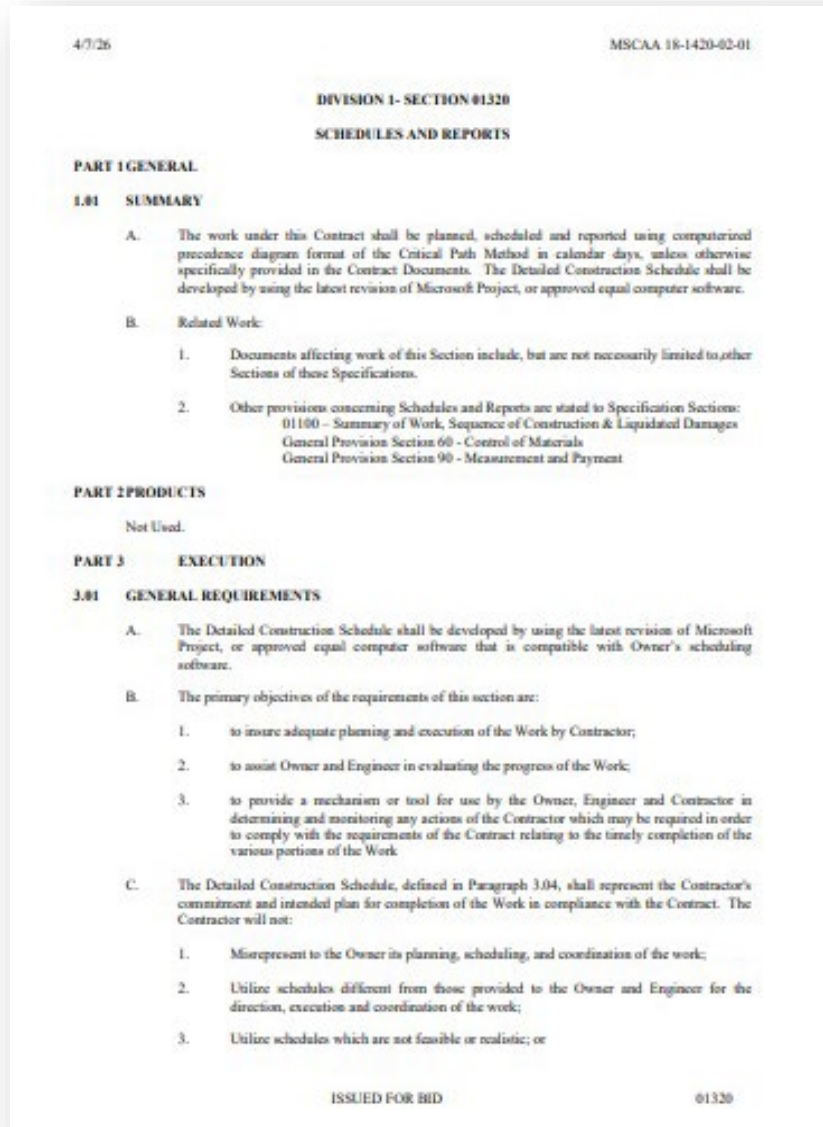


General Contract Requirements

Contractor's Project Schedule.

Contractor's Project Schedule – Section 01320

At pre-construction meeting, contractor shall provide a copy of project schedule; it is to be updated weekly as the job progresses.



General Contract Requirements

Environmental Considerations

Environmental Considerations

Amy McCaffery, MSCAA – Manager of Environmental Compliance

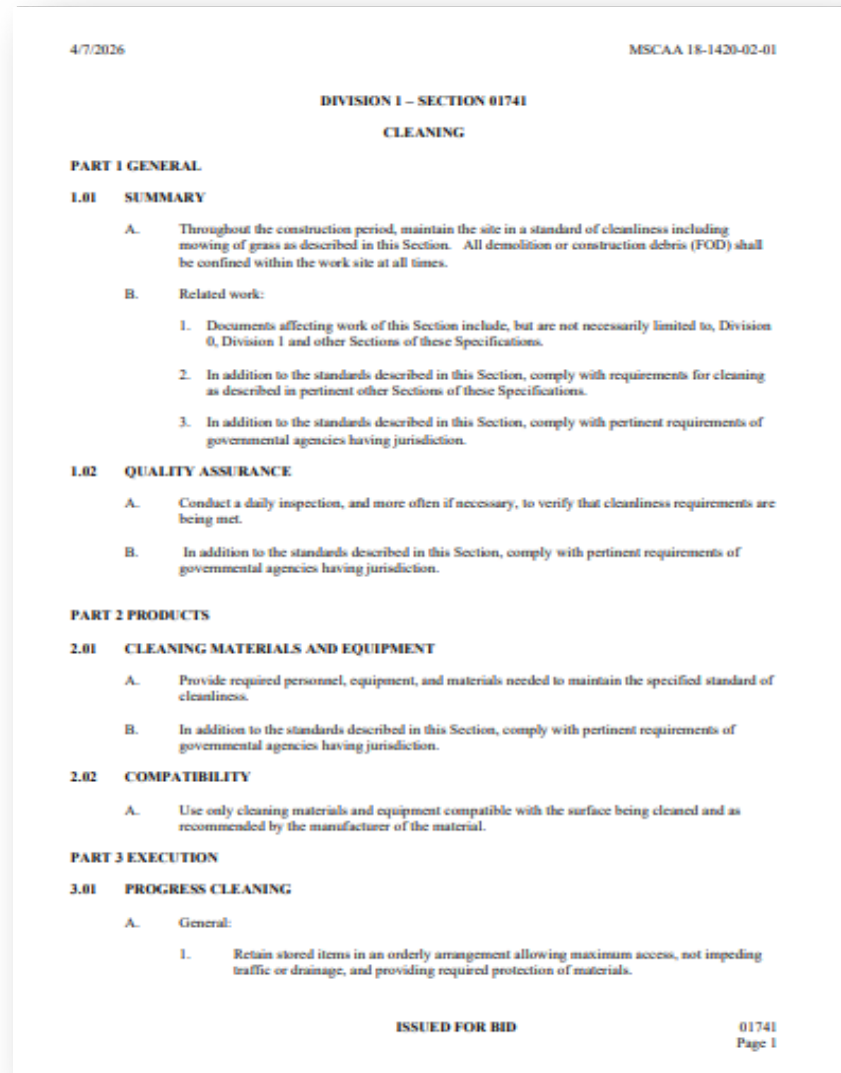
Cleaning (Section 01741)

Dust

Debris

Above Ground Storage Tanks

SWPPP



General Contract Requirements

Environmental Considerations

Stormwater construction permit is required

- Contractor is responsible for
 - Notice of Intent (NOI) + processing fee; airport will provide SWPPP and assist with the NOI coordination
 - Bi-weekly EPSC inspection by a certified Level I inspector until reach 75% stabilization – sod
 - Replacement/Repair of EPSC as required

(Suggest phasing disturbance to minimize EPSC issues)



General Contract Requirements

Environmental Considerations

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.



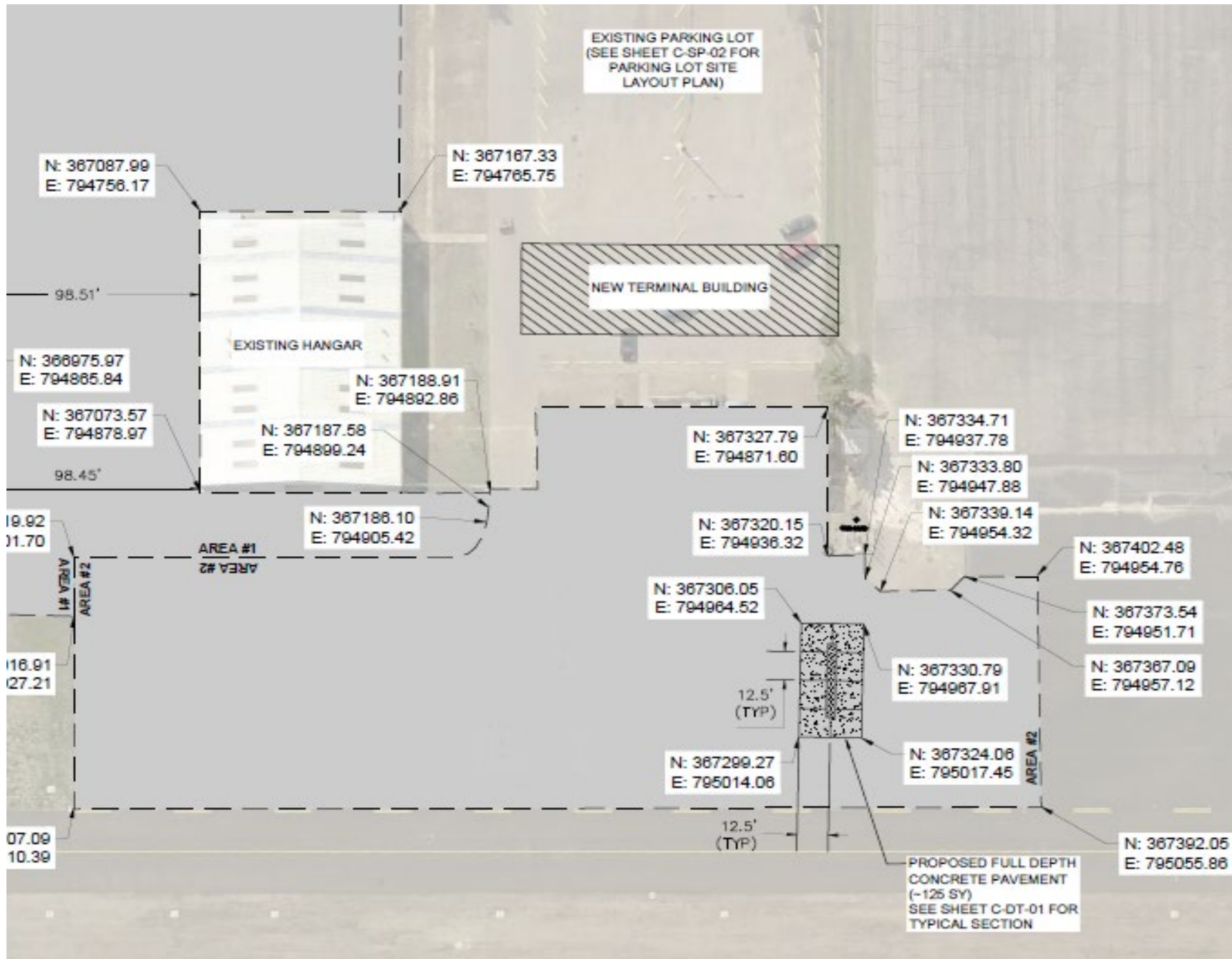
Project Scope, Phasing, and Technical Review



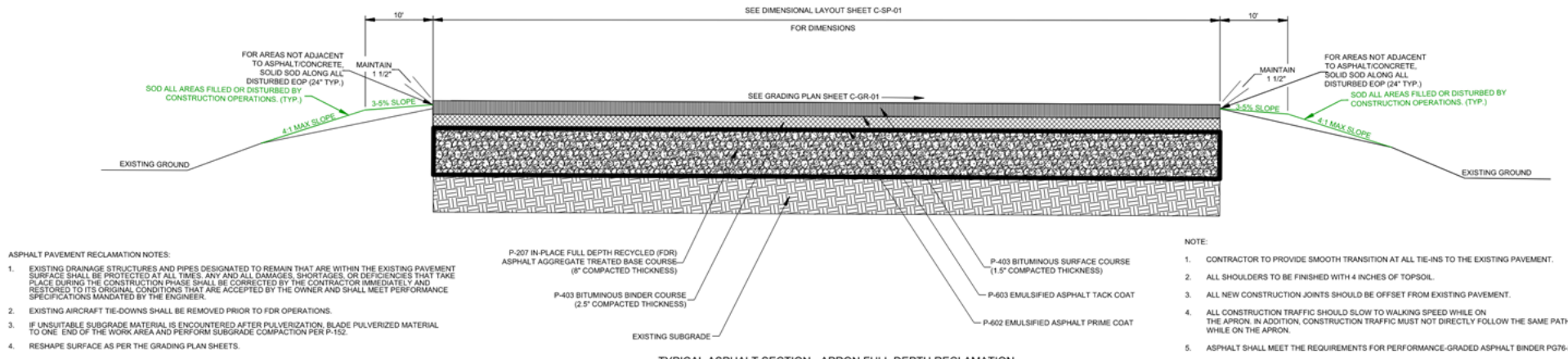
CHARLES BAKER AIRPORT



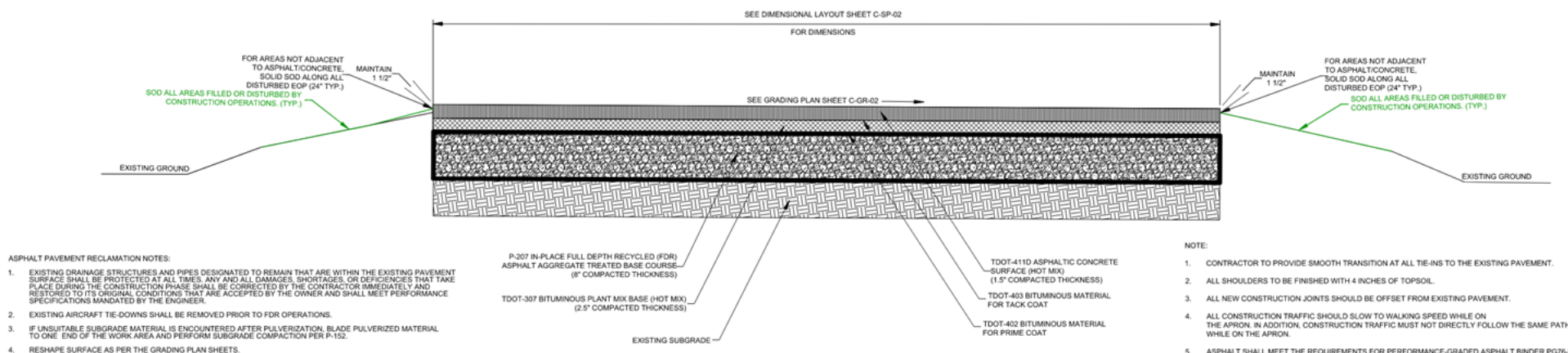
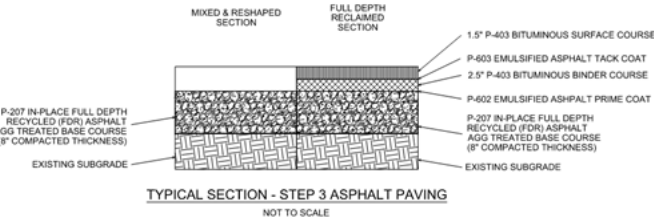
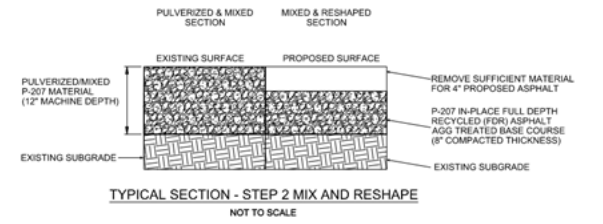
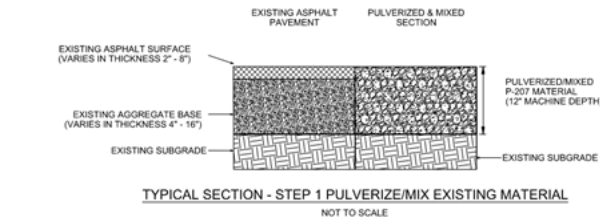
Area 1 & 2



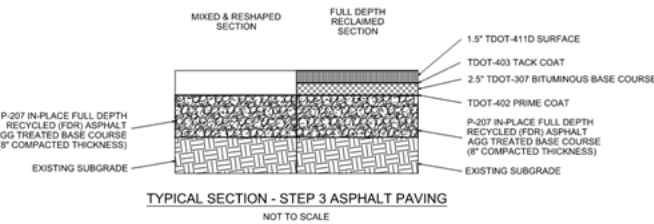
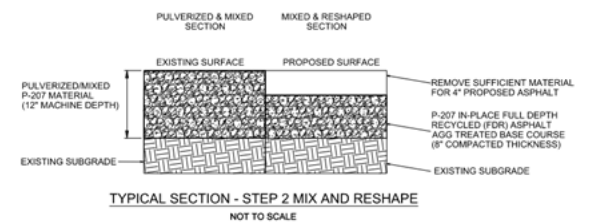
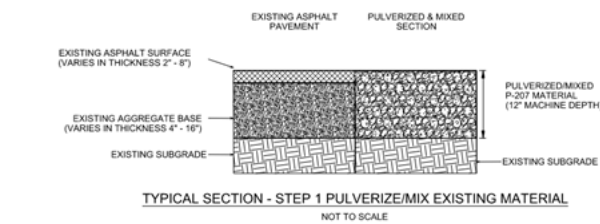
DETAILS



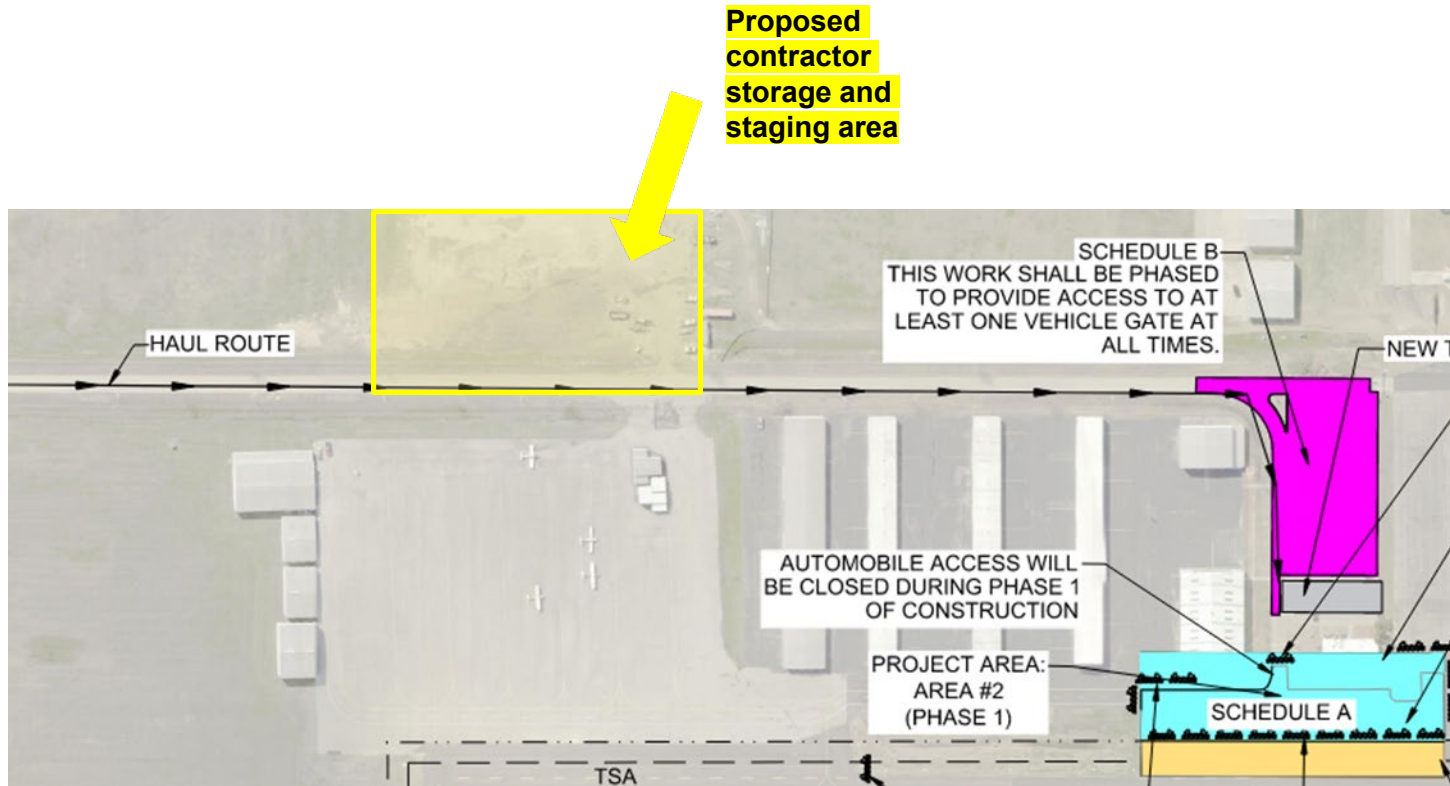
- ASPHALT PAVEMENT RECLAMATION NOTES:
- EXISTING DRAINAGE STRUCTURES AND PIPES DESIGNATED TO REMAIN THAT ARE WITHIN THE EXISTING PAVEMENT SURFACE SHALL BE PROTECTED AT ALL TIMES. ANY AND ALL DAMAGES, SHORTAGES, OR DEFICIENCIES THAT TAKE PLACE DURING THE CONSTRUCTION PHASE SHALL BE CORRECTED BY THE CONTRACTOR IMMEDIATELY AND RESTORED TO ITS ORIGINAL CONDITIONS THAT ARE ACCEPTED BY THE OWNER AND SHALL MEET PERFORMANCE SPECIFICATIONS MANDATED BY THE ENGINEER.
 - EXISTING AIRCRAFT TIE-DOWNS SHALL BE REMOVED PRIOR TO FDR OPERATIONS.
 - IF UNSUITABLE SUBGRADE MATERIAL IS ENCOUNTERED AFTER PULVERIZATION, BLADE PULVERIZED MATERIAL TO ONE END OF THE WORK AREA AND PERFORM SUBGRADE COMPACTION PER P-152.
 - RESHAPE SURFACE AS PER THE GRADING PLAN SHEETS.



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CONTRACTOR ACCESS AND STAGING AREA



Contractor parking, material delivery and setup to be discussed in detail at the discussed at the preconstruction meeting.

For purposes of this meeting, please note **proposed** construction staging area west of Arthur Hagler Drive.

Please note other nearby construction may be taking concurrently; **every effort to allocate separate access and staging areas will be taken.**

CHARLES BAKER PAVEMENT IMPROVEMENTS

As noted in the drawings on the previous slides, there are a few work restrictions/ existing site conditions to be aware of; attendants are encouraged to thoroughly review the documents.

- **Traffic (site access as shown)**
- **Material storage/staging requirements (staging area)**
- **Work by Others; be aware of and coordinate work with any other potential ongoing contracts**
- **Contractor shall maintain continual communication with the engineer, airport & owner to ensure coordination of the project with daily airport activities.**
- **This is a federally funded project with Federal, State and Local oversight; as previously mentioned, bids will also be vetted by the Tennessee Aeronautics Commission in May.**
- **Contractor is required to conduct all specified quality control and testing procedures. All records of these tests shall be made available to the Engineer for review. Engineer will provide quality assurance.**
- **Contractor is responsible for all survey required to layout the construction of the project**
- **Care shall be exercised when hauling heavy equipment and/or materials and shall repair any damage to existing pavements, staging areas or haul routes at no cost to the owner**
- **No equipment, personnel, vehicles, or storage of materials shall be allowed within the Object Free Area (OFA) of any open airfield pavement**



Q&A Session



Q&A SESSION

Please utilize the chat option to ask questions during the pre-bid meeting.

Remember to submit questions via e-mail to bidquestions@flymemphis.com; include project name and number in subject line.

All questions **must** be submitted in this format to receive a **formal** answer. MSCAA will not warranty any other kind of answer.

Question deadline: 5:00 p.m. local time, Wednesday, April 22, 2026.





TAKE OFF WITH US



Memphis
INTERNATIONAL AIRPORT