



# **MEM**

## **Pre-Bid Conference**

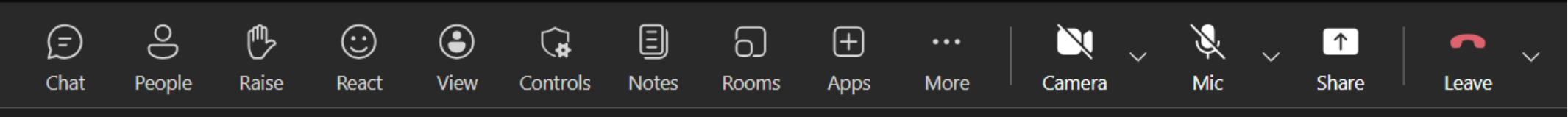
**Snow Removal Equipment Building – Building  
Package– Construction  
MSCAA Project No. 23-1476-17-02**

Thursday, June 4, 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 Microsoft Teams



**CHAT**

**ATTENDEES**

**CAMERA**

**MUTE/  
UNMUTE**

**LEAVE  
MEETING**

# Project Scope of Work

- The scope of this project is for construction of a new snow removal equipment building at MEM.
- This project is for Phase 2, which is the building package to construct an approximate 49,000 SF Pre-Engineered Metal Building (PEMB) to store snow removal equipment at MEM.
- Overall scope will include building construction, relocated AOA fencing, concrete paving, and associated utilities. The work includes, but not limited to, PEMB construction, storm drainage, utility installation (fiber optic/electrical/water), fire sprinkler system, Portland cement concrete pavement, joint sealing, chain link fencing, and other efforts normally required for building construction.
- The prime/general contractor must have experience with similar building projects, specifically PEMB.



# Introductions, Responsibilities, and Lines of Communication

## Project Team:

### Owner:

Memphis-Shelby County Airport Authority  
(MSCAA)

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

### Designer/Program Manager:

Foth Infrastructure & Environment, LLC

- Jason Burton – Aviation Project Manager
- Josh Mann – Client Development Leader
- Tim Ogburn – Allen & Hoshall, Architect

# Bid Package Submittals

Bid documents are available online at [www.flymemphis.com/rfps-rfq.s](http://www.flymemphis.com/rfps-rfq.s).



Please monitor [www.flymemphis.com](http://www.flymemphis.com) for updates, addendums, etc.

Bid / RFP / RFQ Name	Date Issued	Sealed Bids will be received by:
<a href="#">Snow Removal Equipment Building – Building Package – Construction</a> RFP NO. 23-1476-17-02	May 26, 2026	June 23, 2026 at 2pm Central Time
<b>BID OPENING</b> Within 30 minutes thereafter, the bids will be opened and publicly read at the Procurement Warehouse Conference Room and via phone/video conference.  Bid Opening Virtual Link <a href="https://teams.microsoft.com/meet/273516717825001?p=638VvhbdnnRv4v3wV">https://teams.microsoft.com/meet/273516717825001?p=638VvhbdnnRv4v3wV</a> Meeting ID: 273 516 717 825 001 Passcode: BN5yX3z6  Bid Opening Call-In Option Phone: (872) 242-8851; Conference ID: 555 756 818#		
<b>PRE-BID MEETING</b> A Virtual Pre-Bid Meeting will be held <b>Thursday, June 4, 2026, at 11:00 a.m.</b> local time via phone/video conferencing:  Pre-Bid Meeting Virtual Link <a href="https://teams.microsoft.com/meet/228309034921934?p=R7Se2wn5oBBpV1XcOb">https://teams.microsoft.com/meet/228309034921934?p=R7Se2wn5oBBpV1XcOb</a> Meeting ID: 228 309 034 921 934 Passcode: 4be3jK2r  Pre-Bid Meeting Call-In Option Phone: (872) 242-8851; Conference ID: 904 788 378#  Attendance at the Pre-Bid Meeting is strongly recommended.		
<b>SITE VISIT</b> A site visit will be held after the virtual pre-bid meeting. Site visit will start at approximately 1:30p on Thursday, June 4, 2026. We ask that all participants register by Wednesday June 3, 2026.		

**SITE SEARCH**

Start typing...

**TRANSLATE**

English

**FlyMyAirport®**

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Memphis (MEM)

To?

Departure Date

Return Date

Show nearby dates for lower fares

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# Bid Package Submittals

Proposal Package **Required** Contents:

- Bid Envelope
- Bid Proposal (Specification 00405)
- Bid/Proposal Guarantee (Specification 00410)
- Bidder's Qualifications
- 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.
- Buy American Certification
- Signed Addenda (if applicable)

**Refer to Specification 00200 – Instructions to Bidders for full instructions**

# Bid Package Submittals

## Bidder Qualifications

- FAA General Provision Section 20-02 states: ***“Each bidder shall submit evidence of competency and evidence of financial responsibility to perform the work to the Owner at the time of bid opening.”***
- Evidence of competency, unless otherwise specified, shall consist of statements covering the bidder’s past experience on similar work, and a list of equipment and a list of key personnel that would be available for the work.
- Each bidder shall furnish the Owner satisfactory evidence of their financial responsibility. Evidence of financial responsibility, unless otherwise specified, shall consist of a confidential statement or report of the bidder’s financial resources and liabilities as of the last calendar year or the bidder’s last fiscal year.
- Bidder Qualification Form to be issued via addendum.

# Bid Package Submittals

Submit proposals to:

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

Bids due:

Tuesday, June 23, 2026  
2:00 PM central time

Bids will be publicly opened at the Procurement Department Conference Room and Virtually via MS Teams.

Bids are good for seventy-five (75) days

# Bid 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](mailto:bidquestions@flymemphis.com) or via Teams Chat stating your name, company name, whether you are a prime or subcontractor, email address, office and cell phone numbers.
- We will post Company Names and Contact Names within 72 hours after this meeting.

# Site Visit

- Site visit will be held after this pre-bid conference at approx. 1:30 PM. Project site is within the active airfield and will be coordinated with our Designer. Pre-registration was required.

# Q&A Process

- All questions **must** be submitted to: [bidquestions@flymemphis.com](mailto:bidquestions@flymemphis.com)
- Question Deadline: **To guarantee a response, questions must be submitted by 5:00 PM local time, Thursday, June 11, 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 PM local time, **Thursday, June 11, 2026.**
- Q&A w/ Final Addendum posted to the website not later than **Tuesday, June 16, 2026.**
- Bid Due: **Tuesday, June 23, 2026**, at 2:00 PM local time
- Award/Contract – Precise timing to be determined. General sequence:
  - Notice of Intent to Award – July 2026
  - Contract Approval/Execution – August 2026
  - Pre-Construction/Procurement Activities – August 2026
  - Construction NTP – November 2026
  - Substantial Completion – March 2027
  - Final Completion – May 2027

# Procedures, Protocol, and General Contract Requirements

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# General Contract Requirements

## Federal Contract Requirements

### Federal Contract Requirements – Section 00500 Contract, Exhibit E

C. L. “Tim” Williams

US Department of Labor

EXHIBIT E  
TO  
UNIT PRICE CONSTRUCTION CONTRACT  
FOR  
SRE BUILDING – BUILDING PACKAGE - CONSTRUCTION

BY AND BETWEEN  
THE MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY  
AND  
CONTRACTOR

FAA REQUIRED CONTRACT PROVISIONS

FAA REQUIRED CONTRACT PROVISIONS – ALL CONTRACTS

Federal laws and regulations require that recipients of federal assistance (Sponsors) include contract provisions in certain contracts, requests for proposals, or invitations to bid. The provisions are as follows:

1. **Title VI Clauses for Compliance with Nondiscrimination Requirements (FAA Provision A6.4.1).** (Reference: 49 USC § 47123)

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

**Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin, creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21 including amendments thereto.

**Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

**Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

**Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant

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Contract: CONTRACTOR  
SRE BUILDING – BUILDING PACKAGE - CONSTRUCTION



# General Contract Requirements

## Federal Contract Requirements

### Davis Bacon Wage Determination and Rate Requirements – Section 00661

"General Decision Number: TN20260200 05/18/2026

State: Tennessee

Construction Types: Building

Counties: Tennessee Counties of Fayette and Shelby

Modification Number	Publication Date
0	01/02/2026
1	05/18/2026

Modification Number	Publication Date	Job Title	Rates	Fringes
<b>ASBE0086-002 03/01/2025</b>				
		ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 38.17	18.82
<b>CARP0345-001 05/01/2024</b>				
		CARPENTER.....	\$ 30.20	14.74
<b>ELEC0474-002 08/04/2025</b>				
		ELECTRICIAN (EXCLUDES LOW VOLTAGE WIRING).....	\$ 36.75	16.19
<b>IRON0492-002 05/01/2025</b>				
		IRONWORKER: ORNAMENTAL.....	\$ 35.32	17.07
		IRONWORKER, STRUCTURAL.....	\$ 35.32	17.07
		IRONWORKER, REINFORCING.....	\$ 35.32	17.07
<b>SHEE0004-008 01/01/2024</b>				
		SHEET METAL WORKER (HVAC UNIT INSTALLATION ONLY)...	\$ 34.95	16.66
		SHEET METAL WORKER (HVAC DUCT INSTALLATION ONLY)...	\$ 34.95	16.66

# General Contract Requirements

## Federal Contract Requirements

### Buy American (BABA) Certification – Section 00440

5/26/26

MSCAA 23-1476-17-02

#### DIVISION 0 – SECTION 00440

##### BUY AMERICAN CERTIFICATION

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

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

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

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

##### Certification of Compliance with FAA Buy American Preference – Construction Projects

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

- Bidder or offeror hereby certifies that it will comply with 49 U.S.C. § 50101, BABA and other related U.S. statutes, guidance, and policies of the FAA by:
- Only installing iron, steel and manufactured products produced in the United States;
  - Only installing construction materials defined as: an article, material, or supply – other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that are or consist primarily of non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber or drywall that have been manufactured in the United States.
  - Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
  - Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

ISSUED FOR BID

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Page 1

5/26/26

MSCAA 23-1476-17-02

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

- To provide to the Airport Sponsor or the FAA evidence that documents the source and origin of the iron, steel, and/or manufactured product.
  - To faithfully comply with providing U.S. domestic products.
  - To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
  - Certify that all construction materials used in the project are manufactured in the U.S.
- The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 U.S.C. § 50101(a) but may qualify for a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
- To submit to the Airport Sponsor or FAA within 15 calendar days of being selected as the responsive bidder, a formal waiver request and required documentation that supports the type of waiver being requested.
  - That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination that may result in rejection of the proposal.
  - To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
  - To furnish U.S. domestic product for any waiver request that the FAA rejects.
  - To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

##### Required Documentation

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

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

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

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

00440

ISSUED FOR BID

# General Contract Requirements

## Prime Contractor

FAA General Provision Section 80-01 states:

- The Contractor (Non-SBE or SBE) 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 (Non-SBE or SBE) shall perform, with his organization, an amount of work equal to at least **thirty (30) percent** of the total contract cost.

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 subcontractors 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.

# General Contract Requirements

## Small Business Participation Program

### SBPP Requirements – Section 00445

ReGina Armstrong – Senior Manager,  
Business Opportunity Development

SBPP Goal: 15% SBE



Memphis-Shelby County Airport Authority  
Memphis, Tennessee

#### **1 SECTION 00445 - SMALL BUSINESS PARTICIPATION PROGRAM (SBPP) REQUIREMENTS**

##### **1.1 Overview**

The Authority operates a Small Business Participation Program (SBPP) to ensure full and fair opportunities in Authority contracting for small businesses. The Authority administers the SBPP program consistent with 49 CFR Part 26 as outlined below and otherwise indicated in the SBPP requirements. Only firms that are certified consistent with 13 CFR Part 121 or 49 CFR Part 26 will be certified as a Small Business Enterprise (SBE) or reevaluated/certified Disadvantaged Business Enterprise (DBE), as required by Interim Final Rule effective October 3, 2025 ("IFR") for 49 CFR Part 26, may be considered as an eligible Small Business Enterprise (SBE) for the purpose of SBPP requirements.

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

##### **1.2 SBPP Required Forms**

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

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

##### **1.2.1 Assurance Statement/Letter of Intent**

The Respondent must submit an Assurance Statement for each SBE, which includes DBEs reevaluated or certified pursuant to the IFR for 49 CFR Part 26 whose participation the Respondent is counting toward the goal. This may include first, second, third and so on tier subcontractors, and the Respondent and all subcontractors between the Respondent and the SBE should sign the Assurance Statement. The Respondent must submit the prescribed form in Section 17.1 below on Company Letterhead.

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

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



# General Contract Requirements

## Small Business Participation Program

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

**Memphis-Shelby County Airport Authority**  
Memphis, Tennessee

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**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<sup>nd</sup>/3<sup>rd</sup> Tier Subcontractor and Title Date Name

If the Respondent does not receive award of the prime contract, any and all representations in this letter of Intent and Affirmation shall be null and void. If Respondent does receive award of the prime contract, Respondent commits to using the SBE contractor listed and described to meet the SBE contract goal.

By: \_\_\_\_\_  
Signature of Respondent and Title Date Name

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ISSUED FOR Bid 23-1476-17-02  
SNOW REMOVAL EQUIPMENT BUILDING – BUILDING PACKAGE – CONSTRUCTION

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SECTION 00445



# 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](http://WWW.MEMVENDOR.COM)
- Apply for SBE
- Create profile with EIN
- NAICS
- Tax Returns
  - 3 Years
- Personal Net Worth
  - \$2,047,000 USD

# Required Documents

## NEW Applications



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



# Required Docs



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

OMB No. 1545-0074

Department of the Treasury Internal Revenue Service (IRS)

2018

Attachment Sequence No. 09

Name of proprietor: Social security number (SSN)

**A** Principal business or profession, including product or service (see instructions) **B** Enter code from instructions

**C** Business name, if no separate business name, leave blank. **D** Employer ID number (EIN) (see instructions)

**E** Business address (including suite or room no.) **F** 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?

**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	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)	20a	Vehicles, machinery, and equipment	20b
12	Depreciation	20b	Other business property	20c
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	21	Repairs and maintenance	21
14	Employee benefit programs (other than on line 16)	22	Supplies (not included in Part III)	22
15	Insurance (other than health)	23	Taxes and licenses	23
16	Interest (see instructions):	24	Travel and meals:	24a
a	Mortgage (paid to banks, etc.)	a	Travel	24a
b	Other	b	Deductible meals (see instructions)	24b
17	Legal and professional services	25	Utilities	25
18		26	Wages (less employment credits)	26
19		27a	Other expenses (from line 48)	27a
20		b	Reserved for future use	27b
21		28	Total expenses before expenses for business use of home. Add lines 8 through 27a	28
22		29	Tentative profit or (loss). Subtract line 28 from line 7	29
23		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
24		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
25		32a	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
26		32b	All investment is at risk. 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

# 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

# LOSB SHELBY COUNTY CERTIFICATION

- Proof of Active Certification from Shelby County LOSB Department
- (SBE)
- Personal Net Worth Statement
- Onsite Visit
- Full file of firm provided by owner
- Once all these requirements are fulfilled, your application will be reviewed for approval by MSCAA

# 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](mailto:valvarez@flymemphis.com)
      - Stacy Harris- BOD Compliance Program Administrator  
901-922-0213 | [sharris@flymemphis.com](mailto:sharris@flymemphis.com)

# General Contract Requirements

## Owner-Controlled Insurance Program (OCIP)

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

Willis Towers Watson

John Shorten – Director

Starla Lacey – Service Specialist

Nod Burton – Safety Engineer



EXHIBIT C  
TO  
UNIT PRICE CONSTRUCTION CONTRACT  
FOR  
SRE BUILDING – BUILDING PACKAGE - CONSTRUCTION  
  
BY AND BETWEEN  
THE MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY  
AND  
CONTRACTOR  
  
OWNER CONTROLLED INSURANCE PROGRAM  
INSURANCE REQUIREMENTS (OCIP)

**C.1. Owner Controlled Insurance Program**

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

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

**C.1.1. Applicability of the OCIP**

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

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

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

Ineligible Subcontractor includes (but is not limited to) subcontractors performing any type of environmental remediation work (example: asbestos or underground tank removal), consultants, suppliers (that do not perform or subcontract installation), vendors, materials dealers, guard services, janitorial services, truckers (including trucking to any Designated

# 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 for Non-OCIP exposures – check with your agent!**

### Excess or Umbrella Liability

- Minimum limit required of prime
  - \$10,000,000 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>	\$3,000,000
<u>Aircraft/Aviation Liability Insurance (Aerial Photography)</u>	\$1,000,000 (If Applicable)
<u>Contractor's Equipment Insurance</u>	Evidence of coverage required

# General Contract Requirements

## Insurance

### **Bid Pricing Requirements**

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

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

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

### **Sub-contractor Flow-Down Obligations**

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

# General Contract Requirements

## Airport Construction Safety Requirements

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

Nod Burton  
Willis Towers Watson



Aaron Hascher, CM & ACE  
MSCAA - Safety Program Manager

EXHIBIT D  
TO  
UNIT PRICE CONSTRUCTION CONTRACT  
FOR  
PROJECT TITLE  
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 67

Contract: CONTRACTOR  
SRE BUILDING – BUILDING PACKAGE - CONSTRUCTION  
MSCAA Project No. 23-1476-17-02

# 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

### Airport Security Requirements – Section 00802

- Airport SIDA Badging Required for all Project Management and for all construction personnel (prime and subs) requiring AOA access.
- Portions of the 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. IF REQUIRED.

5/26/26

MSCAA 23-1476-17-02

#### 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 or flight in the air.
- B. **Air Operations Area (AOA)** - that part of the Airport used or intended to be used for landing, taking off, surface maneuvering, loading, unloading, or servicing the aircraft.
- C. **Airport** - shall mean the Memphis International Airport and/or the General DeWitt Spain Airport and/or the Charles W. Baker Airport – where applicable.
- D. **Airport Restricted Area** - area of Memphis International Airport that is not intended for public uses or access. These are areas designated by the Airport Authority as restricted areas and clearly identified with signs designating those areas as "RESTRICTED AREA." The restricted area also includes the AOA.
- E. **AOA Driver's Permit** - permit issued by the Airport Authority for operating unescorted motor vehicles on the AOA.
- F. **Construction Restricted Area** - any area, inside or outside of the Airport Restricted Area, which is fenced, or in some like manner defined by the Contractor. The Contractor is responsible for the security of the Construction Restricted Area.
- G. **Director** - shall mean the Director of Operations and Public Safety or his duly authorized representatives.
- H. **Job Site** - a predetermined geographic area with specific boundaries established by the Airport Authority.
- I. **Movement Area** - runways, taxiways, and other areas of the Airport used for taxiing, takeoff, and landing of aircraft, except loading ramps and parking areas.
- J. **Personal Escort** - remaining within sight of the individual under escort at all times while in the Airport restricted areas at a distance not to exceed 20 feet.
- K. **Public Area** - any area within Airport facilities open to the general public.
- L. **SIDA** - Security Identification Display Area.

ISSUED FOR BID

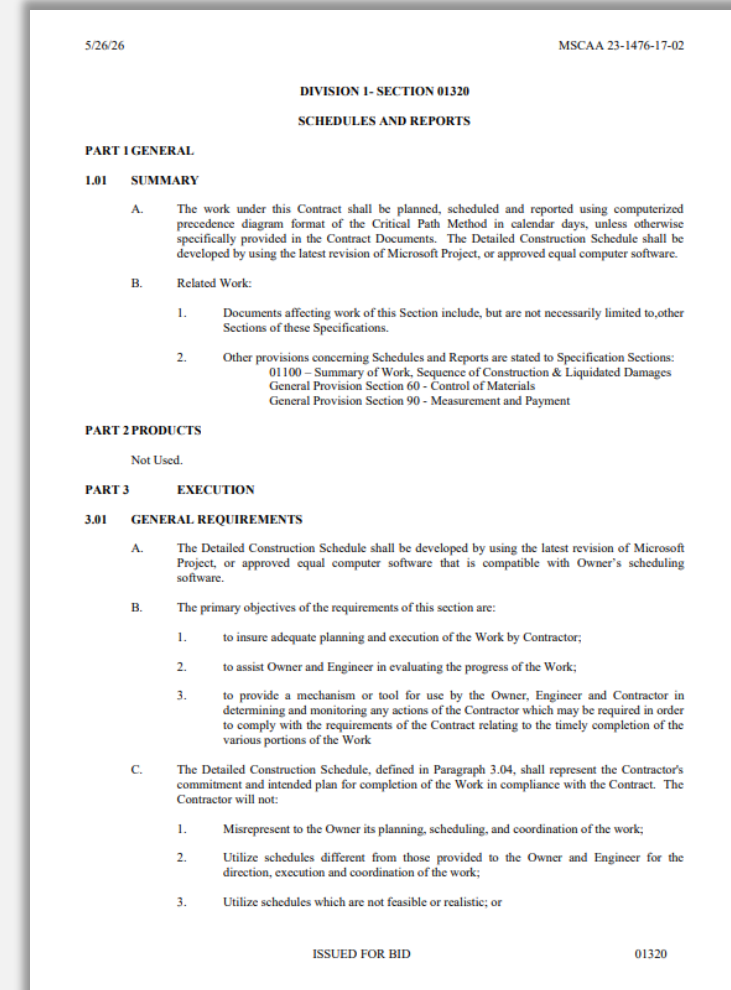
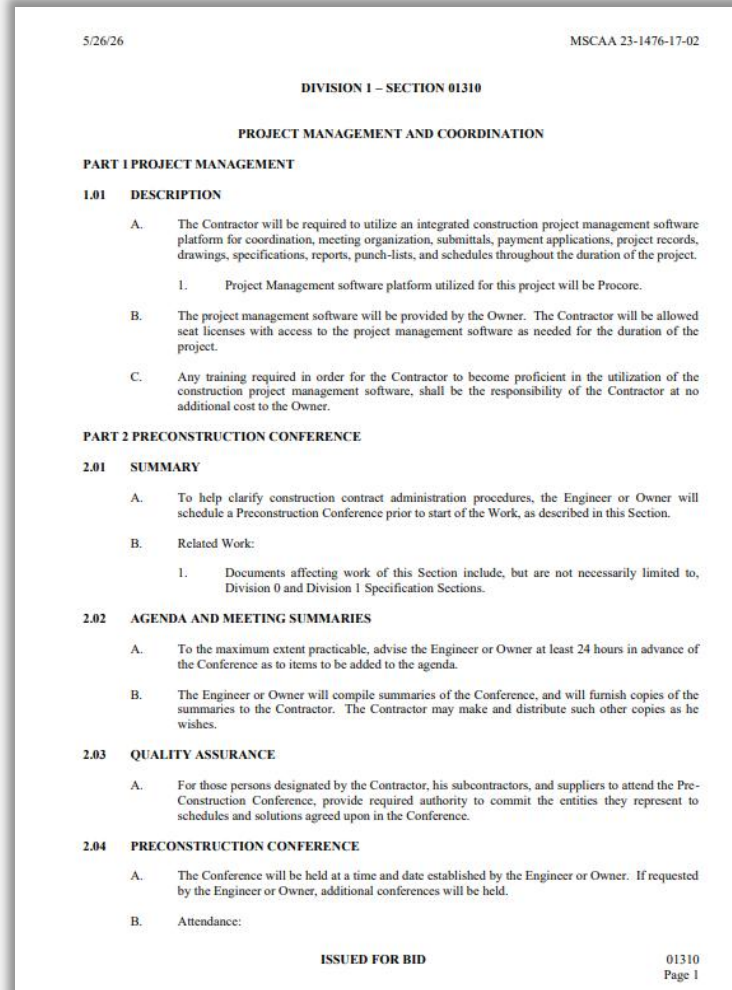
00802  
Page 1

# General Contract Requirements

## Contractor's Project Schedule

### 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.



**PROCORE**




# General Contract Requirements


## Invoicing

### Invoicing Requirements – Section 00500 Contract and 00630 Application of Payment

- Review Article 4 in Section 00500 Contract.
- Due the 1<sup>st</sup> 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

 <b>[MONTH/YEAR] INVOICE SUMMARY PAGE</b> 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:				
<b>MSCAA Projects Summary</b>						
MSCAA Project No.	Project Description	Service Type	Contract Amount	Amount Earned to Date	Previous Amount Billed	Amount Due this Invoice
<b>Total Projects Summary</b>			\$ -	\$ -	\$ -	\$ -
The undersigned attest the above amount due this invoice represents all costs incurred during the above billing period.						
Signature			Date			

5/26/26 MSCAA 23-1476-17-02


MEMPHIS INTERNATIONAL AIRPORT

**APPLICATION FOR PAYMENT NO. \_\_\_\_**

TO: MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

REGARDING CONTRACT FOR: **MSCAA PROJECT NO. 23-1476-17-02**  
**SRE BUILDING - BUILDING PACKAGE - CONSTRUCTION**

CONTRACTOR: \_\_\_\_\_ **CONTRACTOR**

FOR WORK ACCOMPLISHED FROM \_\_\_ TO \_\_\_

STATUS OF CONTRACT: \_\_\_\_\_

ORIGINAL CONTRACT PRICE: \$0.00

APPROVED CONTRACT AMENDMENTS:

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

TOTAL AMENDED CONTRACT PRICE \$0.00

NOTICE TO PROCEED DATE:	TOTAL INSTALLED TO DATE	
ORIGINAL COMPLETION DATE:	previously installed to date	\$0.00
AMENDED COMPLETION DATE:	this application installed	\$0.00
REMARKS:	plus STORED MATERIALS	\$0.00
	previously stored materials	\$0.00
	this application stored materials	\$0.00
	less PREVIOUSLY CERTIFIED FOR PAYMENT	\$0.00
	equals AMOUNT DUE THIS APPLICATION	\$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.

Date: MM/DD/YYYY CONTRACTOR:

State of: Tennessee Contractor:

County of: Shelby BY: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, YYYY. Notary Public:

My Commission Expires: \_\_\_\_\_

PROGRAM MANAGER'S RECOMMENDATION:

Payment of the above AMOUNT DUE THIS APPLICATION to CONTRACTOR is recommended.

DATED: \_\_\_\_\_ BY: \_\_\_\_\_

Program Manager Signatory  
Title

ISSUED FOR BID

00630  
Page 1



# General Contract Requirements

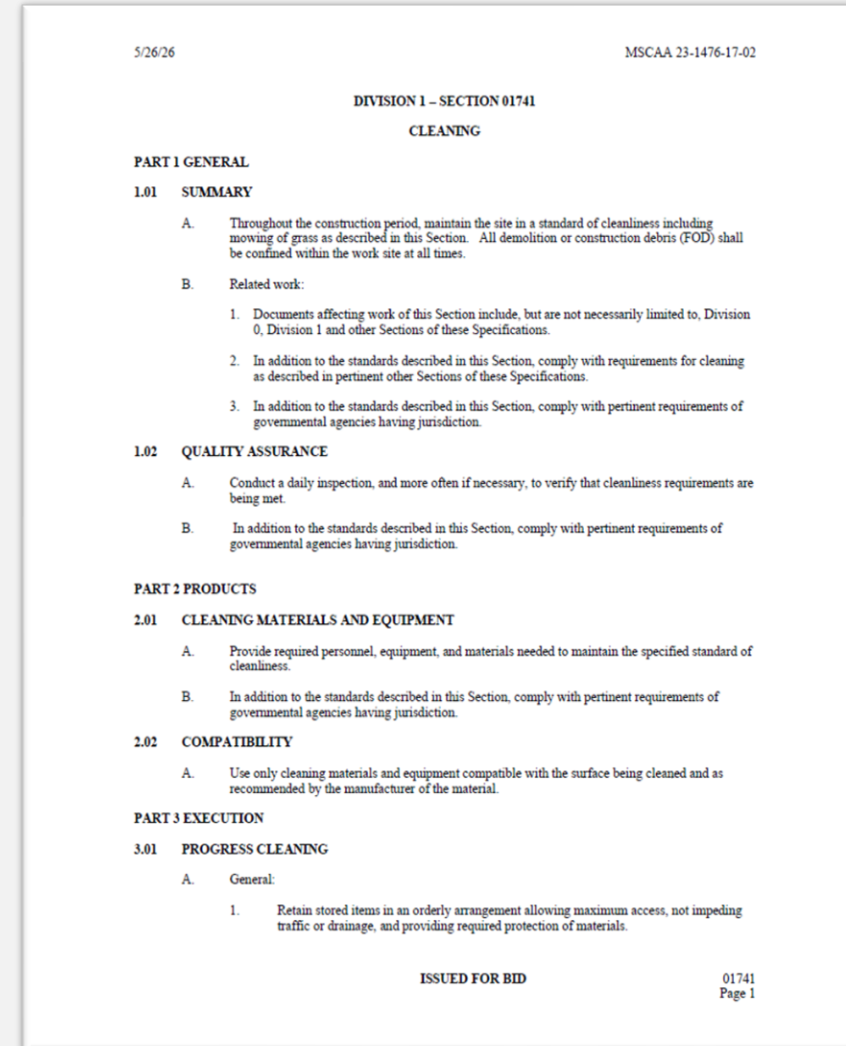
## Environmental Considerations

### Environmental Considerations

Amy McCaffery

MSCAA Manager of Environmental Compliance

- Cleaning (Section 01741)
- Dust
- Debris
- Petroleum & Hazardous Materials
- Erosion Control-Best Management Practices



# General Contract Requirements

## Environmental Considerations

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



# 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 Scope of Work

## Site Location



# Project Scope of Work

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

### Schedule:

One Hundred Twenty (120) calendar days for substantial completion + Forty-Five (45) days (closeout/final completion)

120 Calendar Days does not include procurement phase.



5/26/26

MSCAA 23-1476-17-02

### DIVISION 1 – SECTION 01100

#### SUMMARY OF THE WORK, SEQUENCE OF CONSTRUCTION & LIQUIDATED DAMAGES

#### PART 1 GENERAL

##### Related Work:

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

#### 1.01 SUMMARY

##### SUMMARY OF WORK

- A. The "Project," of which the "Work" of this Contract is a part, is titled Snow Removal Equipment Building - Building Package - Construction, MSCAA Project 23-1476-17-02.
- B. The "Work" of this Contract is defined in the Contract Documents to include, but not be limited to, demolition of existing infrastructure, grading/earthwork, storm drainage, utility installation (fiber optic/electrical/water), erosion control, Portland cement concrete pavement (including subgrade preparation), joint sealing, asphalt pavement, sodding, chain link fencing, and other efforts normally required for site preparation.
- 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 one hundred and twenty (120) calendar days from the Notice to Proceed ("NTP") date. The project scope of work is as stated in Paragraphs 1.01 (A) and (B) above. Final Completion of the project shall be within forty-five (45) days of the Substantial Completion Date.

ISSUED FOR BID

01100  
Page 1

# Project Scope of Work

## Scope Items

The work includes, but not limited to:

- Pre-Engineered Metal Building construction
- Storm drainage
- Utility installation (fiber optic/electrical/water)
- Fire sprinkler
- Portland cement concrete pavement
- Joint sealing
- Chain link fencing, and
- Other efforts normally required for building construction

4. Bidder will complete Base Bid Work for the following price(s).

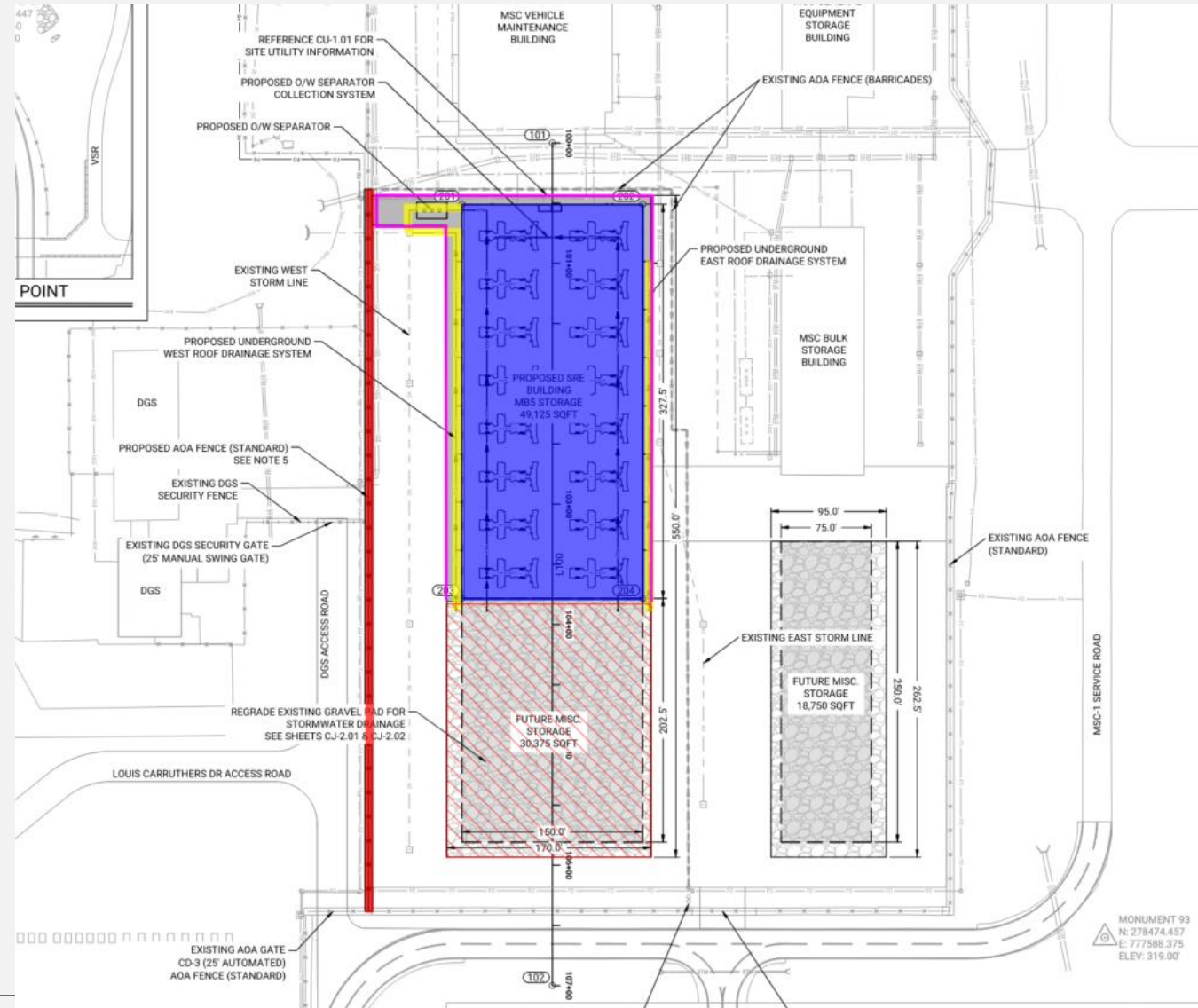
### UNIT PRICE SCHEDULE – BASE BID

SPECIFICATIONS						
ITEM NO.	ITEM CODE	ITEM	UNIT	EST. QTY	UNIT PRICE	TOTAL EST. PRICE
1	A-100-5.1	SNOW REMOVAL EQUIPMENT BUILDING	LS	1	\$	\$
2	A-102-3.1	CONSTRUCTION ACCESS, PROJECT SECURITY, AND STAGING AREA (5%)	LS	1	\$	\$
3	A-102-3.2	MAINTENANCE OF TRAFFIC (5%)	LS	1	\$	\$
4	C-100-14.1	CONTRACTOR QUALITY CONTROL PROGRAM	LS	1	\$	\$
5	C-105-6.1	MOBILIZATION (10%)	LS	1	\$	\$
6	F-162-5.1	CHAIN LINK FENCE (PERMANENT AOA FENCE) (10' TALL W/DBL ARM, 6 STRAND BARB WIRE & RAZOR RIBBON)	LF	600	\$	\$
<b>CONTRACT BASE BID TOTAL (TOTAL OF LINES 1-6)</b>						<b>\$</b>

# Project Scope of Work

## Scope Items

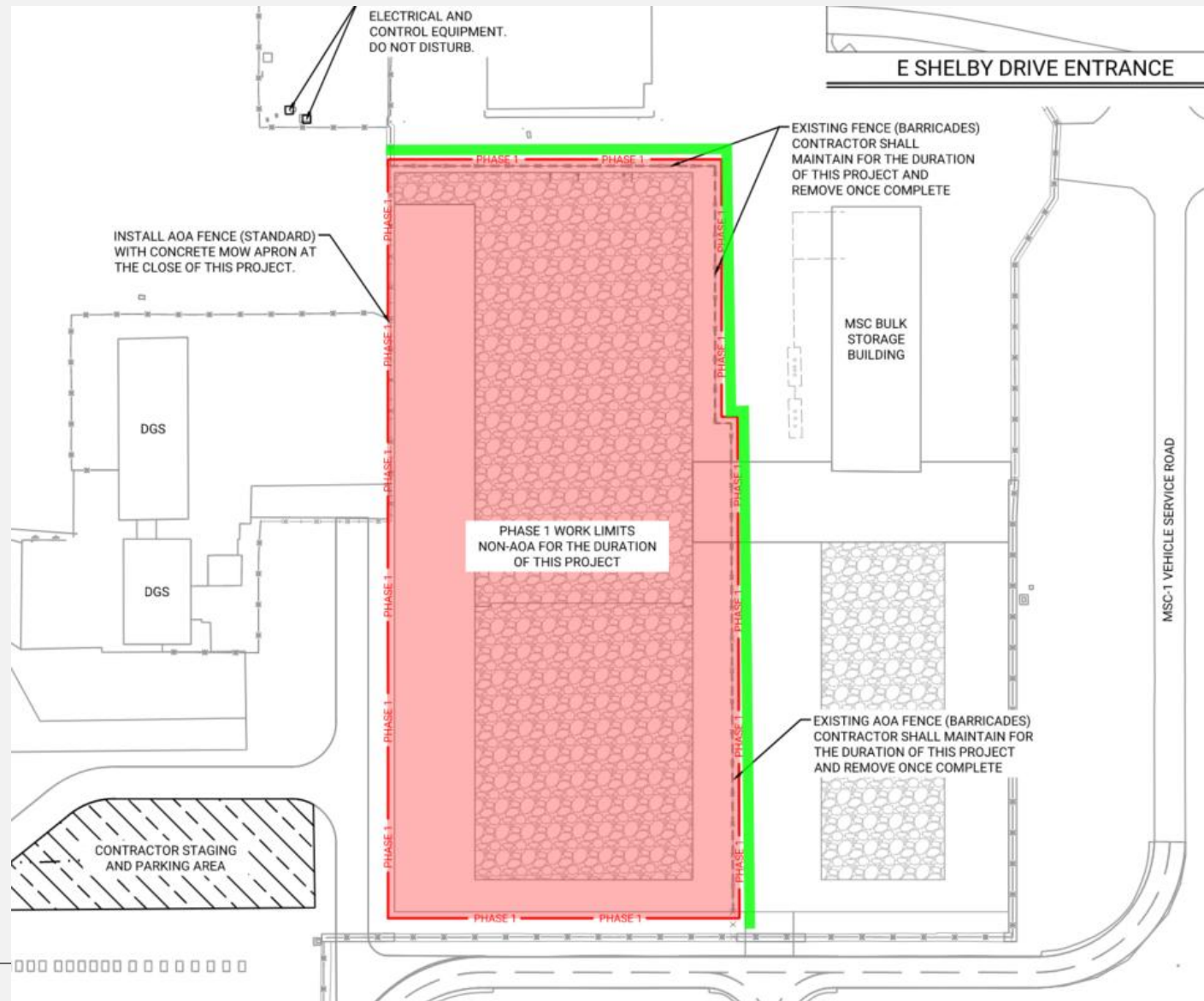
- Pre-Engineered Metal Building construction
- Storm drainage
- Utility installation (fiber optic/electrical/water)
- Fire sprinkler
- Portland cement concrete pavement
- Chain link fencing



# Project Scope of Work

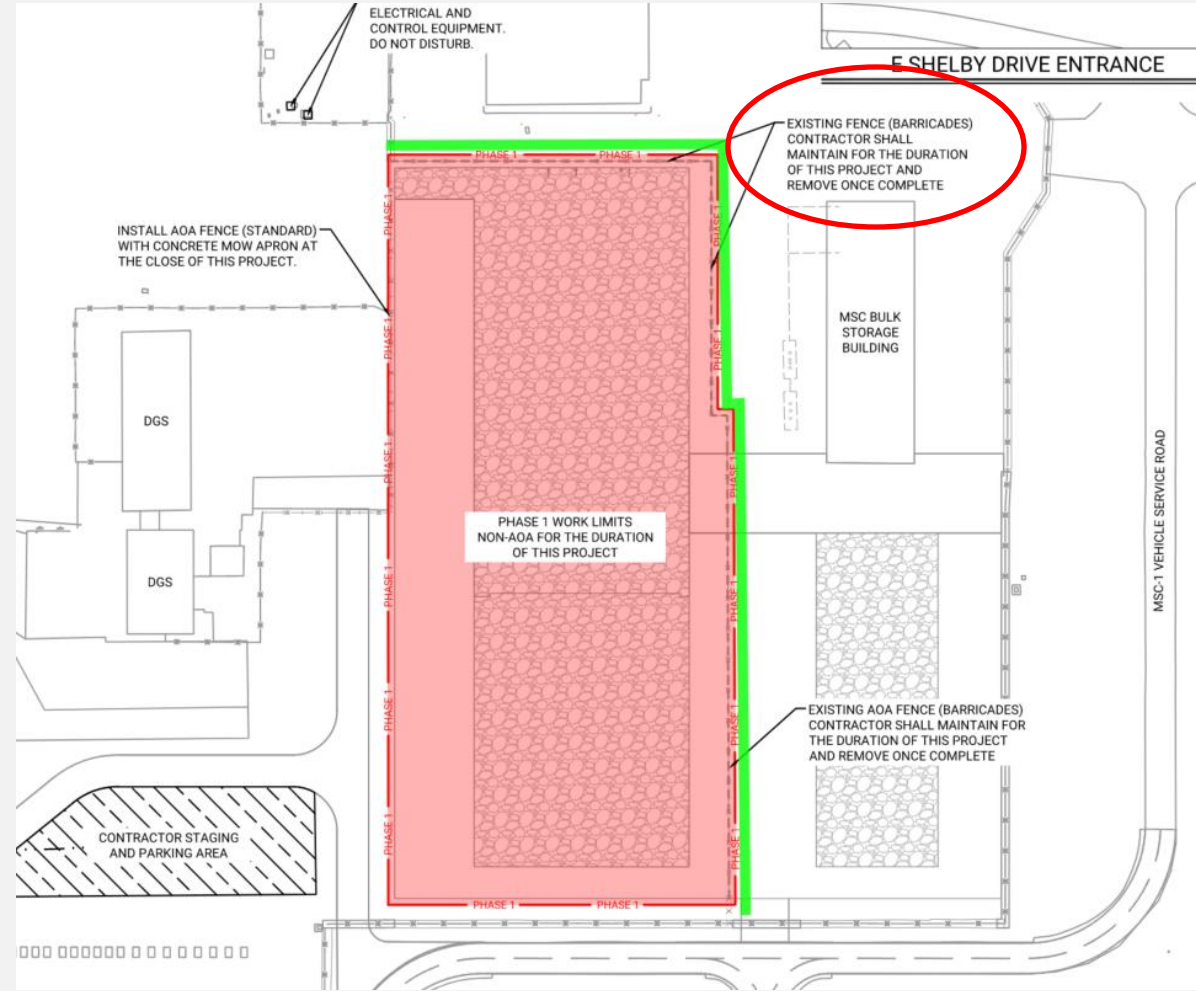
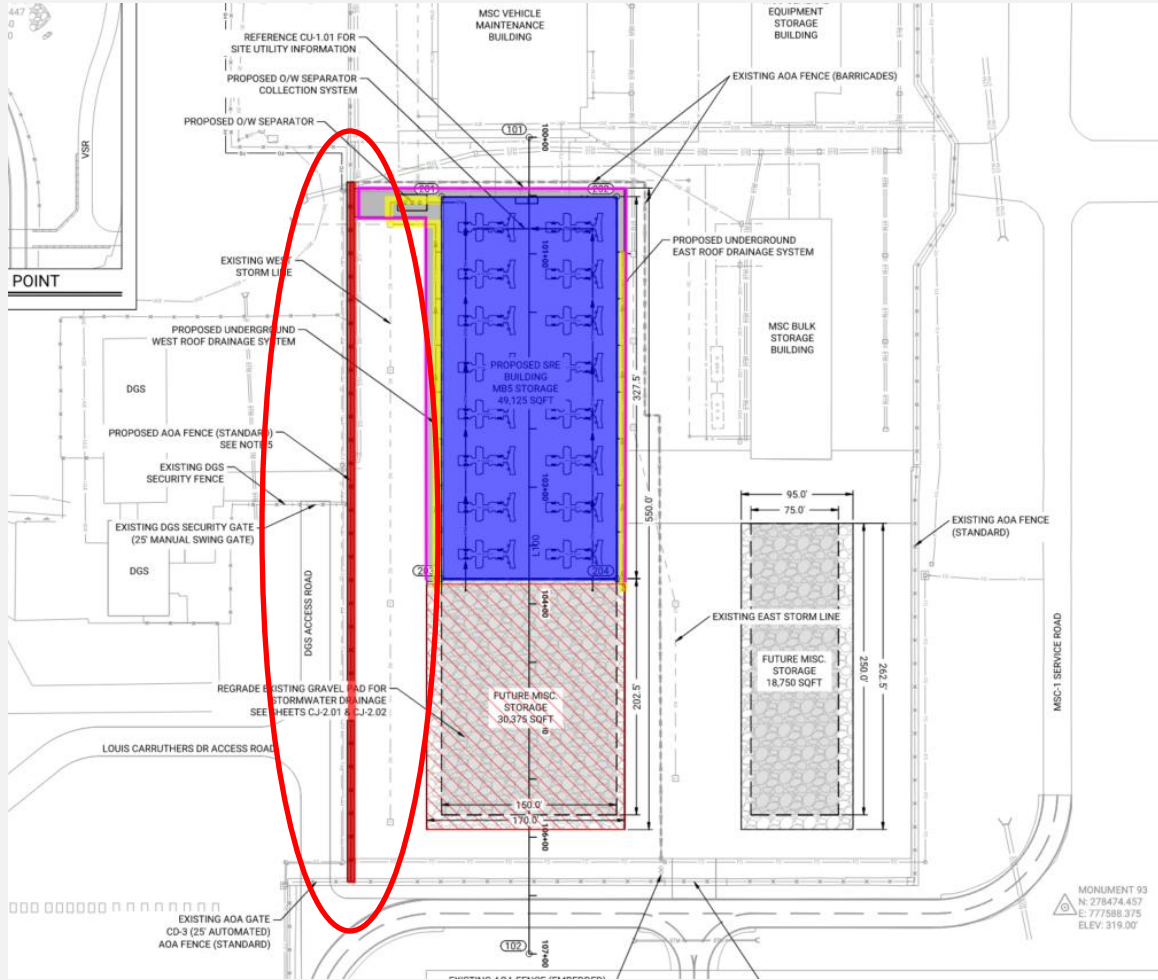
## Project Phasing

- Site preparation contractor installing barricade/fence to make site non-AOA.
- Project will be non-AOA during all of construction.
- Final fence installation will convert the site back to AOA.



# Project Scope of Work

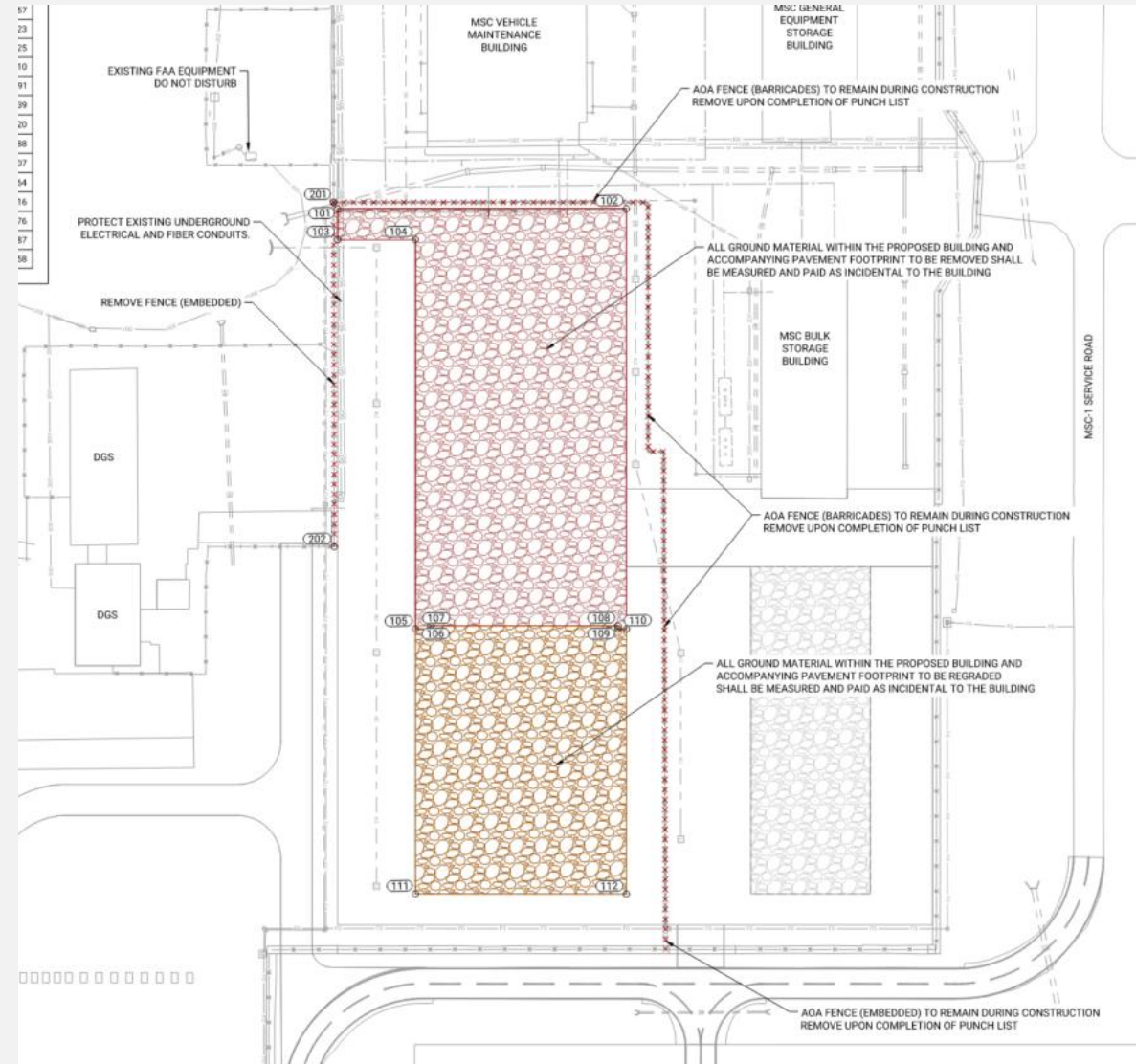
## AOA/Security



# Project Scope of Work

## Demolition Plan

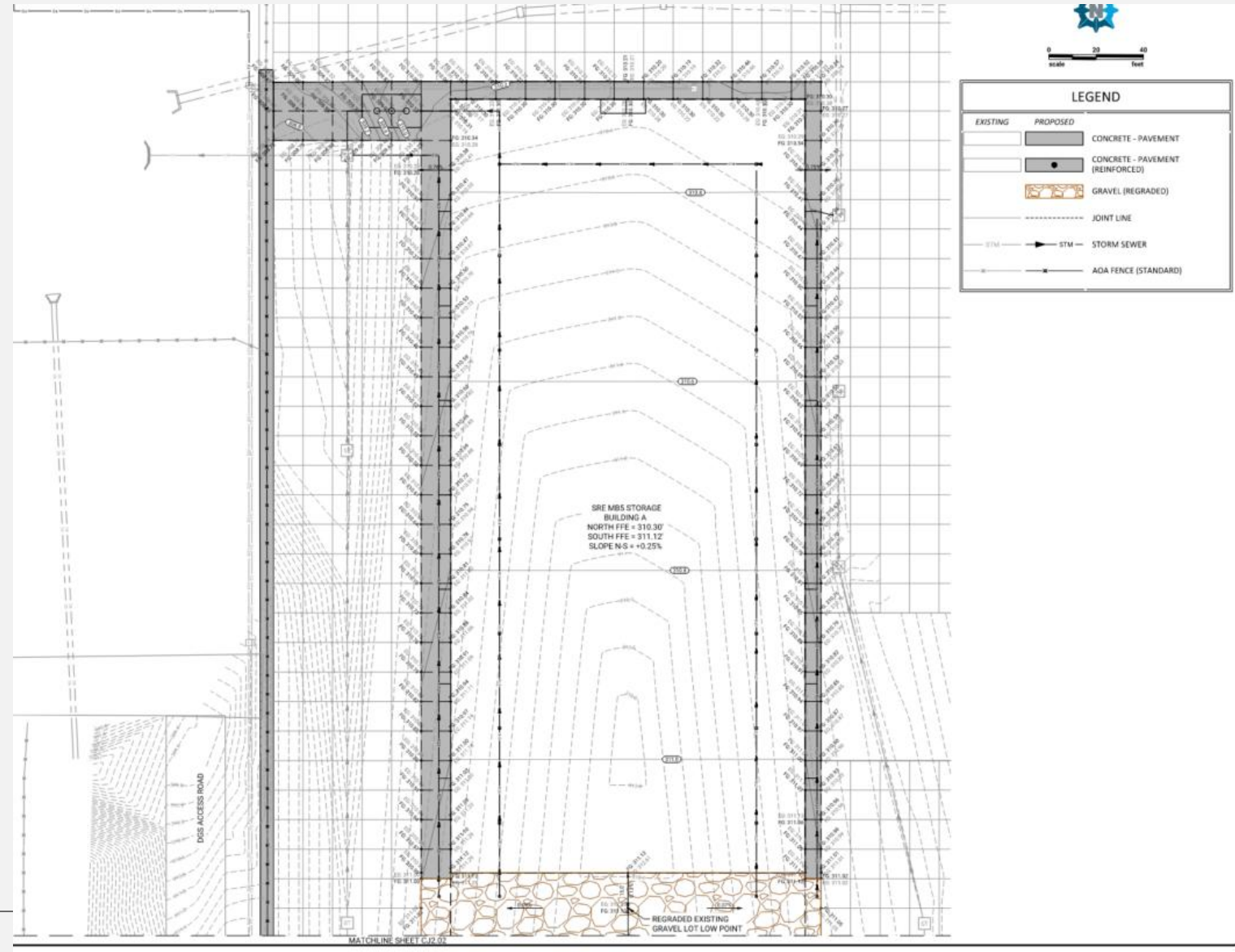
- Fence removal (embedded and barrier fence).
- Removal and regrading of gravel pad.



# Project Scope of Work

## Concrete Paving

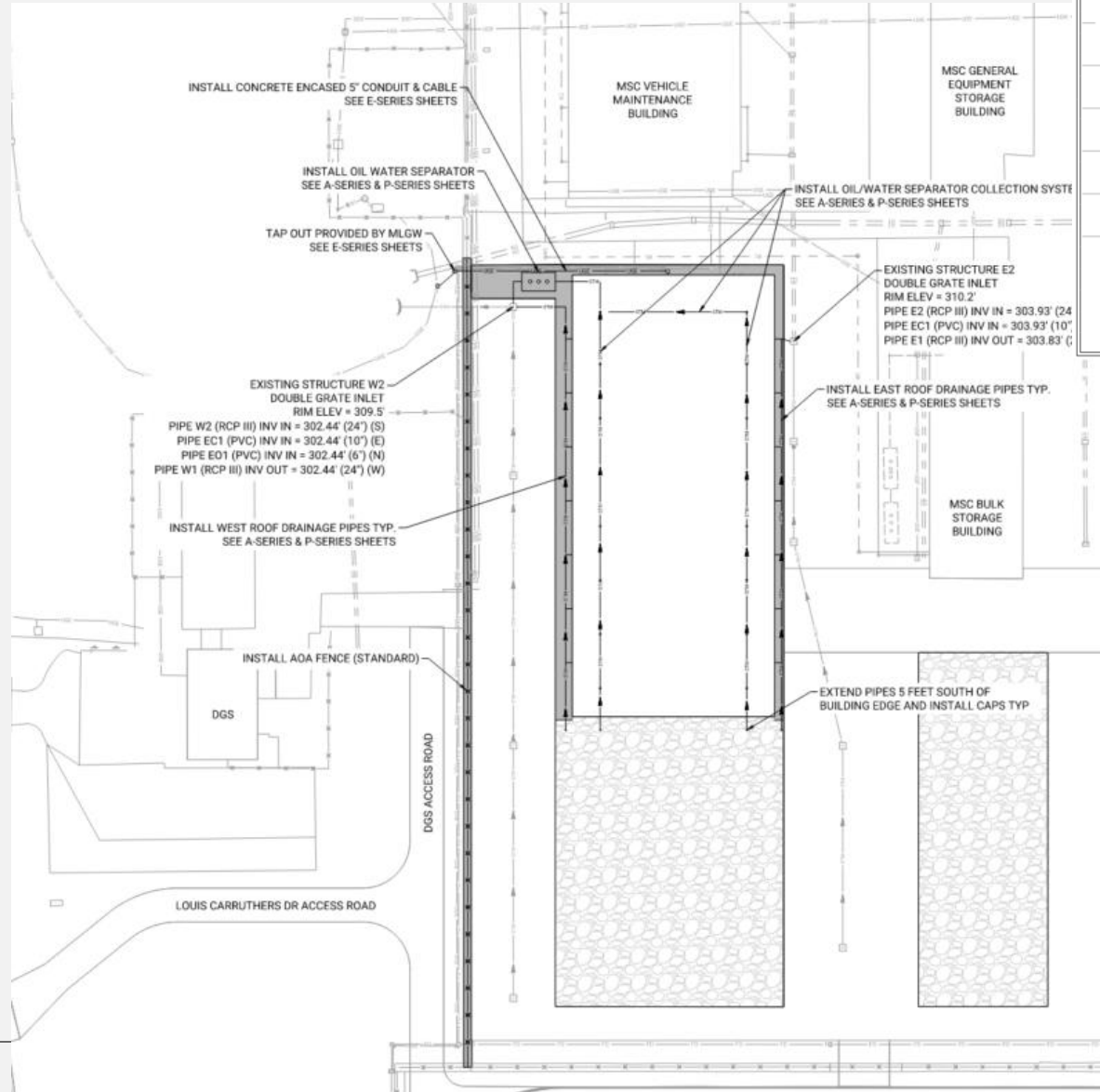
- Concrete paving infill around the building envelope.



# Project Scope of Work

## Utilities

- Storm and roof drain system.
- Oil Water Separator
- Electrical

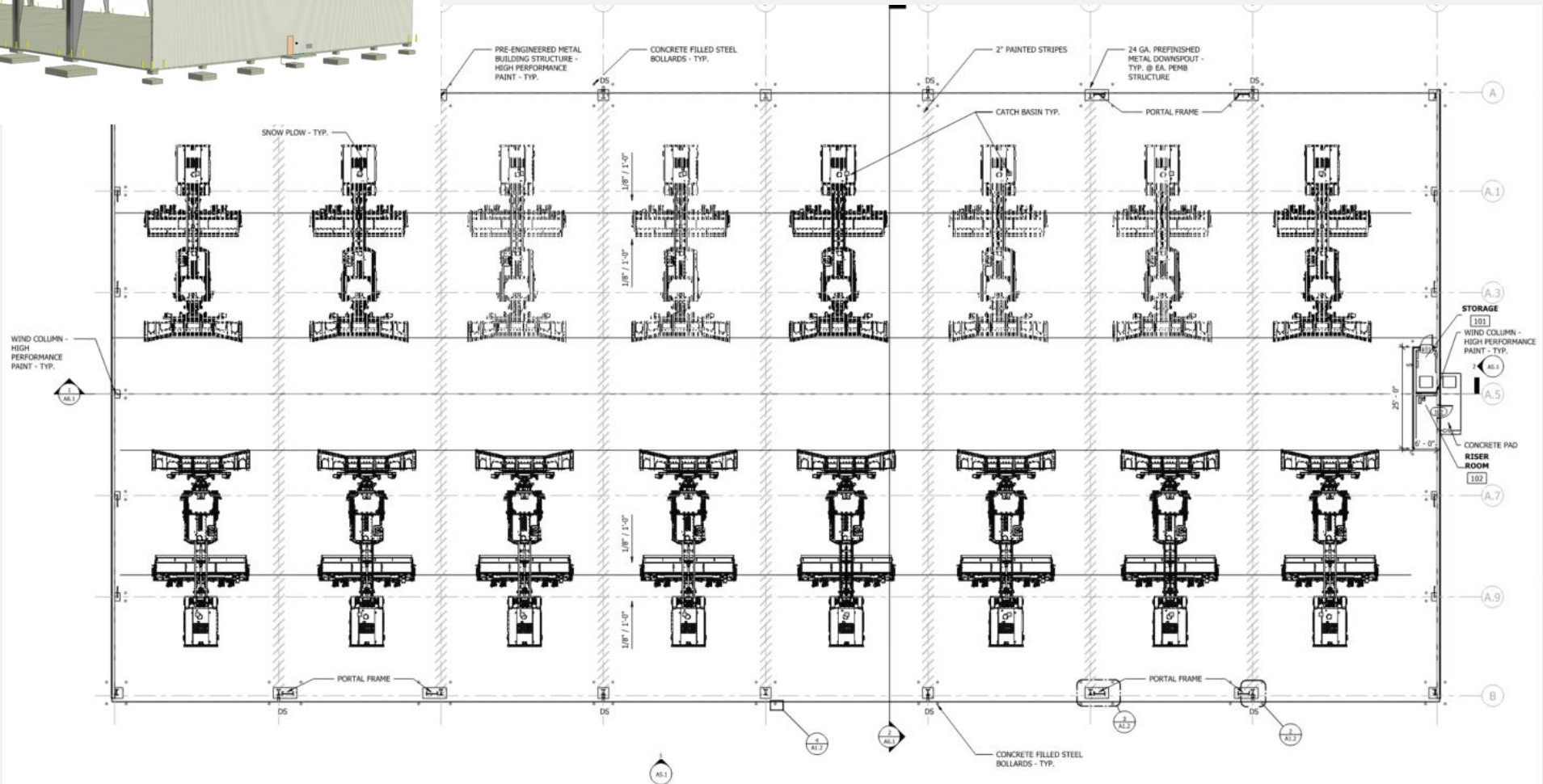


LEGEND		
EXISTING	PROPOSED	
		CONCRETE - FULL DEPTH
		GRAVEL
		SANITARY SEWER
		STORM
		WATER
		ELECTRICAL - UNDERGROUND
		FIBER OPTIC
		AOA FENCE (STANDARD)
		AOA FENCE (EMBEDDED)
		AOA FENCE (BARRICADES)

1. CONTRACTOR SHALL FIELD HEREIN. ANY DISCREPANCY TO THE ENGINEER, AND APPROVED BY THE OWNER.

# Project Scope of Work

## Pre-Engineered Metal Building

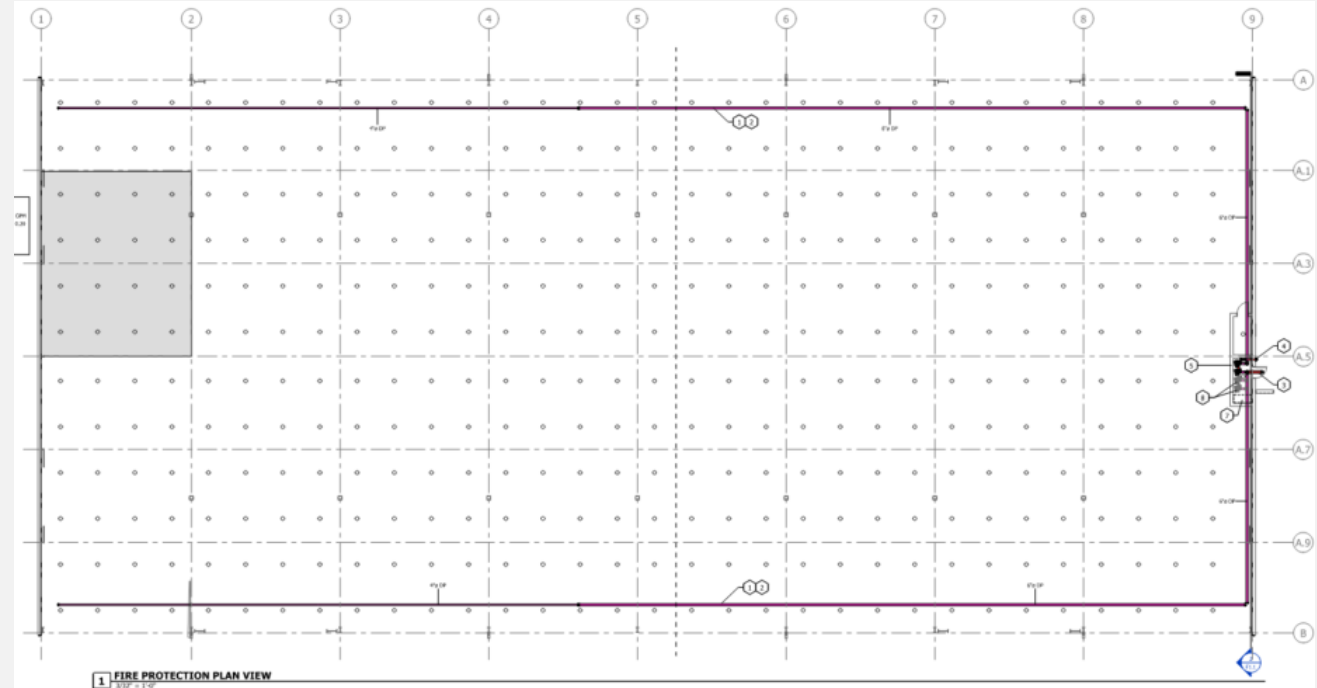


# Project Scope of Work

## Fire Sprinkler System

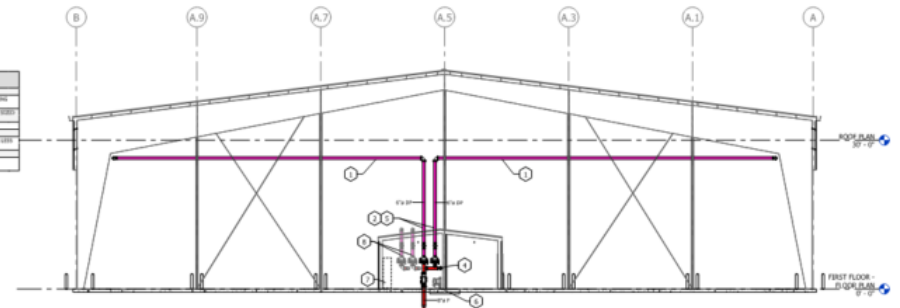
### KEYNOTE LEGEND

1	SLOPE DRY FIRE PROTECTION MAIN AND BRANCHLINES BACK TO RISER OR TO AUXILIARY DRAIN PER NFPA 13 REQUIREMENTS.
2	MAINTAIN DRY SYSTEM VOLUME UNDER 750 GALLONS WITH QUICK OPENING DEVICE OR PROVIDE CALCULATIONS DEMONSTRATING MAXIMUM WATER DELIVERY TIME UNDER THE REQUIREMENTS OF NFPA 13.
3	NEW 8" UNDERGROUND FIRE MAIN. ROUTE APPX. 40 FEET TO EXISTING 8" WATER MAIN AND WET TAP. PROVIDE THRUST BLOCK SIZED PER NFPA 13 AND NFPA 24.
4	4" x 2-1/2" x 2-1/2" SIAMESE F.D.C.
5	TWO NEW 6" DRY FP RISER AND COMPRESSOR. SEE DETAIL.
6	PROVIDE A DEDICATED AIR COMPRESSOR FOR DRY SYSTEMS CAPABLE OF RESTORING THE SYSTEM TO 40 PSI IN 30 MINUTES OR LESS PER NFPA. EQUAL TO C-AIRE R900.
7	AREA FOR NEW DOMESTIC WATER BACKFLOW PREVENTER. SEE PLUMBING PLANS.
8	FUTURE EXPANSION OF BUILDING MAY REQUIRE UP TO 2 NEW DRY RISERS. CONTRACTOR SHALL INSTALL NEW FP PIPING AND APPURTENANCES IN A MANNER TO CONSERVE SPACE IN THE RISER ROOM FOR UP TO 2 ADDITIONAL DRY PIPE RISERS.



1 FIRE PROTECTION PLAN VIEW  
1/8" = 1'-0"

KEYNOTE LEGEND	
1	SLOPE DRY FIRE PROTECTION MAIN AND BRANCHLINES BACK TO RISER OR TO AUXILIARY DRAIN PER NFPA 13 REQUIREMENTS.
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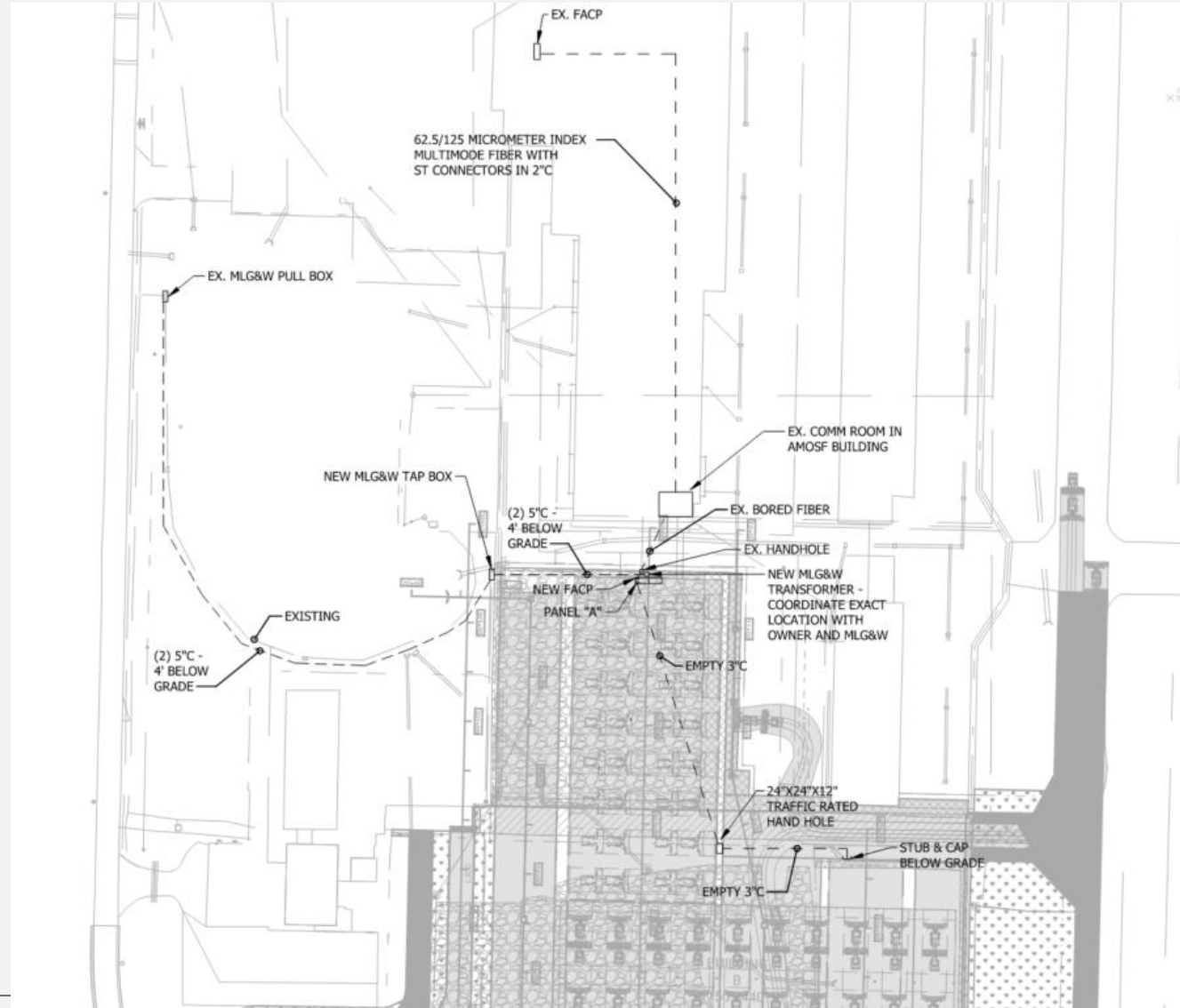


2 SECTION 1  
1/8" = 1'-0"



# Project Scope of Work

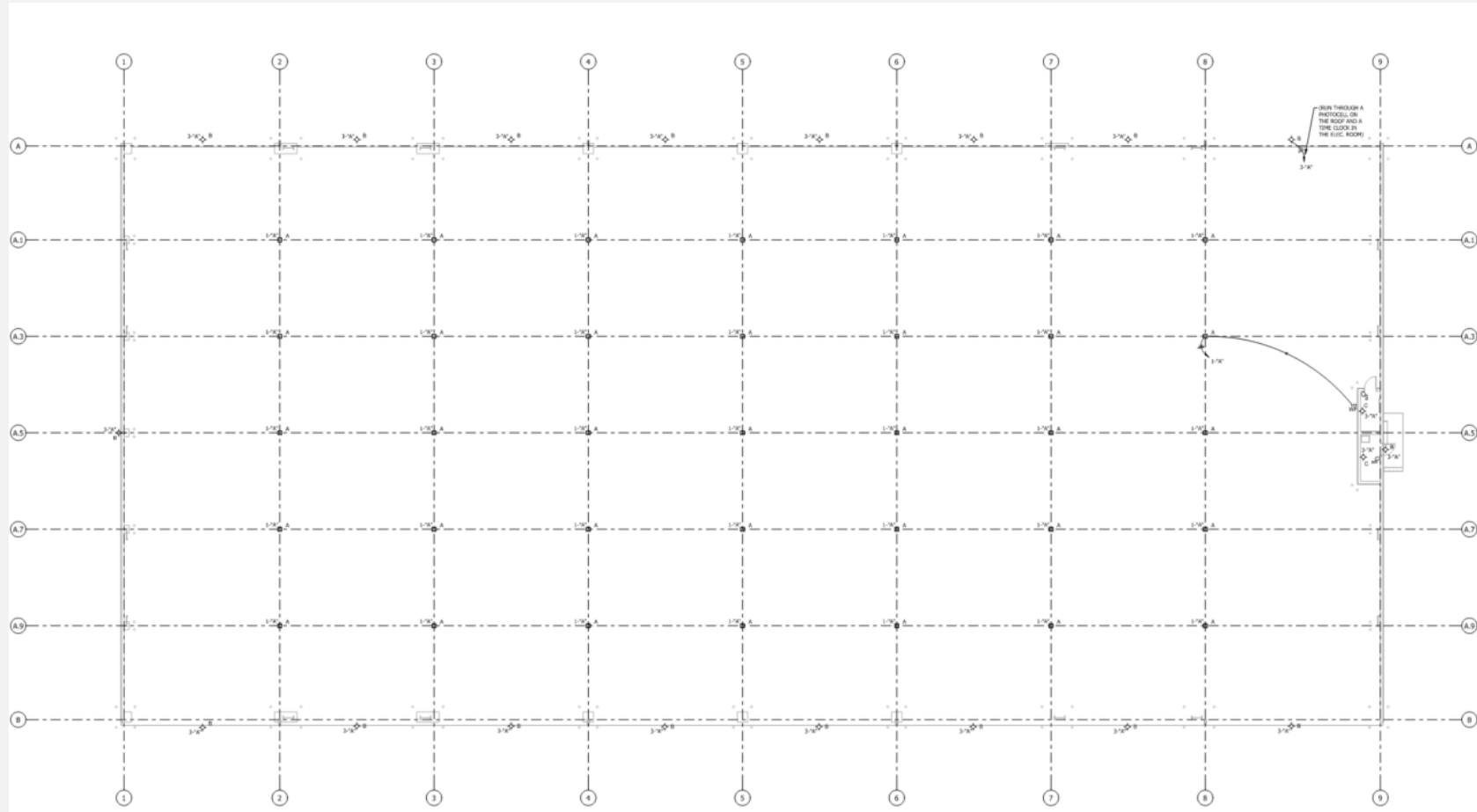
## Site Electrical



# Project Scope of Work

## Electrical - Lighting

LIGHTING FIXTURE SCHEDULE								
TYPE MARK	MANUFACTURER	MODEL NO.	MOUNTING	FINISH	LUMENS	WATTAGE	VOLTAGE	COMMENTS
A	COOPER LIGHTING	TT-03-740-4-STM3-NW-	PENDENT	WHITE	6500	48	277	ROUND DOWN LIGHT WITH DRILLED IN THREAD FOR RIGID STEM MOUNTED AT 24" AFF WITH BIRD CAGE ON TOP OF FIXTURE. PROVIDE INTERMEDIATE SUPPORT AS REQUIRED. STEMS TO BE PAINTED TO MATCH FIXTURE FINISH.
B	COOPER LIGHTING	XTOR48-W-PC1	WALL	WHITE	4200	38	277	LED WALL PACK. CONTRACTOR SHALL ORDER ESCUTCHEON WALL PLATE 'EWP/XTOR' AS NEEDED TO HIDE GAPS. WALL MOUNTED 29" AFF.
C	COOPER LIGHTING	VT0840L	WALL	GREY	875	9	277	LED VAPOR TIGHT. WALL MOUNTED 9' AFF.





# Q&A Session

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# Q&A Session

Unmute or put question in Chat.

All questions must be submitted to [bidquestions@flymemphis.com](mailto: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 **5:00 PM local time, Thursday, June 11, 2026.**



**TAKE OFF WITH US**