



MEM

Pre-Submittal Conference

On-Call Landside Design Services
MSCAA Project No. 26-1493-00

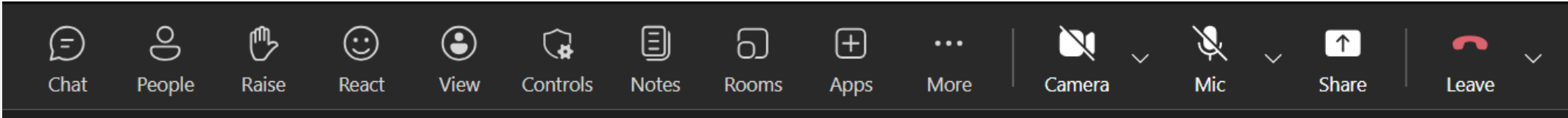
Tuesday, May 5th, 2026

Meeting Agenda

- Welcome
- Introductions
- Sign-In Sheet
- SOQ Submittal
- Anticipated Date Sequence
- General Contract Requirements
- Anticipated Scope of Services/Procedures
- Q&A Session



Using Microsoft Teams



CHAT

ATTENDEES

CAMERA

**MUTE/
UNMUTE**

**LEAVE
MEETING**

Contract Scope

Responses are being solicited for the purpose of contracting with a firm/team to provide **on-call, open-end design consulting services** for Capital Improvements and provide MSCAA Development Division support related to these efforts. These services will be provided on an **on-call basis** at **MEM, M01, and 2M8**. Focus of this contract will be support on **landside projects (i.e. not airfield)**.

The overall contract with MSCAA will be for an **initial three-year period** with options for renewal for **two additional periods** of one year each.



Sign-In / Attendance

- Although this is a NOT mandatory pre-submittal meeting; all Firms who intend to submit a Submittal are encouraged to sign-in to register their attendance.
- To sign-in, please send use the Teams Chat stating your name, company name, whether you are a prime or sub, email address, office and cell phone numbers.
- We will post Company Names and Contact Names within 72 hours after this meeting.

Owner's Team

Memphis-Shelby County Airport Authority (MSCAA)

DEVELOPMENT DIVISION

- Pov Chin – Project Manager
- Roger Folk – Project Manager
- Tom Power – Project Manager
- John Parrish – Manager Engineering & Construction

- Amy McCaffery – Manager of Environmental Compliance
- Aaron Braswell – Manager of Planning
- Genoa Bolgeo – Contract Administrator
- Brian Tenkhoff – Director of Development

OTHER DEPARTMENTS/DIVISIONS

- Regina Armstrong – Senior Manager of Business Opportunity Development
- Aaron Hascher – Safety Program Manager

SOQ Submittals

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

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

Bid / RFP / RFQ Name	Date Issued	SOQs will be received by:
On-Call Landside Design Services RFQ NO. 26-1493-00	April 22, 2026	May 19, 2026 at 2pm Local Time
VIRTUAL PRE-SUBMITTAL MEETING A Virtual Pre-Submittal Meeting will be held on Tuesday May 5 at 11:00AM. The meeting can be accessed via the link below. https://teams.microsoft.com/meet/232107448673152?p=sj8H59cHjrmYc2H3bp Meeting ID: 232 107 448 673 152 Passcode: Yx2295Xc Call-In Option Phone: (872) 242-8851; Conference ID: 858 583 407# • The presentation will be posted following the meeting. • List of attendees will be posted following the meeting.		
RESPONDENTS • A list of respondents will be posted here on May 19, 2026		
DOCUMENTS • Information Package • Architect-Engineer Qualification Form – SF330-21		

SOQ Submittals

Submittal Requirements

- 1) Cover Letter
- 2) Standard Form 330, Architect-Engineer Qualifications Part I
- 3) Standard Form 330, Architect-Engineer Qualifications Part II
- 4) Project Approach
- 5) Relevant Experience and Qualifications
- 6) Small Business Participation Program (SBPP) Forms
- 7) Addendum(s)

Refer to RFQ for full instructions

SOQ Submittals

Submit proposals to:

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

Submittals due:

Tuesday May 19, 2026
2:00 PM local time

SOQ Submittals



**Procurement Warehouse
4150 Louis Carruthers Drive**

Louis Carruthers Drive

Shelby Drive



Anticipated Date Sequence

- SOQ Due: **Tuesday, May 19, 2026**, at 2:00 p.m. local time
- Award/Contract – Precise timing to be determined. General sequence:
 - SOQ Review by MSCAA – May/June 2026
 - Interviews – June 2026
 - Notification of Selection (pending Board Approval) – June 2026
 - Contract Negotiations – July 2026
 - Board Approval – August 2026
 - Contract Approval/Execution – September 2026
 - NTP – September 2026

General Contract Requirements



General Contract Requirements

Small Business Participation Program

SBPP Requirements

ReGina Armstrong – Senior Manager,
Business Opportunity Development

SBPP Goal: 13% SBE



4/22/2026 MSCAA No. 26-1493-00

1 SMALL BUSINESS PARTICIPATION PROGRAM (SBPP) REQUIREMENTS

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 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) and a quote/proposal from the SBE as described above, the Respondent will be given 24 hours from the bid submission deadline to submit the completed Assurance Statement signed by the SBE and, if applicable, the 2nd/3rd Tier Subcontractor. Each Assurance Statement submitted during this 24-hour window must conform to the previously submitted Assurance Statement except for SBE signature.

1

General Contract Requirements

Small Business Participation Program

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

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 2 nd /3 rd Tier Subcontractor and Title	Date	Name
If the Respondent does not receive award of the prime contract, any and all representations in this letter of Intent and Affirmation shall be null and void. If Respondent does receive award of the prime contract, Respondent commits to using the SBE contractor listed and described to meet the SBE contract goal.		
By: _____	_____	_____
Signature of Respondent and Title	Date	Name

General Contract Requirements

Small Business Participation Program

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)	_____

Voluntary Disclosure of Respondent Data



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

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):

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

H If you started or acquired this business during 2018, check here

I Did you make any payments in 2018 that would require you to file Form(s) 1099? (see instructions)

J If "Yes," did you or will you file required Form(s) 1099? (see instructions)

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. Either expenses for business use of your home only on line 30.

8	Advertising	18
9	Car and truck expenses (see instructions)	19
10	Commissions and fees	20a
11	Contract labor (see instructions)	20b
12	Depreciation	21
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	22
14	Employee benefit programs (other than on line 16)	24a
15	Insurance (other than health)	24b
16	Interest (see instructions):	25
16a	Mortgage (paid to banks, etc.)	25a
16b	Other	25b
17	Legal and professional services	27a
18	Office expense (see instructions)	27b
19	Rent or lease (see instructions)	27c
20a	Vehicles, machinery, and equipment	27d
20b	Other business property	27e
21	Repairs and maintenance	27f
22	Supplies (not included in Part III)	27g
23	Taxes and licenses	27h
24	Travel and meals:	27i
24a	Travel	27ia
24b	Deductible meals (see instructions)	27ib
25	Utilities	27j
26	Wages (less employment credits)	27k
27a	Other expenses (from line 48)	27la
27b	Reserved for future use	27lb
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. • 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
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
		32b

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 submittal.
 - If a firm is not certified as an SBE prior to the time of submittal, they will need to apply for certification and be approved before the 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

- Due the 1st of the month for work completed the previous month or an agreed upon period.
- Required format for Pay Application and Invoice Summary Sheet

 [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 _____			



Anticipated Scope of Services/Procedures



Contract Scope

The scope of services will include various design and/or study tasks that may include but not be limited to: architecture, structural engineering, mechanical engineering, electrical engineering, civil engineering, transportation engineering, surveying, land use, and planning.

This contract will support the MSCAA Development Division which is responsible for Planning, Engineering and Construction for the Authority's Capital Improvement Program (CIP). The CIP includes, but not be limited to, all planned and proposed activities related to the acquisition, development, expansion, and improvement of all airports owned, controlled or otherwise under the jurisdiction of the Authority.

Anticipated Scope of Services

Assigned tasks may include, but not be limited to:

- Maintenance assessment and repair efforts (All Disciplines)
- Preparation of plans/specifications for improvements to assets, stemming from both urgent scenarios to proactive planning. (All Disciplines)
- Structural evaluations and recommendations related to damage to structures or aging infrastructure.
- Pavement inspections (asphalt and concrete)
- Parking and access improvements
- Preparation of plans/specifications related to planned asset improvements, such as roof replacements, asphalt overlay, pavement maintenance, Leased-Area-Reversion inspections, replacement of building mechanical systems, interior design, interior remodeling, exterior building updates/repairs
- Preparing plans/specifications for replacement of utility service equipment. Examples include replacement/addition of building generator, automatic transfer switches, transformers, medium voltage switch gear, capacitor banks, etc.
- Utility infrastructure repair and modifications (storm sewer, sanitary sewer, electric, gas, low voltage communications, fiber communications, etc)
- Facility Condition Assessments
- Traffic analysis and operational studies

Anticipated Scope of Services

- Roadways improvements and circulation improvements.
- Utility provider coordination efforts
- Assisting with project advertisements and project implementation (permitting support, bid phase support, construction phase services, etc.)
- Federal/State Grant compliance
- Asset Management and Capital Planning Efforts
- Independent fee estimate
- Cost Estimates
- Design and constructability review
- Support Digital Transformation Efforts (e.g. BIM, GIS, CAD, LiDAR Scanning, etc.)
- Staff Augmentation
- Construction Support Services
- Standards and Procedures (Review of existing or assisting to establish new written procedures)

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

Anticipated Scope of Services

- The submitting firm/team must be familiar with Local, State and Federal standards, rules, regulations, codes, and best practices with regard to airport projects. Key team members must be capable of obtaining a MSCAA Badge and acting as an authorized signatory for their firm and/or teaming partners. Some team members could be required to obtain Class II/III AOA driving privileges to support the various projects.
- Submitting Firm/Team must be capable of providing sufficient local support needed to carry out the various projects. Additionally, submitting Firm/Team should be capable of providing necessary subject matter expertise based on needs of the various projects.

Past Projects

- Pavement Inspection
- Garage Security Improvements
- Cubicle Reconfiguration
- Hangar Inspections
- Outer Drive Structural Analysis
- Roof Replacement
- Baggage Carousel Replacement
- Sewer Line Repairs
- Air Quality Enhancement Study
- Electrical Repair Damage
- Service Tunnel Evaluation
- Valet Canopy Repair
- Terminal A & C Renovations
- Office Relocation Study
- Terminal Ticket Counter Replacement
- Capacitor Bank Replacement
- Parking Lot Security Upgrades
- Elevator Electrical Study
- Concrete Spalling Assessment
- Pedestrian Plaza Improvements
- Design & Construction Standards
- Drive Settlement Assessment
- Pressure Washer System Assessment
- USDA Trailer Replacement
- 3-Story Garage Spalling Assessment
- DeWitt Spain Terminal Exterior Improvements
- ARFF Overhead Door Replacement
- Bridge Inspection
- Concourse C CMU Wall Structural Assessment
- South Toll Booth Replacement

Evaluation Criteria/Selection

SOQ REVIEW

- 1) EXPERIENCE AND QUALIFICATIONS (0-40 points)
- 2) PROJECT APPROACH (0-40 points)
- 3) SBE PARTICIPATION (0-10 points)
- 4) REFERENCES (0-5 points)
- 5) LOCAL PREFERENCE (0-5 points)

Submittals will be reviewed and ranked by selection committee. Submittals will be short-listed. Short-listed firms will be invited to an interview.

Interviews will provide the submitting firm with an opportunity to identify its project team and provide the MSCAA with an overall outline of its experience/qualifications and project approach.

Interviews will also be used for time to allow the MSCAA to ask questions with respect to the RFQ submittals. The interviews are expected to be in-person.

Q&A Session



Q&A Session

Unmute or put question in Chat.



TAKE OFF WITH US