



TAKE OFF WITH US

Memphis

INTERNATIONAL AIRPORT

Pre-Bid Conference

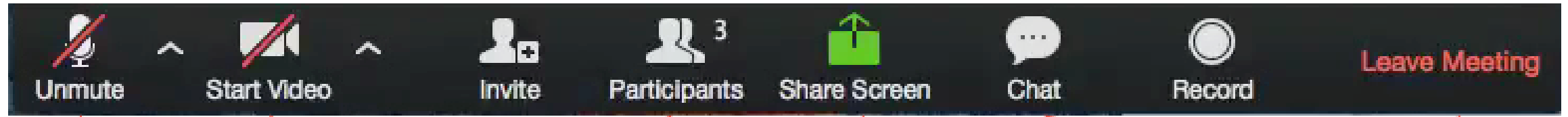
Bravo Hot Spot– Construction
MSCAA Project No. 18-1413-04

Tuesday, May 26th, 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



unmute mic
only when it's
your turn to
speak



turn webcam
on/off



raise your hand
or view who else
is in the meeting



share your
screen when
it's your turn to
present



join the chat
discussion or
share links



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 BDD
- Stacy Harris – DBE Compliance Program Administrator

- Aaron Hascher – Safety Program Manager
- Foth – Program Manager

Civil Engineer:

Allen & Hoshall

- Harry Pratt– President
- Tim Gibson- Principal

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 interface. At the top, there is a navigation menu with links for FLIGHTS, PARKING & TRANSPORTATION, PASSENGER GUIDE, ABOUT MEM, and AIRPORT AUTHORITY. The main header features a large image of the airport terminal with the text "RFB No. 18-1413-04 TW Bravo Hot Spot 1 - Construction - REBID".

Below the header is a table with the following columns: Bid / RFP / RFQ Name, Date Issued, and Sealed Bids will be received by:

Bid / RFP / RFQ Name	Date Issued	Sealed Bids will be received by:
TW Bravo Hot Spot 1 - Construction - REBID RFB No. 18-1413-04	May 11, 2026	June 9, 2026 at 2pm Central Time

The table content includes sections for BID OPENING, PRE-BID MEETING, DOCUMENTS, and SITE VISIT. The BID OPENING section provides a virtual link, meeting ID (269 090 313 342 209), and passcode (6io3hj6k). The PRE-BID MEETING section provides a virtual link, meeting ID (265 007 928 622 247), and passcode (GF3Lk6UN). The DOCUMENTS section lists links for Drawings - C5PP, Drawings - Taxiway Bravo Reconfiguration Plans, Front Ends, and Tech Specs. The SITE VISIT section states that a site visit will be upon request. The QUESTIONS section provides an email address (bidquestions@flymemphis.com) for inquiries. The LEGAL NOTICE section provides a link to download the Legal Notice.

On the right side of the page, there is a SITE SEARCH section with a search bar and a SEARCH button. Below that is a TRANSLATE section with a language dropdown menu set to English. Further down is the FlyMyAirport® section with buttons for Flights and Cars, and a search bar. At the bottom right, there is a NAVIGATE section with a list of links: Home, Flights, Nonstop Destinations, Parking & Transportation, Passenger Guide, About MEM, MEM on the Move, Press Room, and Connect. At the very bottom right, there is a MEM Notes Newsletter Sign Up section with a text input field for the email address and a Sign up button.

At the bottom of the table, there is a blue button that says "Return to main Bids/RFPs/RFQs page".



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:

Tuesday, June 16th, 2026
2:00 PM central 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-18-1413-03-tw-bravo-hot-spot-1-construction/>

[Bid Opening Call-in Option: Phone: \(872\) 242-8851; Conference ID: 957742874#](#)

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, Friday, June 5, 2026**
- 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, **Friday, June 5, 2026.**
- Q&A w/ Final Addendum posted to the website not later than **Thursday, June 11, 2026.**
- Bid Opening: **Tuesday, June 16, 2026**, at 2:00 p.m. local time
Bid reading will be via phone conference at 2:30 p.m. local time
- Award/Contract – Precise timing to be determined. General sequence:
 - Apparent Low Bid Notification – July 2026
 - Notice of Intent to Award – July/August 2026
 - Contract Approval/Execution – August 2026
 - NTP – August 2026
 - Completion – October 2027

*Continue to monitor www.flymemphis.com website for addendums after 6/11/2026

Procedures, Protocol, and General Contract Requirements



General Contract Requirements

SBPP Requirements – Section 00445

ReGina Armstrong – Senior Manager,
Business Diversity Development

SBPP Goal:

18%



Memphis-Shelby County Airport Authority
Memphis, Tennessee

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 Disadvantaged Business Enterprise (DBE) for the purpose of SBPP requirements.

This section, entitled "Small Business Participation Program" is provided to assist Respondents. The information contained in this section is not intended to supplement or amend any federal regulation. All Respondents are responsible for compliance with all applicable rules and requirements.

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, 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, whose participation the Respondent is counting toward the goal. This may include first, second, third and so on tier subcontractors, and the Respondent and all subcontractors between the Respondent and the SBE should sign the Assurance Statement. The Respondent must submit the prescribed form in Section 17.1 below on Company Letterhead.


For each Assurance Statement, the Respondent must also provide the written quote or proposal from the SBE or other communication from the SBE upon which the scope of work and dollar value contained in your Assurance Statement is based ("quote/proposal").

All portions of the Assurance Statement must be completed (including the description of work, the estimated contract amount, and the estimated dollar value of SBE participation for counting and goal purposes) before the Assurance Statement is signed by either the SBE or the Respondent. If the SBEs, and if applicable the 2nd/3rd Tier Subcontractor's, signature(s) can be obtained on the completed Assurance Statement before the bid submission deadline, the Respondent should submit the fully-completed and fully-signed Assurance Statement. If the Respondent submits an Assurance Statement that is completed except for the SBEs, and if applicable, the 2nd/3rd Tier Subcontractor's signature(s)



General Contract Requirements

SBE Requirements

 **Memphis**
INTERNATIONAL AIRPORT

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 ___ DBE ___ SBE ___

SUBCONTRACT:
Name of Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Local Yes ___ No ___ DBE ___ 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 DBE/SBE affirms that it will perform the portion of the contract for the estimated dollar value as stated above

By: _____
Signature of DBE/SBE and Title Date Name

By: _____
Signature of 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

ISSUED FOR Bid 18-1413-04
TW BRAVO HOT SPOT 1 – CONSTRUCTION

PAGE 10 OF 18
MAY 11, 2026

General Contract Requirements

SBE 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 18% SBE utilization on this contract.

The Respondent is unable to meet the SBE goal of _____% but is committed to a minimum of _____% p

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

ISSUED FOR BID 18-1413-04
TW BRAVO HOT SPOT 1 – CONSTRUCTION

PAGE 11 OF 18
MAY 11, 2026

General Contract Requirements

DBE 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)	_____

ISSUED FOR BID 18-1413-04
TW BRAVO HOT SPOT 1 – CONSTRUCTION

PAGE 13 OF 18
MAY 11, 2026

Non SBE Primes and SBE Prime contractor requirements.

Federal Regulation Requirement

This is the requirement for all DBE and SBE prime bidders.
CFR 49 26.55(c) (3)

If a DBE or SBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or the DBE or SBE subcontracts a greater portion of the work of a contract than would be expected within normal industry practice for the type of work involved, you must presume that it is not performing a commercially useful function.

Section 80 Execution and Progress

80-01 Subletting of contract. The Owner will not recognize any subcontractor on the work. The Contractor shall at all times when work is in progress be represented either in person, by a qualified superintendent, or by other designated, qualified representative who is duly authorized to receive and execute orders of the Resident Project Representative (RPR).

The Contractor shall perform, with his organization, an amount of work equal to at least twenty-five (25) percent of the total contract cost.

Should the Contractor elect to assign their contract, said assignment shall be concurred in by the surety, shall be presented for the consideration and approval of the Owner, and shall be consummated only on the written approval of the Owner.

The Contractor shall provide copies of all subcontracts to the RPR 14 days prior to being utilized on the project. As a minimum, the information shall include the following:

- Subcontractor's legal company name.
- Subcontractor's legal company address, including County name.
- Principal contact person's name, telephone and fax number.
- Complete narrative description, and dollar value of the work to be performed by the subcontractor.



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

Application Process



Certification Application



Home

View

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Show All

Hide All

Welcome to the Memphis-Shelby County Airport Authority (MSCAA) online application for Disadvantaged Business Enterprises (DBE), Airport Concession Disadvantaged Business Enterprises (ACDBE), Small Business Verification (SBE) and Inter-State DBE Certification.

As one of the Mid-South's most important economic engines, Memphis International Airport provides a wide variety of opportunities for businesses of all kinds. You are about to complete the on-line application for certification under the Memphis Shelby County Airport Authority's (MSCAA) Business Diversity Development (BDD) program. If you have any questions or need help while completing the application, please contact MSCAA BDD team by email at certification@flymemphis.com or by phone at 901-922-0255 (between 8:00 am - 4:30 pm Central Time).

Our policy ensures nondiscrimination on the basis of race, color, sex or national origin for the award and administration of all applications for certification, contracts and leases. Click the link below to view more information on our certification programs:

Click [here](#) for information regarding Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program qualification criteria.

For more information on the DBE/ACDBE program, please visit the [DBE/ACDBE Program page](#).

Notice to DBE/ACDBE firms

Select an Option

[Your firm is currently certified by Memphis-Shelby County Airport Authority \(MSCAA\).](#)

[Your firm is not currently certified by Memphis-Shelby County Airport Authority \(MSCAA\).](#)

Return to Certification List

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Application Process



Certification Application

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Notice to DBE/ACDBE firms

Select an Option

[Your firm is currently certified by Memphis-Shelby County Airport Authority \(MSCAA\).](#)

[Your firm is not currently certified by Memphis-Shelby County Airport Authority \(MSCAA\).](#)

[Your firm is located in Tennessee, Crittenden County - Arkansas, or DeSoto County - Mississippi.](#)

[You are seeking DBE/ACDBE and/or SBE certification.](#)

[Submit a new DBE/ACDBE/SBE application.](#)

[You are seeking DBE certification and are currently certified by the City of Memphis or Shelby County Government.](#)

[Your firm is not located in Tennessee, Crittenden County - Arkansas, or DeSoto County - Mississippi.](#)


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Application Process

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New DBE/ACDBE/SBE Application for Memphis-Shelby County Airport Authority

New Application

DBE, ACDBE and SBE Program

The Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) programs are designed to encourage disadvantaged, minority and/or women-owned businesses to participate in request for bids from Memphis-Shelby County Airport Authority (MSCAA). Minority or woman owners are encouraged to complete the certification process. Certification is the process of determining whether individuals and firms have sufficiently demonstrated group membership, ownership, control, and social economic disadvantage. All businesses seeking to do business with the Airport as a DBE, ACDBE or SBE must be certified. The Memphis Shelby-County Airport Authority performs the certification evaluation of prospective DBE, ACDBE and SBE businesses. Each business wishing to participate as a DBE or a joint venture DBE must be certified through MSCAA or the Tennessee Uniform Certification Program (TNUCP) at the time of bid/proposal submission. This will allow you to bid on both Business Diversity Development and Disadvantaged Business Enterprise projects. Begin this certification process by completing the online DBE/ACBE/SBE Application. You will then be contacted for an on-site interview at your place of business. The certification process itself requires a thorough investigation of a company's operations including, but not limited to: financial statements; by-laws; charter; stock certificates; lease agreements; salaries of owners; number of employees; licenses/authorities; etc. Each applicant is required to undergo a personal interview with a member of the Business Diversity Development staff during a site visit. MSCAA publishes a directory of all certified DBEs, ACDBEs and SBEs and makes it available to all prime and sub-contractors. The certification process can take up to 90 days.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME * This application is for **MSCAA Test Vendor**
 This application is for a different firm

YOUR EMAIL ADDRESS *

COMPANY EMAIL *

COMPANY TYPE *

AUTOFILL * Use existing account information to auto-fill application

You can save time by using a previous application to fill in the answers; note that you will need to access each section of the application to review and lock-in the auto-filled information to ensure it is accurate and correctly formatted. Select an option below:


Prior applications with Memphis-Shelby County Airport Authority - Relevant previous application data will be copied to the new record.

Use Memphis-Shelby County Airport Authority New DBE/ACDBE/SBE Application
Submitted 2/4/2026 by Victoria Alvarez: Processing Complete

Eligibility Requirements

Victoria Alvarez
MSCAA TEST VENDOR
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Application Process



Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

MSCAA Test Vendor
Type: **New DBE/ACDBE/SBE Application**
App #: **7715657**

Status: **Incomplete**
Started: **5/19/2026**

0% complete

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

New DBE/ACDBE/SBE Application Information

TYPE	New DBE/ACDBE/SBE Application
CERTIFYING AGENCY	Memphis-Shelby County Airport Authority
BUSINESS NAME	MSCAA Test Vendor
CURRENT STATUS	Incomplete
APPLICATION NUMBER	7715657
DATE FOR DELETION	8/17/2026 (Extend)
CONTACT PERSON	Victoria Alvarez (Add user not on list)


Only the Contact Person can access the application unless you reassign it or grant access through the Utilities tab by adding users to the Access List. Note: If you reassign the Contact Person, you will lose access to the application.

Sections and Documentation

SECTION 1: CERTIFICATION INFORMATION - BASIC CONTACT INFORMATION	Fill In	Incomplete: 0 completed of 9 required; 0 completed of 3 optional
SECTION 1: CERTIFICATION INFORMATION - PRIOR/OTHER CERTIFICATIONS AND APPLICATIONS	Fill In	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
SECTION 2: GENERAL INFORMATION - BUSINESS PROFILE	Fill In	Incomplete: 0 completed of 8 required; 0 completed of 6 optional
SECTION 2: GENERAL INFORMATION - RELATIONSHIPS AND DEALINGS WITH OTHER BUSINESSES	Fill In	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
SECTION 3: MAJORITY OWNER INFORMATION	Fill In	Incomplete: 0 completed of 1 required; 0 completed of 0 optional

Victoria Alvarez
MSCAA TEST VENDOR
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Application Process





Memphis
MEMPHIS GOVERNMENT SERVICES

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Search
Tools
Message
Settings
Resource Center
Logoff
Show All Hide All

Sections and Documentation

SECTION 1: CERTIFICATION INFORMATION - BASIC CONTACT INFORMATION		Incomplete: 0 completed of 9 required; 0 completed of 3 optional
SECTION 1: CERTIFICATION INFORMATION - PRIOR/OTHER CERTIFICATIONS AND APPLICATIONS		Incomplete: 0 completed of 1 required; 0 completed of 0 optional
SECTION 2: GENERAL INFORMATION - BUSINESS PROFILE		Incomplete: 0 completed of 8 required; 0 completed of 6 optional
SECTION 2: GENERAL INFORMATION - RELATIONSHIPS AND DEALINGS WITH OTHER BUSINESSES		Incomplete: 0 completed of 8 required; 0 completed of 0 optional
SECTION 3: MAJORITY OWNER INFORMATION		Incomplete: 0 completed of 1 required; 0 completed of 0 optional
SECTION 4: CONTROL - OFFICERS & BOARD OF DIRECTORS		Incomplete: 0 completed of 4 required; 0 completed of 0 optional
SECTION 4: CONTROL - MANAGEMENT PERSONNEL		Incomplete: 0 completed of 3 required; 0 completed of 0 optional
SECTION 4: CONTROL - INVENTORY		Incomplete: 0 completed of 3 required; 0 completed of 0 optional
SECTION 4: CONTROL - FINANCIAL INFORMATION		Incomplete: 0 completed of 5 required; 0 completed of 0 optional
SECTION 4: CONTROL - LICENSES & CONTRACTS		Incomplete: 0 completed of 3 required; 0 completed of 1 optional
DOCUMENT LIST		Incomplete: 0 attached of 12 mandatory; 0 attached of 23 required

Signature and Submittal

SIGNATURE	
SUBMITTAL	

[Delete New DBE/ACDBE/SBE Application](#)

Victoria Alvarez
MSCAA TEST VENDOR
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Required Documents

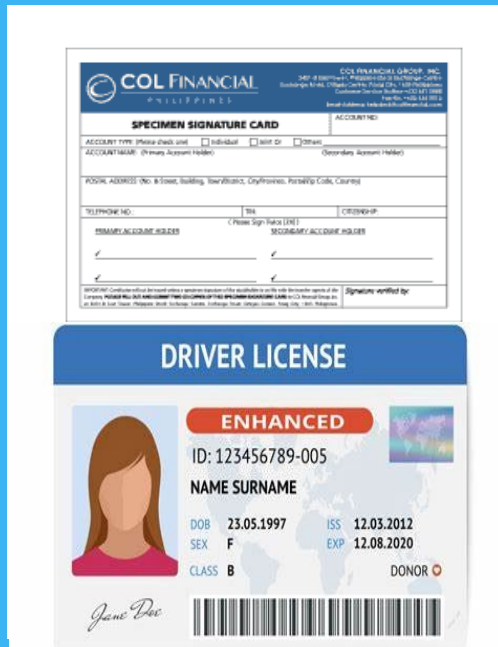
NEW Applications



- 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

Go to www.irs.gov/ScheduleC for instructions and the latest information.

Attach to Form 1040, 1040NR, or 1041; partnerships generally must file Form 1065.

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	18	Office expense (see instructions)	18
9	Car and truck expenses (see instructions)	19	Pension and profit-sharing plans	19
10	Commissions and fees	20	Rent or lease (see instructions)	20a
11	Contract labor (see instructions)	20b	a Vehicles, machinery, and equipment	20b
12	Depreciation	21	b Other business property	21
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	22	21 Repairs and maintenance	22
14	Employee benefit programs (other than on line 16)	23	22 Supplies (not included in Part III)	23
15	Insurance (other than health)	24	23 Taxes and licenses	24a
16	Interest (see instructions):	24b	24 Travel and meals:	24b
a Mortgage (paid to banks, etc.)	25	a Travel	a Travel	25
b Other	26	b Deductible meals (see instructions)	b Deductible meals (see instructions)	26
17	Legal and professional services	27	25 Utilities	27a
		27a	26 Wages (less employment credits)	27a
		27b	27a Other expenses (from line 48)	27b
		27b	b Reserved for future use	27b
28	Total expenses before expenses for business use of home. Add lines 8 through 27a	28		28
29	Tentative profit or (loss). Subtract line 28 from line 7	29		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		30
31	Net profit or (loss). Subtract line 30 from line 29. If a profit, enter 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 instructions. Estates and trusts, enter on Form 1041, line 3. If a loss, you must go to line 32.	31		31
32	If you have a loss, check the box that describes your investment in this activity (see instructions). If you checked 32a, 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 32b, you must attach Form 6198. Your loss may be limited.	32a	<input type="checkbox"/> All investment is at risk.	32a
		32b	<input type="checkbox"/> Some investment is not at risk.	32b

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

LOS B SHELBY COUNTY CERTIFICATION

- **Proof of Active Certification from Shelby County LOS B Department.**
- **(SBE)**
- **Personal Net worth Statement**
- **Onsite Visit**
- **Full file of firm provided by owner**
- **Once all these requirements are fulfilled your application can be approved by MSCAA**

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

- IF YOU PLAN ON WORKING ON THESE PROJECTS PLEASE LET US KNOW SO THAT WE MAY EXPIDITE YOUR APPLICATION



MEM



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 Requirements


Invoicing

Invoicing Requirements – Section 00500 Contract and 00630 Application of Payment

Review Article 4 in Section 00500 Contract.

Due the 1st of the month for work completed the previous month. Contractor will work with PM for pay applications.

•Required format for Pay Application and Invoice Summary Sheet

 TAKE OFF WITH US Memphis INTERNATIONAL AIRPORT [MONTH/YEAR] INVOICE SUMMARY PAGE Memphis-Shelby County Airport Authority						
Contractor Company:				Invoice No:		
MSCAA Project No:				Invoice Date:		
Project Name:				Invoice Period: [Start Date] to [End Date]		
Airport:				Invoice Amount:		
MSCAA Projects Summary						
MSCAA Project No.	Project Description	Service Type	Contract Amount	Amount Earned to Date	Previous Amount Billed	Amount Due this Invoice
Total Projects Summary			\$ -	\$ -	\$ -	\$ -
The undersigned attest the above amount due this invoice represents all costs incurred during the above billing period.						
Signature			Date			



MEMPHIS INTERNATIONAL AIRPORT

APPLICATION FOR PAYMENT NO. _____

TO: MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

REGARDING CONTRACT FOR: **MSCAA PROJECT NO. 18-1413-03
TW BRAVO HOT SPOT 1 – CONSTRUCTION**

CONTRACTOR: _____
CONTRACTOR
FOR WORK ACCOMPLISHED FROM ___ TO ___

STATUS OF CONTRACT:

ORIGINAL CONTRACT PRICE: **\$0.00**

APPROVED CONTRACT AMENDMENTS:

No.	Approved	MM/DD/YYYY	Adds	Days	\$0.00
No. 1	Approved	MM/DD/YYYY	Adds	0	\$0.00
No. 2	Approved	MM/DD/YYYY	Adds	0	\$0.00
No. 3	Approved	MM/DD/YYYY	Adds	0	\$0.00
No. 4	Approved	MM/DD/YYYY	Adds	0	\$0.00
No. 5	Approved	MM/DD/YYYY	Adds	0	\$0.00
No. 6	Approved	MM/DD/YYYY	Adds	0	\$0.00
Total time extension:					\$0.00

TOTAL AMENDED CONTRACT PRICE: **\$0.00**

NOTICE TO PROCEED DATE:

ORIGINAL COMPLETION DATE: **\$0.00**

AMENDED COMPLETION DATE: **\$0.00**

REMARKS: **\$0.00**

TOTAL INSTALLED TO DATE	Amount	Total
previously installed to date this application installed	\$0.00	\$0.00
plus STORED MATERIALS previously stored materials this application stored materials	\$0.00	\$0.00
less PREVIOUSLY CERTIFIED FOR PAYMENT	\$0.00	\$0.00
equals AMOUNT DUE THIS APPLICATION	\$0.00	\$0.00

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of Contractor incurred in connection with Work covered by prior Application for Payment number 0 through _____ inclusive; and (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all liens, claims, security interests and encumbrances (except such as covered by Bond acceptable to Owner). Progress status is as described in schedule under monthly construction payment request.

Dated: MM/DD/YYYY

State of: Tennessee

County of: Shelby

Subscribed and sworn to before me this _____ day of _____, YYYY.

Notary Public: _____

CONTRACTOR:

Contractor

BY: _____

Signatory

Title

My Commission Expires: _____

ISSUED FOR BID

00630
Page 1



General Contract Requirement

Insurance

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

Willis Towers Watson

John Shorten – Director

Starla Lacey – Service Specialist

Nod Burton – Safety Engineer

CONSTRUCTION CONTRACT
FOR
TW BRAVO HOT SPOT 1 - CONSTRUCTION

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

MSCAA PROJECT NO. 18-1413-04

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 TW Bravo Hot Spot 1 - Construction, MSCAA Project No. 18-1413-04 (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.

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 of 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 Non-OCIP exposures – check with your agent!

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

<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

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

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 and 00500-Exhibit D

Nod Burton

Willis Towers Watson

Aaron Hascher, CM & ACE

MSCAA - Safety Program Manager

May 11, 2026	MSCAA 18-1413-04
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 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 AOA.
ISSUED FOR BID	
	00801 Page 1



EXHIBIT D
TO
UNIT PRICE CONSTRUCTION CONTRACT
FOR
TW BRAVO HOT SPOT 1 - 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

Page 40

Contract: Contractor Name
TW Bravo Hot Spot 1 - Construction
MSCAA Project No. 18-1413-04



General Contract Requirements

Airport Construction Safety Requirements

Safety

- Contractors shall develop their own written site-specific safety and health plans for the Memphis-Shelby County Airport Authority
- Your Safety and Health Plan shall, at a minimum, meet the requirements of 29CFR1926 – Federal OSHA Construction regulations
- Each Contractor is responsible for protecting the health and safety of its employees and the employees of each subcontractor and sub-subcontractor while ensuring they have a safe and healthful place to work.
- The site-specific safety and health program shall be submitted for approval within fifteen (15) days after the Notice to Proceed for approval to the Project Safety Manager
- Impact of claims will affect the contractor's own experience mod.
- Communications/ Memphis Airport Police are to be contacted in case of emergency: 901-922-8298

General Contract Requirements

Airport Security Requirements – Section 00802

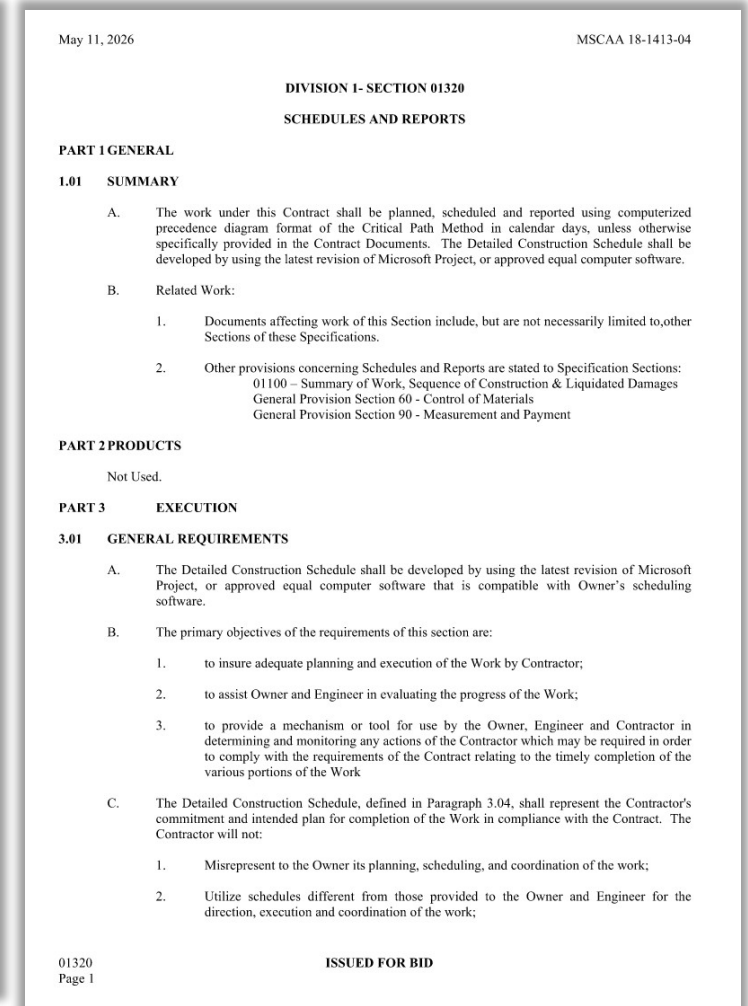
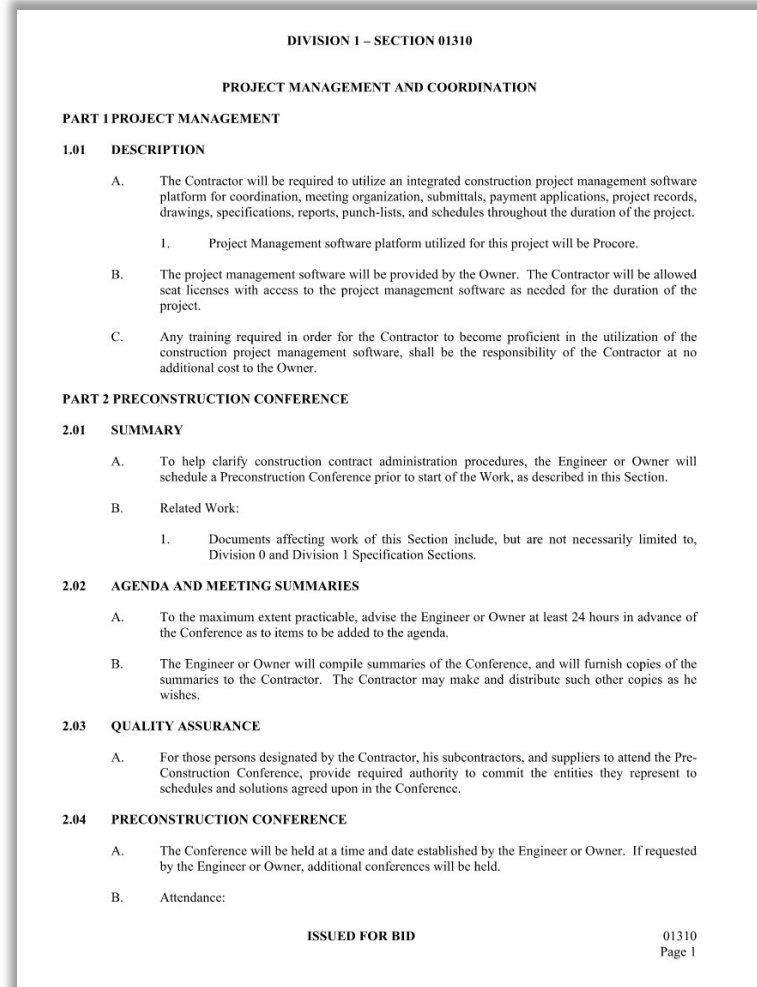
- Airport SIDA Badging Required for all construction personnel (prime and subs).
- Construction will be in the secure/AOA areas.
- Project Specific Security Requirements.
 - Project is within Air Operations Area (AOA) and will require drivers to have appropriate MSCAA driving privileges/driving permit.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

May 11, 2026	MSCAA 18-1413-04
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 " <u>RESTRICTED AREA</u> ." 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 BID	
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.



General Contract Requirements

May 11, 2026

MSCAA 18-1413-04

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 BID

01741
Page 1

Environmental Considerations

Amy McCaffery, MSCAA – Manager of Environmental Compliance

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



NPDES Storm Water Construction Permit

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

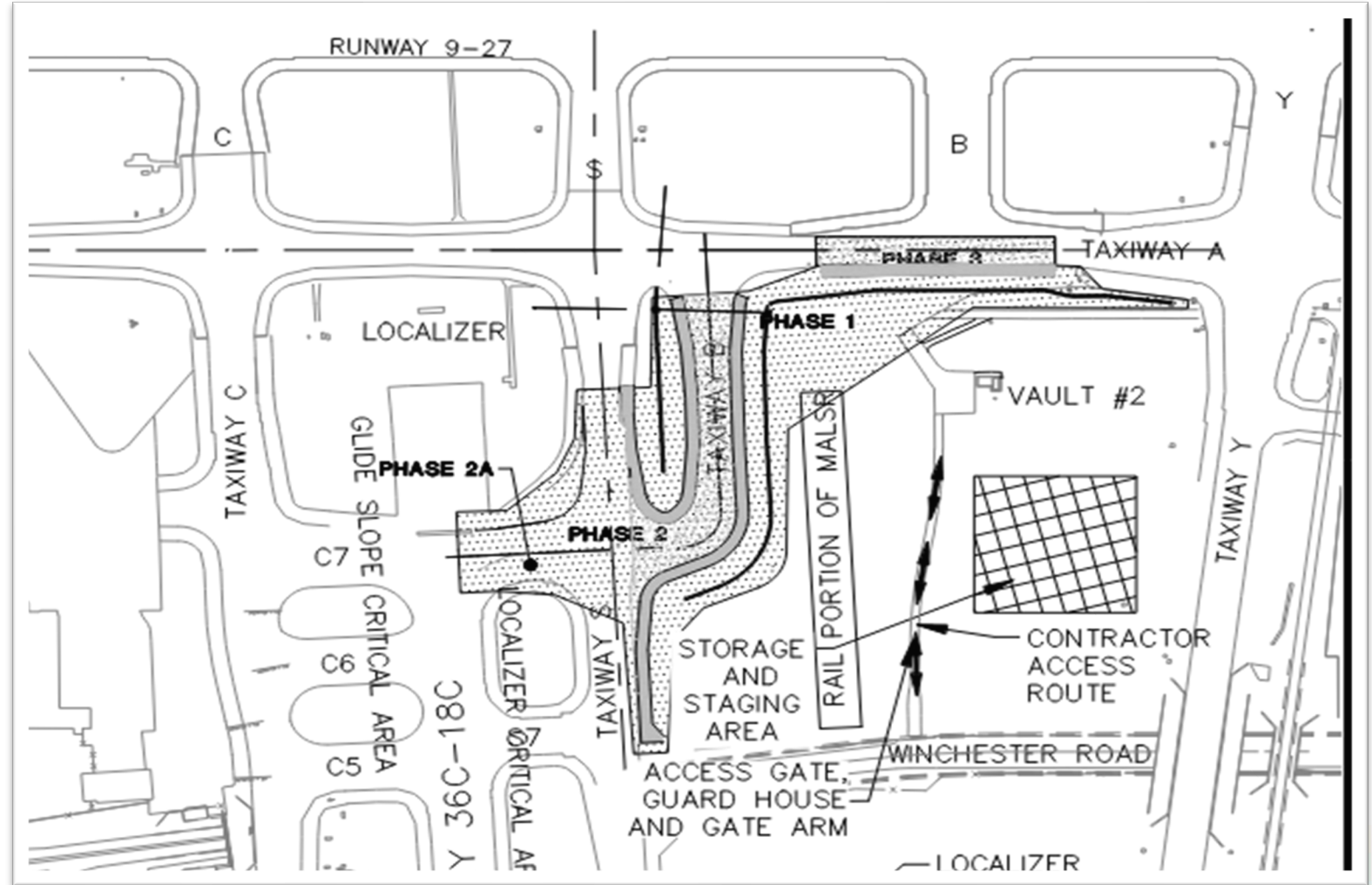
- Maintain clean worksite and dust control; follow project specs.
- Contain all trash and debris and prevent FOD; trash containers with lids are required; use of airport owned dumpsters is prohibited.



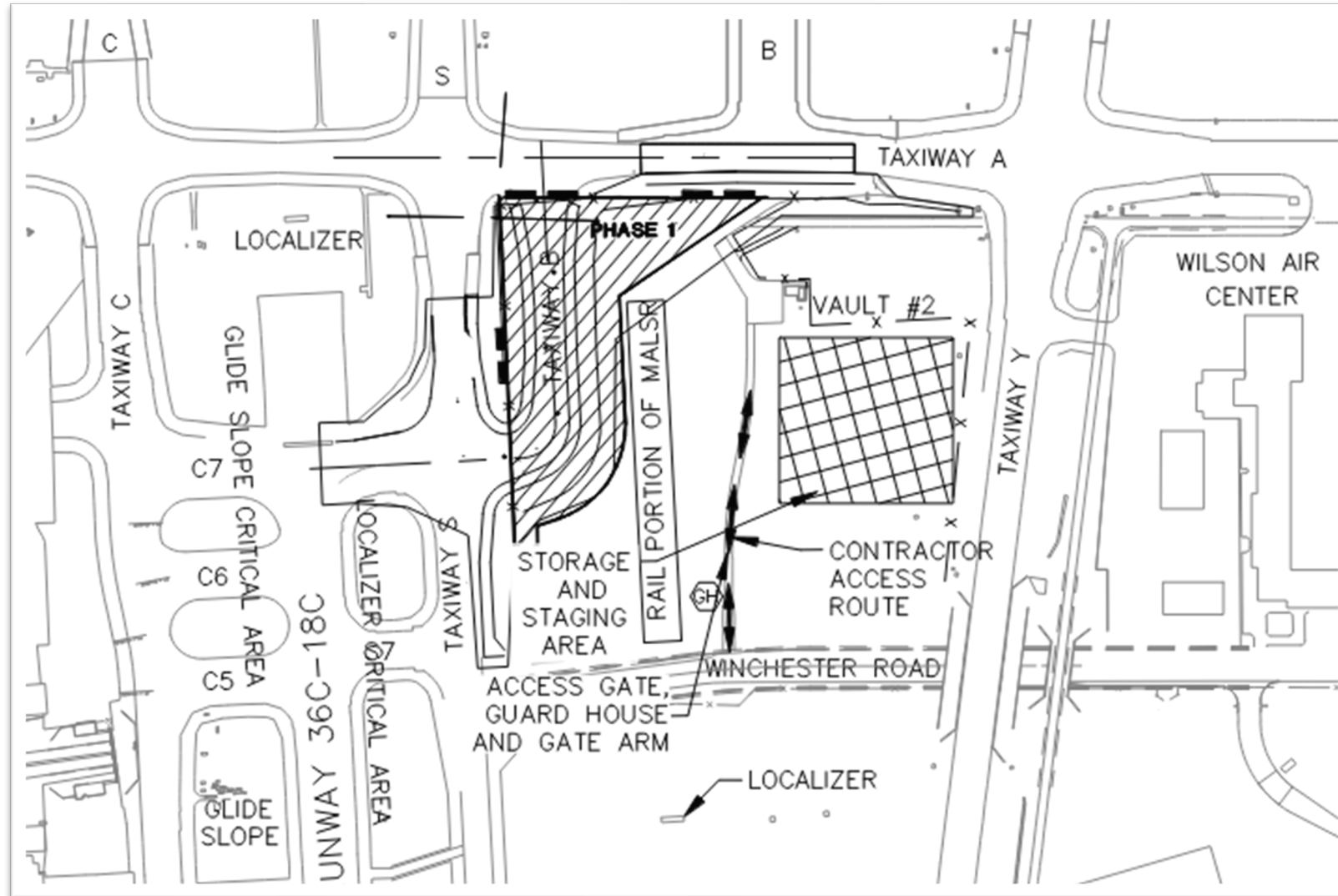
Project Scope, Phasing, and Technical Review



Project Phasing



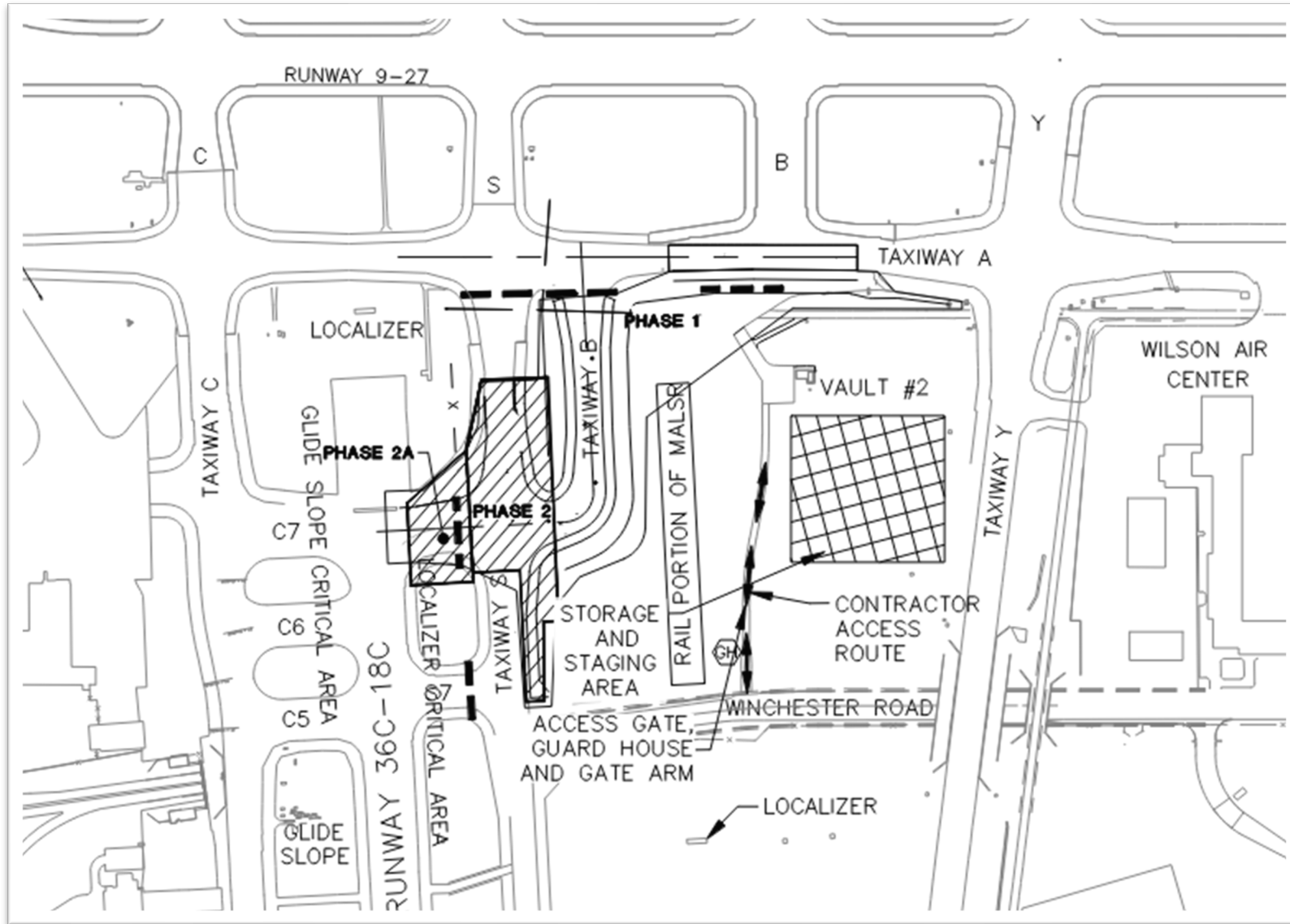
Project Phasing – Phase 1



PHASE DURATIONS

PHASE 1 – NTP TO COMPLETION 120 CALENDAR DAYS.

Project Phasing – Phase 2

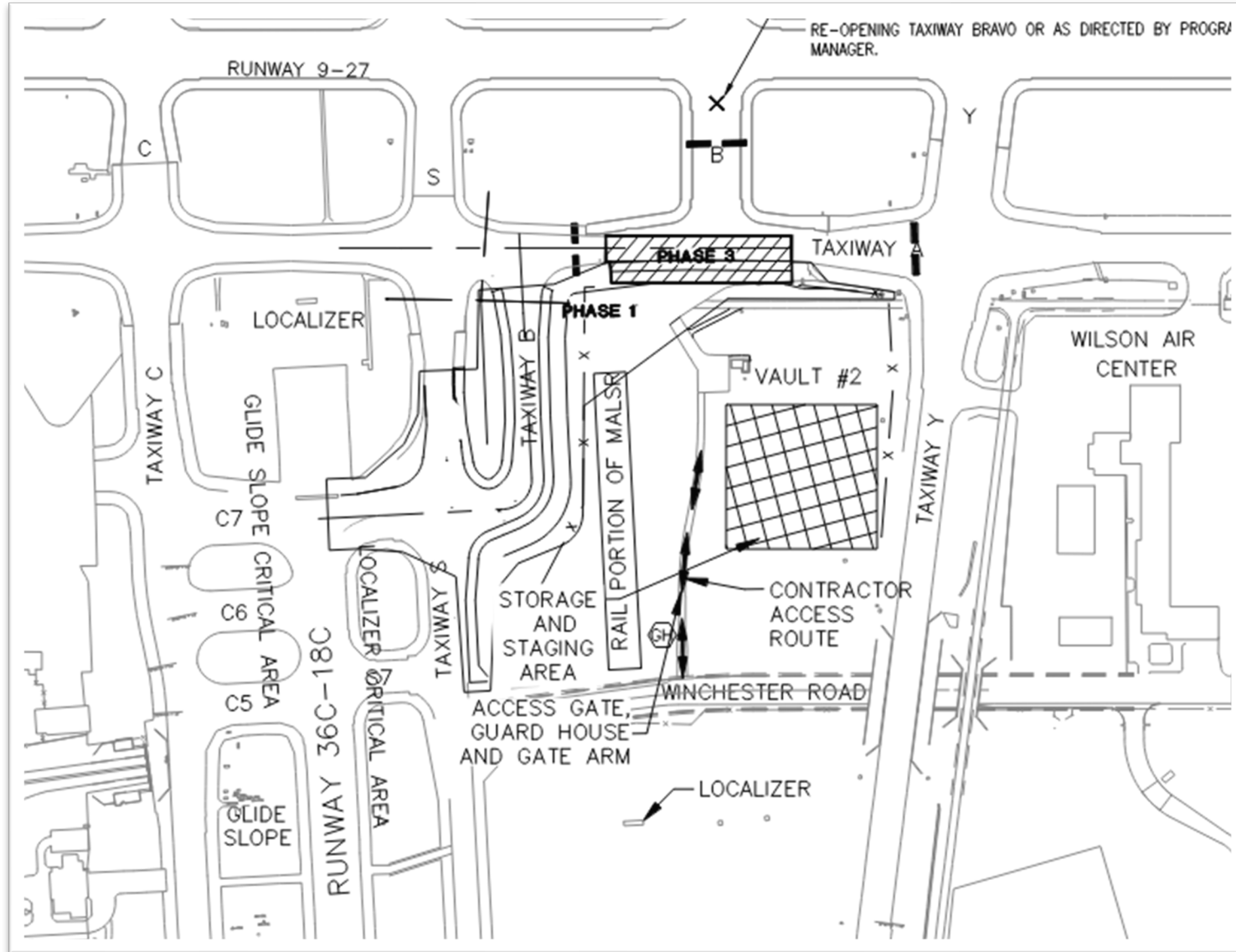


PHASE DURATIONS

PHASE 2 – NTP TO COMPLETION 90 CALENDAR DAYS.

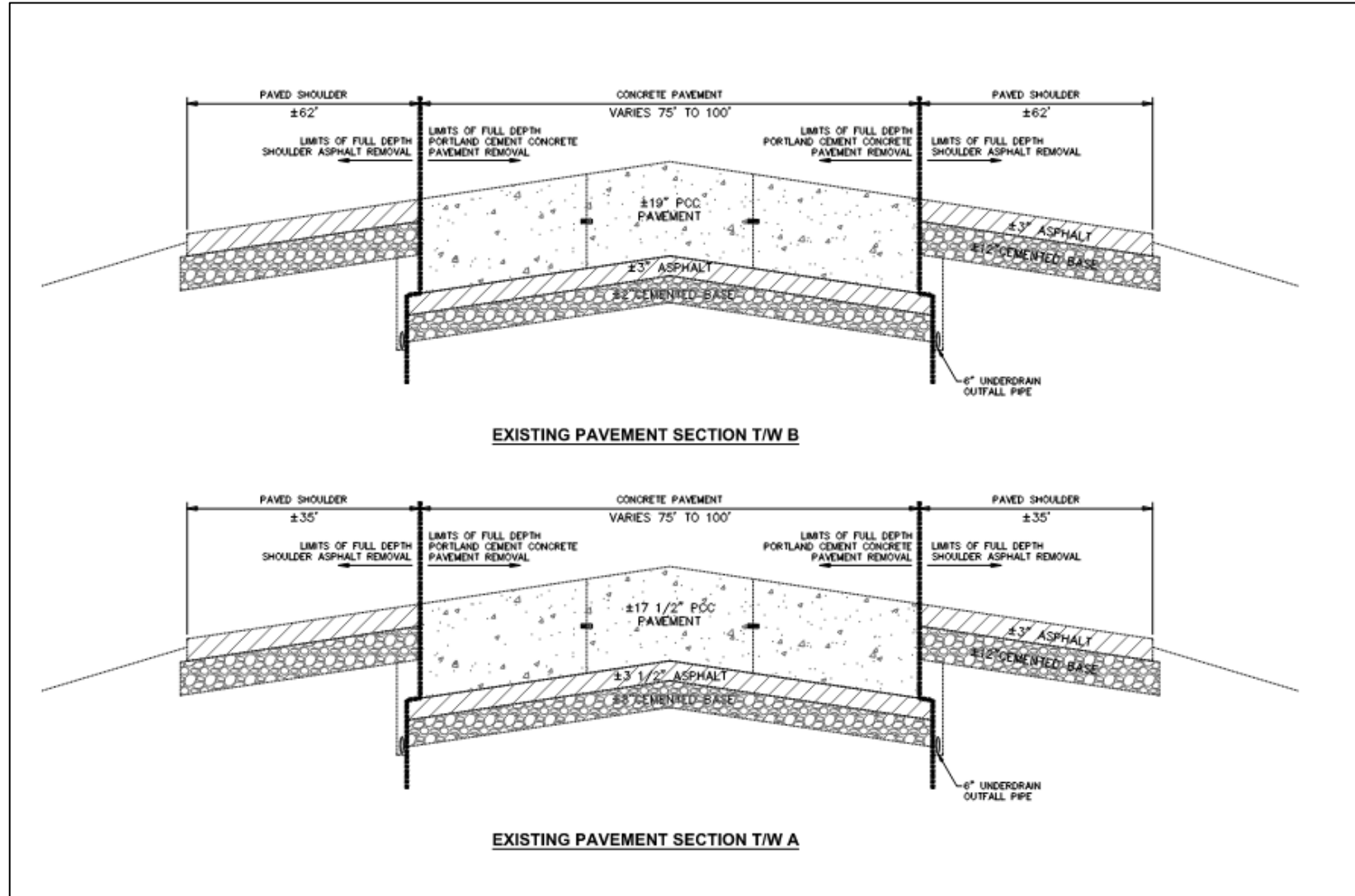
PHASE 2A – CONCURRENT PHASE WITHIN PHASE 2 THAT WILL BE COMPLETED ENTIRELY WITHIN THE TIME LIMITS OF PHASE 2. THIS WORK WILL BE PERFORMED DURING DAILY RUNWAY CLOSURES..THE HOURS OF CLOSURES WILL GENERALLY BE 0700–1430, 3 DAYS PER WEEK AND WEEKENDS CONCURRENT WITH ADJACENT PHASE.

Project Phasing – Phase 3

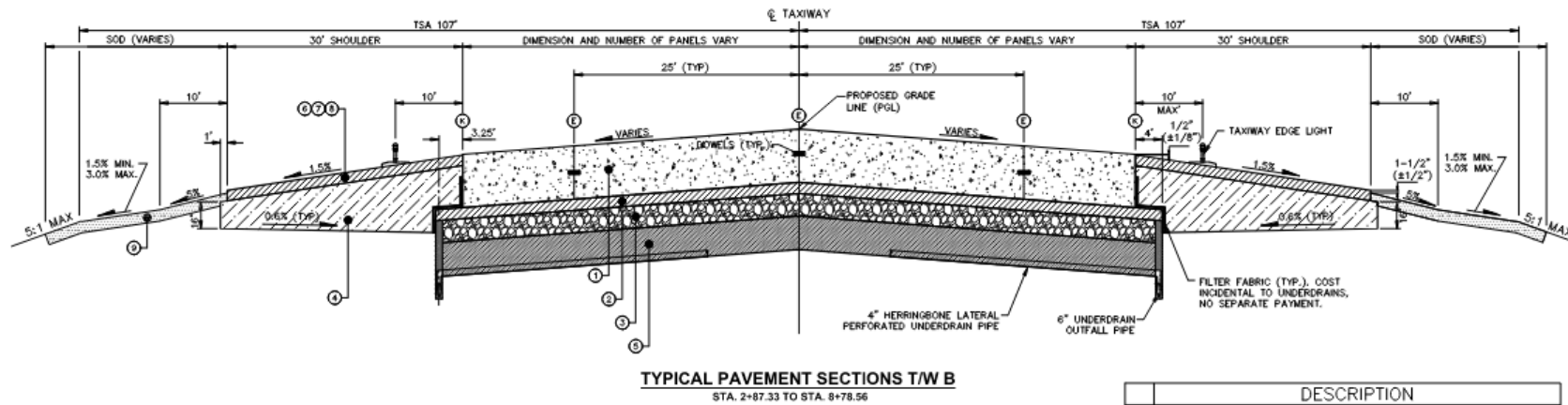
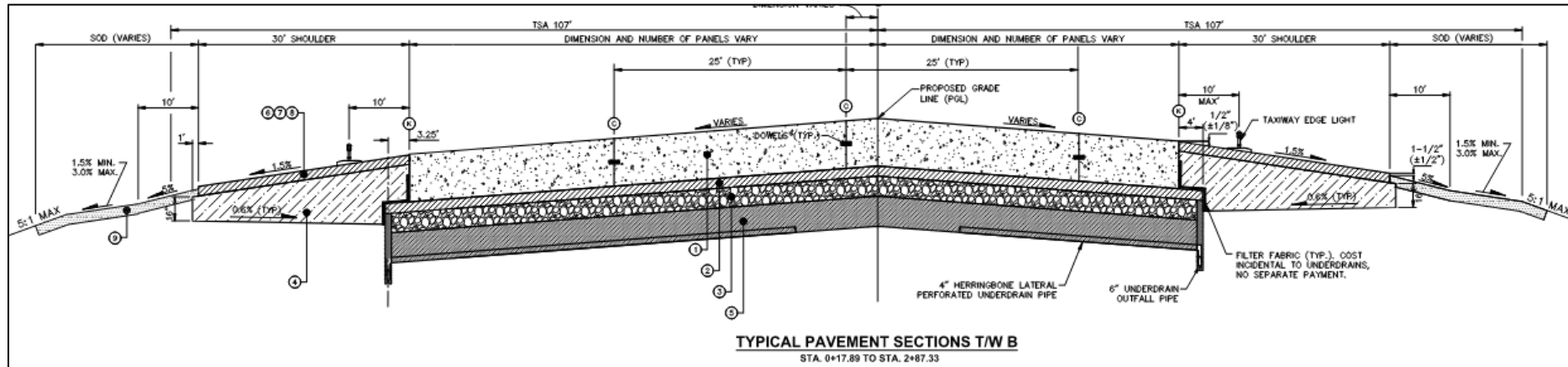


PHASE DURATIONS
PHASE 3 - NTP TO COMPLETION 60 CALENDAR DAYS..

Scope of Work - Demo

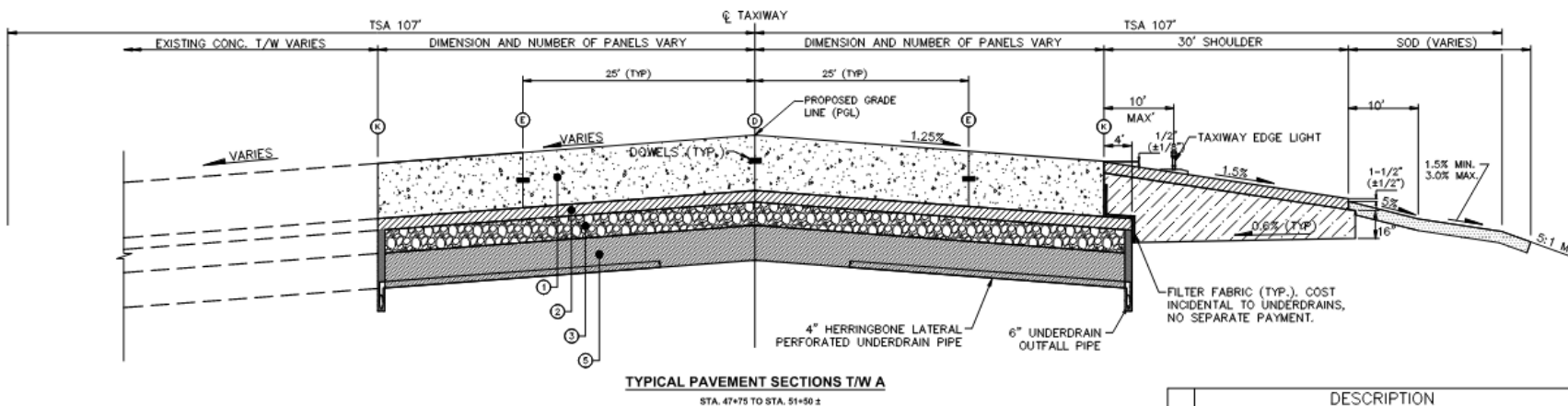
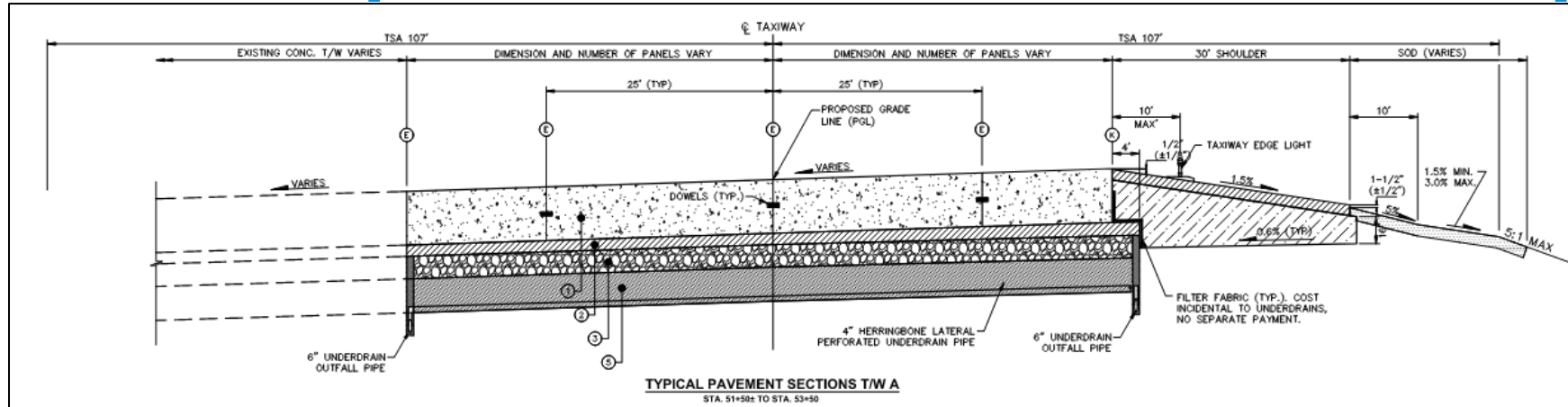


Scope of Work – New Pavement Bravo



	DESCRIPTION
1	P-501 - 19" THICK CEMENT CONCRETE PAVEMENT
2	P-307 - 6" THICK CEMENT TREATED PERMEABLE BASE COURSE
3	P-304 - 8" THICK CEMENT TREATED AGGREGATE BASE COURSE WITH BITUMINOUS CURING SEAL - PLACE IN ONE LIFT
4	P-219 - VARIABLE THICKNESS (16" MIN.) AGGREGATE BASE COURSE
5	P-220 - 12" THICK CEMENT TREATED SUBGRADE PLACED IN TWO (2) 6" LIFTS
6	P-403 - 2 1/2" THICK BITUMINOUS SURFACE COURSE, 2 1/2" THICK BITUMINOUS BASE COURSE
7	P-603 - BITUMINOUS TACK COAT, ESTIMATED AT 0.02-0.05 GAL/SY
8	P-602 - BITUMINOUS PRIME COAT, ESTIMATED AT 0.15-0.30 GAL/SY
9	T-904 - TURF TREATMENT CONSISTING OF ON-SITE TOP SOILING (4") T-905 - SODDING

Scope of Work – New Pavement Alpha



	DESCRIPTION
1	P-501 - 19" THICK CEMENT CONCRETE PAVEMENT
2	P-307 - 6" THICK CEMENT TREATED PERMEABLE BASE COURSE
3	P-304 - 8" THICK CEMENT TREATED AGGREGATE BASE COURSE WITH BITUMINOUS CURING SEAL - PLACE IN ONE LIFT
4	P-219 - VARIABLE THICKNESS (16" MIN.) AGGREGATE BASE COURSE
5	P-220 - 12" THICK CEMENT TREATED SUBGRADE PLACED IN TWO (2) 6" LIFTS
6	P-403 - 2 1/2" THICK BITUMINOUS SURFACE COURSE, 2 1/2" THICK BITUMINOUS BASE COURSE
7	P-603 - BITUMINOUS TACK COAT, ESTIMATED AT 0.02-0.05 GAL/SY
8	P-602 - BITUMINOUS PRIME COAT, ESTIMATED AT 0.15-0.30 GAL/SY
9	T-904 - TURF TREATMENT CONSISTING OF ON-SITE TOP SOILING (4") T-905 - SODDING

Project Scope of Work

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

Schedule:

Two Hundred Seventy(270) calendar days for substantial completion) + Sixty (60) days (closeout/final completion)

May 11, 2026 MSCAA 18-1413-04

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 TW Bravo Hot Spot 1 – Construction, MSCAA Project 18-1413-04.

B. The "Work" of this Contract is defined in the Contract Documents to include, but not limited to, demolition of existing pavement and associated infrastructure, grading and drainage, underdrains, Portland cement concrete pavement including subgrade preparation, cement treated base, soil cement subbase, joint sealing, bituminous pavement, airfield signage and markings, airfield electrical lighting and underground ducts, earthwork, erosion control, sodding, and other efforts normally required for taxiway reconstruction.

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 two hundred and forty (240) calendar days from the Notice to Proceed ("NTP") date. Furthermore, each phase has a required calendar day duration as indicated in the Phasing Plans. The project scope of work is as stated in

ISSUED FOR BID 01100
Page 1

Project Scope of Work

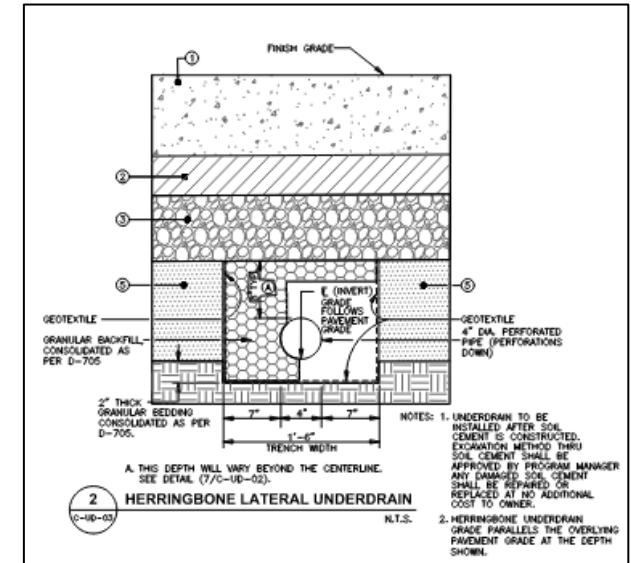
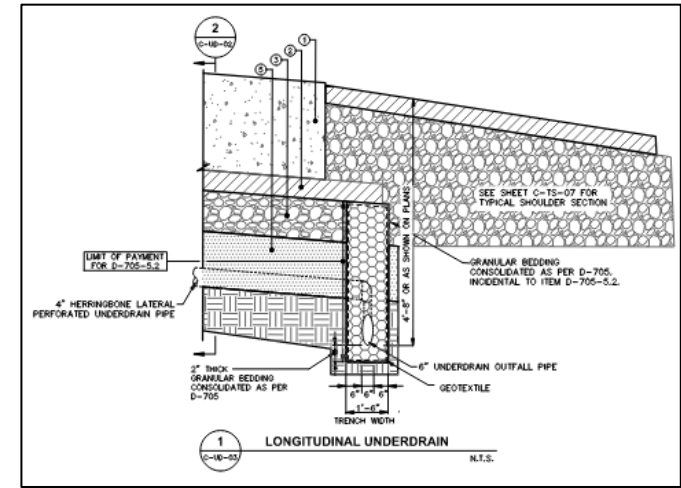
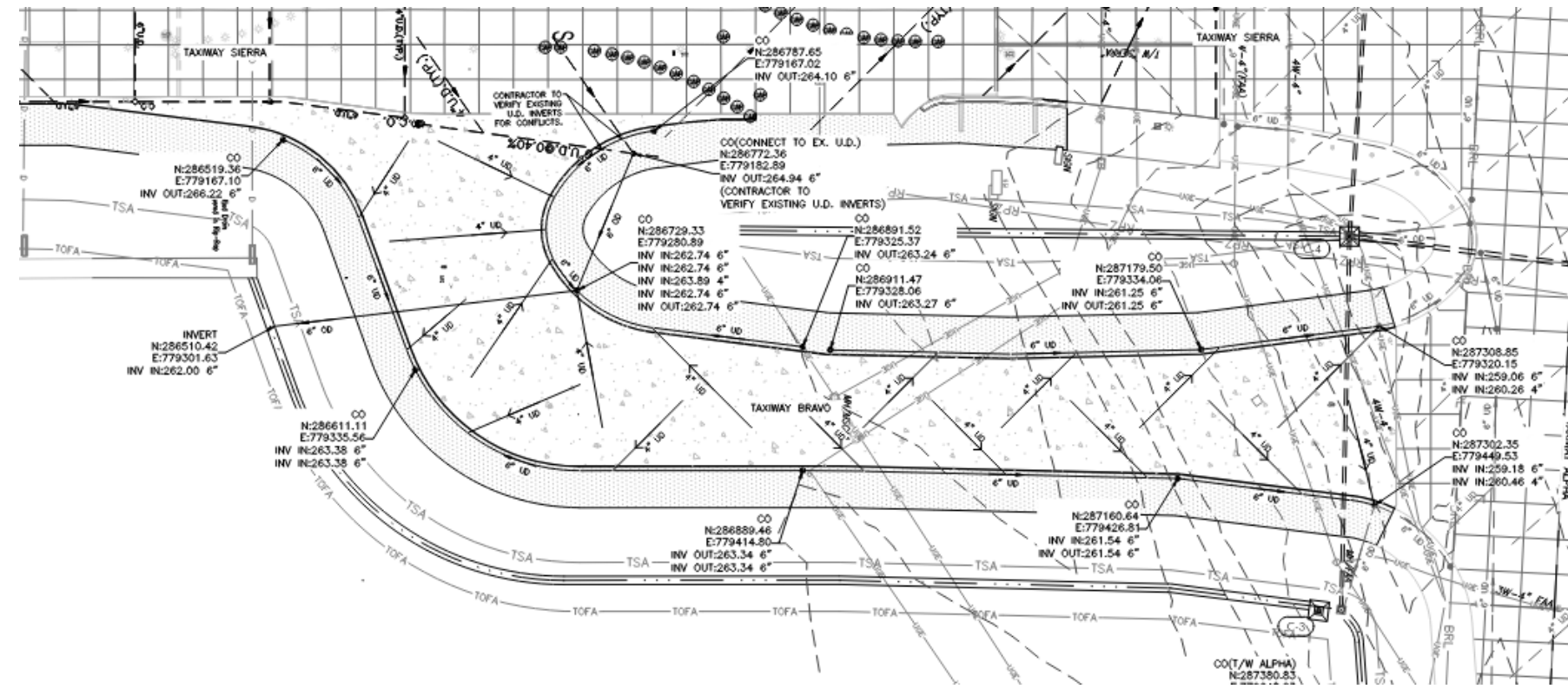
- This project is for the relocation of approximately a section of existing Taxiway Bravo to correct an existing Hot Spot at MEM. The general scope of the relocation includes demolition of 1,533 LF of existing taxiway pavement and construction of 857 LF of new taxiway pavement. Additionally, this project will include full-depth reconstruction of approximately 575 LF of existing Taxiway Alpha. The work includes, but not limited to, demolition of existing pavement and associated infrastructure, grading and drainage, underdrains, Portland cement concrete pavement including subgrade preparation, cement treated base, soil cement subbase, joint sealing, bituminous pavement, airfield signage and markings, airfield electrical lighting and underground ducts, earthwork, erosion control, sodding, and other efforts normally required for taxiway construction and reconstruction.
- Project will be phased to minimize disruptions to aircraft operations.



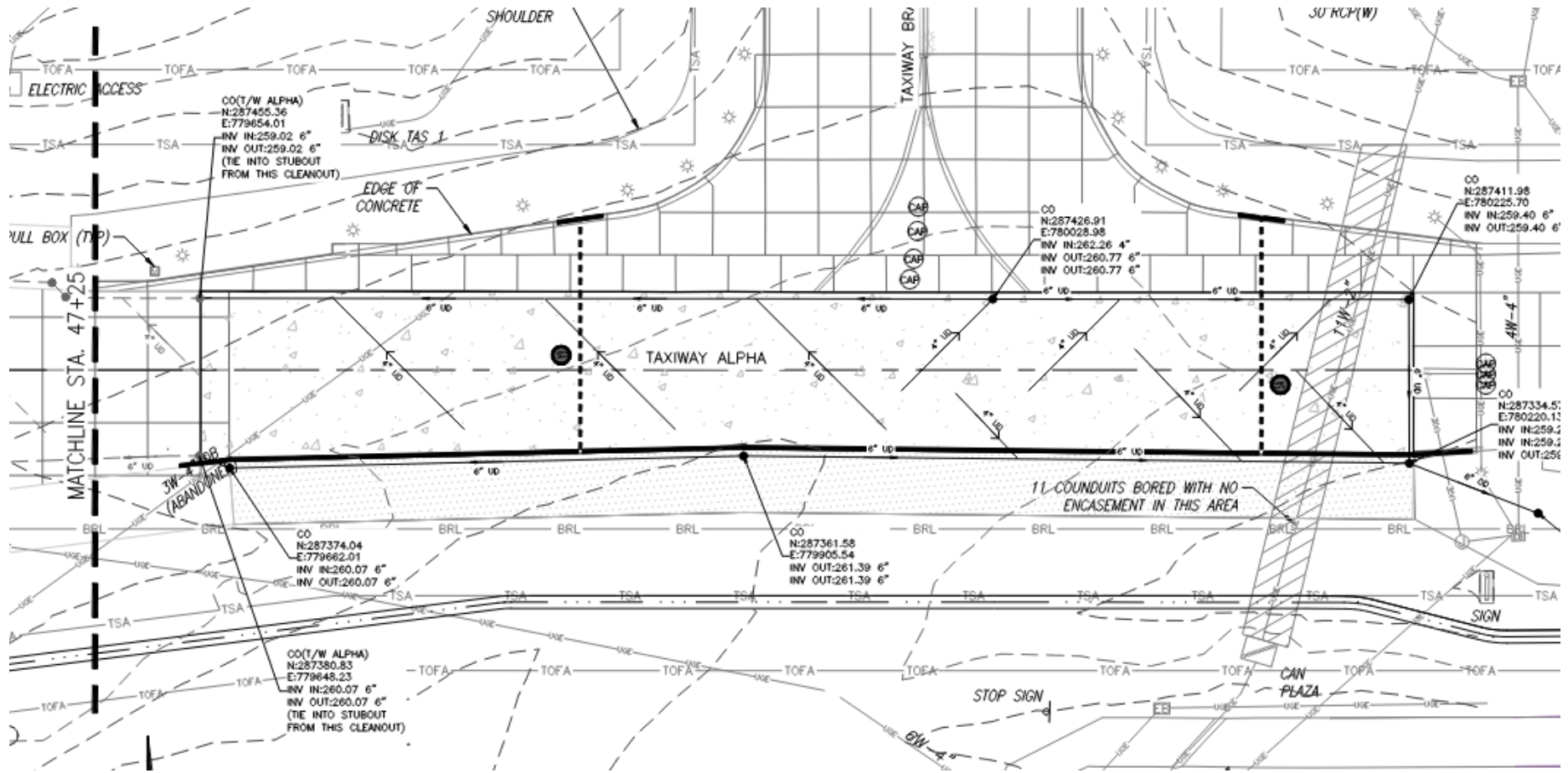
Project Scope of Work- Batch Plant Location



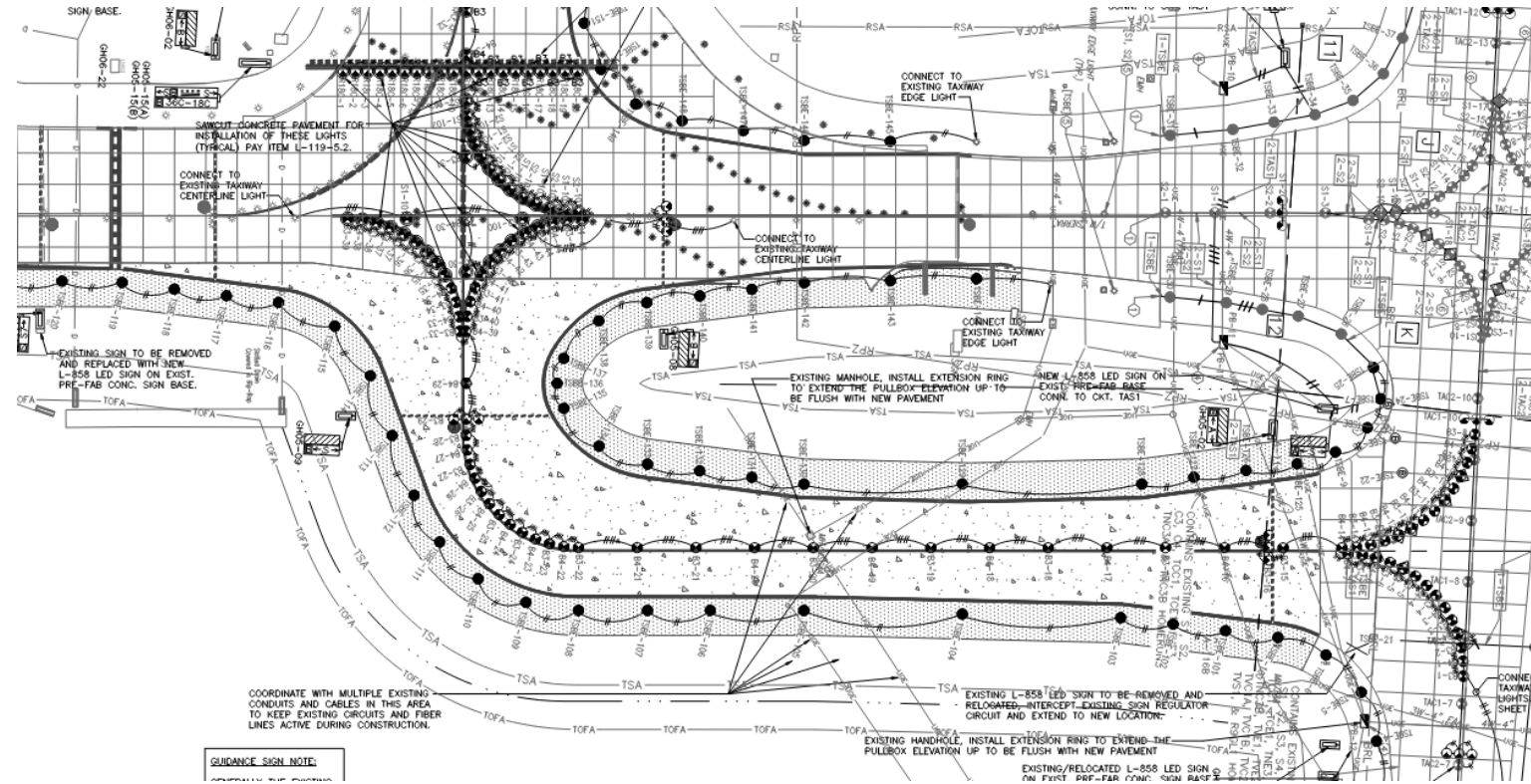
Scope of Work – Underdrains Bravo



Scope of Work – Underdrains Alpha



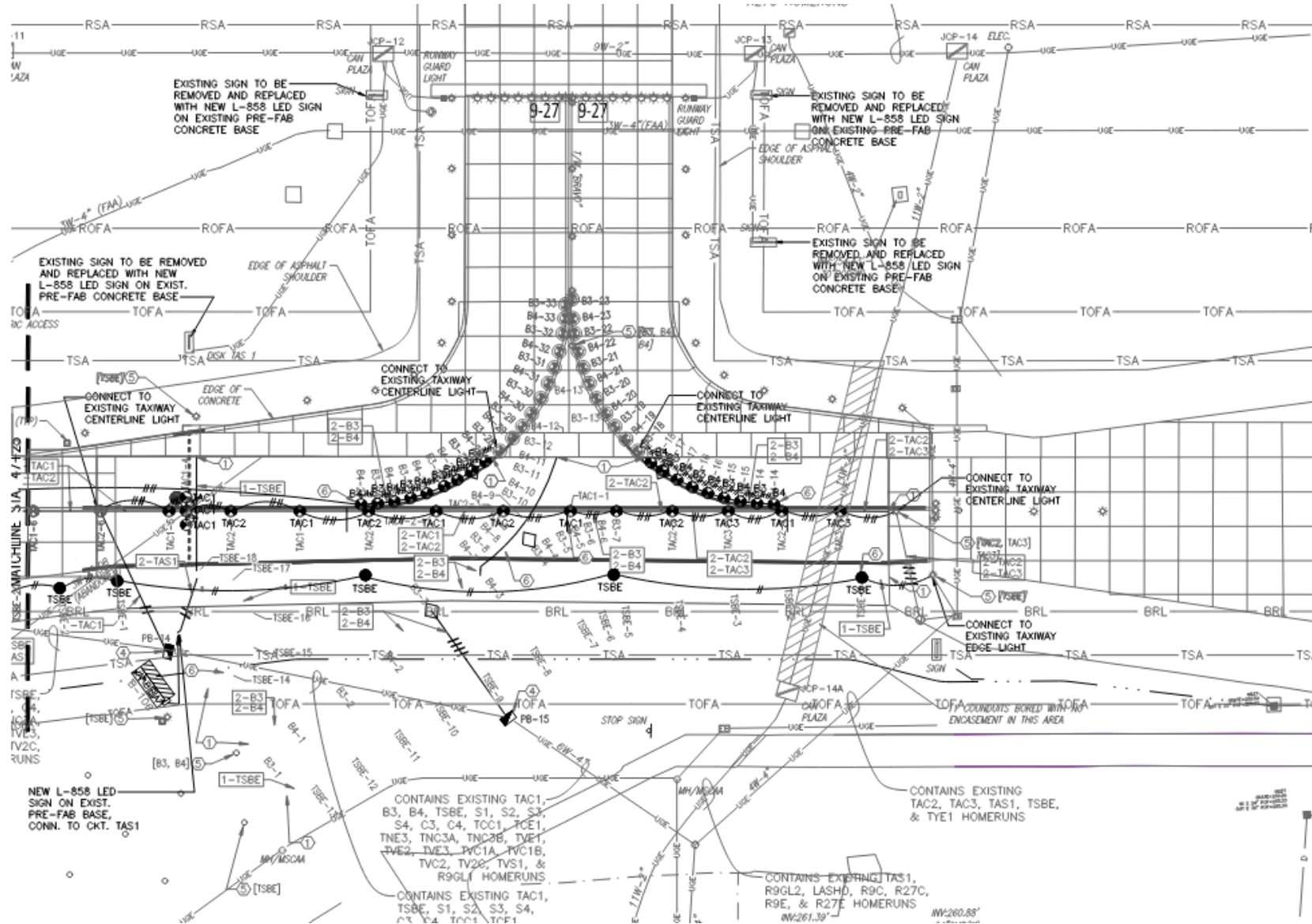
Scope of Work – Electrical Bravo



AIRFIELD LIGHT FIXTURE SCHEDULE								
SYMBOL	FIXTURE TYPE	STYLE	FIXTURE USE	DESCRIPTION	COLOR	LAMP(S)	ISOLATION TRANSFORMER WATTS/AMPS	REFERENCE PAY ITEM
●	L-852T	3	T/W EDGE LIGHT LED	SEMIFLUSH	BLUE	LED	1-25/6.6	L-125-5.6
○/○	L-852C	3	T/W @ BIDIRECTIONAL STRAIGHT (NARROW)	SEMIFLUSH	*/*	LED	1-25/6.6	L-125-5.1
○/○	L-852D	3	T/W @ BIDIRECTIONAL CURVED (WIDE)	SEMIFLUSH	*/*	LED	1-45/6.6	L-125-5.3
○	L-852D	3	T/W @ UNIDIRECTIONAL	SEMIFLUSH	GREEN	LED		L-125-5.4
○	L-852C	3	T/W @ CLEARANCE BAR	SEMIFLUSH	YELLOW	LED	1-15/6.6	L-125-5.2
○	L-852F	1	T/W @ OMNIDIRECTIONAL	SEMIFLUSH	YELLOW			L-125-5.5

- * SEE LAYOUT SHEETS FOR FIXTURE COLOR
- * = FILTER COLOR, GREEN UNLESS OTHERWISE SPECIFIED ON LIGHTING COORDINATE OR LAYOUT SHEETS

Scope of Work – Electrical Alpha



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, Friday, June 5, 2026.**



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