

**QUESTIONS AND ANSWERS REGARDING
MSCAA PROJECT 26-1497-00
Open Ended NEPA Consulting Services**

1.	Do these items count towards the page limit? The RFQ states the submittal and attachments cannot exceed 60 pages. Please confirm that the items below do not count towards the page limit. • Page 6, B.1 Cover Letter (maximum 2 pages). • Page 6, B.3. Standard Form 330, Architect-Engineer Qualifications Part II • Page 7, 6. Small Business Participation Program (SBPP) Forms (no page limit)
	Correct. The listed items do not count toward the 60-page limit.
2.	If a firm is certified as a DBE in Tennessee, but not as an SBE, what are the required steps?
	TNDOT/TNUCP (Tennessee Department of Transportation / Tennessee Unified Certification Program) DBEs must be reevaluated before we can accept their certification. We do not accept DBE certification from the State of Tennessee Governor's office. If the firm has completed the re-evaluation process, we will accept the TNDOT/TNUCP Certification. If a firm is unsure of its certification status, please contact ReGina Armstrong directly to verify your company's certification up to 5 days before the MSCAA SOQ due date. MSCAA BOD will expedite SBE certifications if a completed application is received 5 days before the SOQ due date. Rarmstrong@flymemphis.com or 901-922-0167.
3.	On the SBE Assurance Statement/Letter of Intent is it acceptable to state a percent rather than a dollar amount for the work to be performed by the SBE?
	MSCAA will only accept the stated percent rather than a dollar amount on open-ended bids and contracts. However, a detail of the services being performed and percent of work must be listed on a separate form for each SBE at the time of bid.
4.	Can subcontractors be included on multiple teams?
	Yes.
5.	Will an example contract be provided for review?
	The contract will be provided to the selected contractor for review.
6.	During the pre-proposal meeting, it was stated that firms certified through UCP programs would qualify as SBEs if they have been re-evaluated as DBE and submit an application to be an SBE. If a firm has been re-evaluated in their home state, but not yet in TN, what are the next steps is and/or what specific application do they need to submit?
	If a firm has been re-evaluated and certified as a DBE by its home state DOT/UCP, the firm may be counted toward the SBE goal. The firm must first submit an Interstate Certification Application through the MSCAA online certification portal. For assistance with the application process, please contact Victoria Alvarez at 901-922-0255 or by email at valvarez@flymemphis.com.

7.	It was discussed during the pre-proposal meeting that if a firm is certified with Shelby County, they count as a SBE with the MSCAA. If a firm is certified with the County, do they need to submit anything to MSCAA?
	Yes. Firms currently certified by Shelby County Government as an LOSB must submit an SBE Reciprocal Certification Application to MSCAA to obtain SBE recognition for MSCAA contracting opportunities.
8.	Can you please confirm that the SBE Assurance Statement/Letter of Intent forms should be submitted on the prime firms' letterhead and not on the individual SBE firms' letterhead?
	Yes, the SBE Assurance Statement/Letter of Intent should be on the Prime's letterhead. The Prime cannot change any of the language on the form.
9.	Can you please clarify if the Voluntary Disclosure of Respondent Data form should be completed by the prime firm only or for all firms on the team? Additionally, if it is to be completed by all firms, there is nowhere to indicate which firm completed the form. Where should we include that?
	Yes, the Voluntary Disclosure of Respondent Data form should be completed by the Prime only. Sub-contractors do not need to complete this form.
	This includes Questions received as of July 8, 2026.