



MEM

Pre-Bid Conference

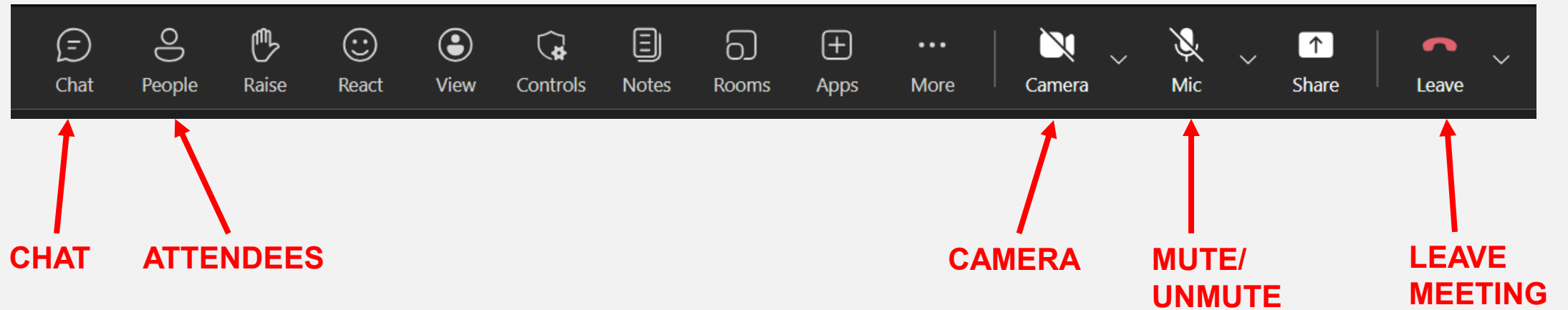
**Runway 18R Precision Approach Path Indicator
(PAPI) – Construction
MSCAA Project No. 25-1486-01**

Wednesday, August 26, 2026

Meeting Agenda

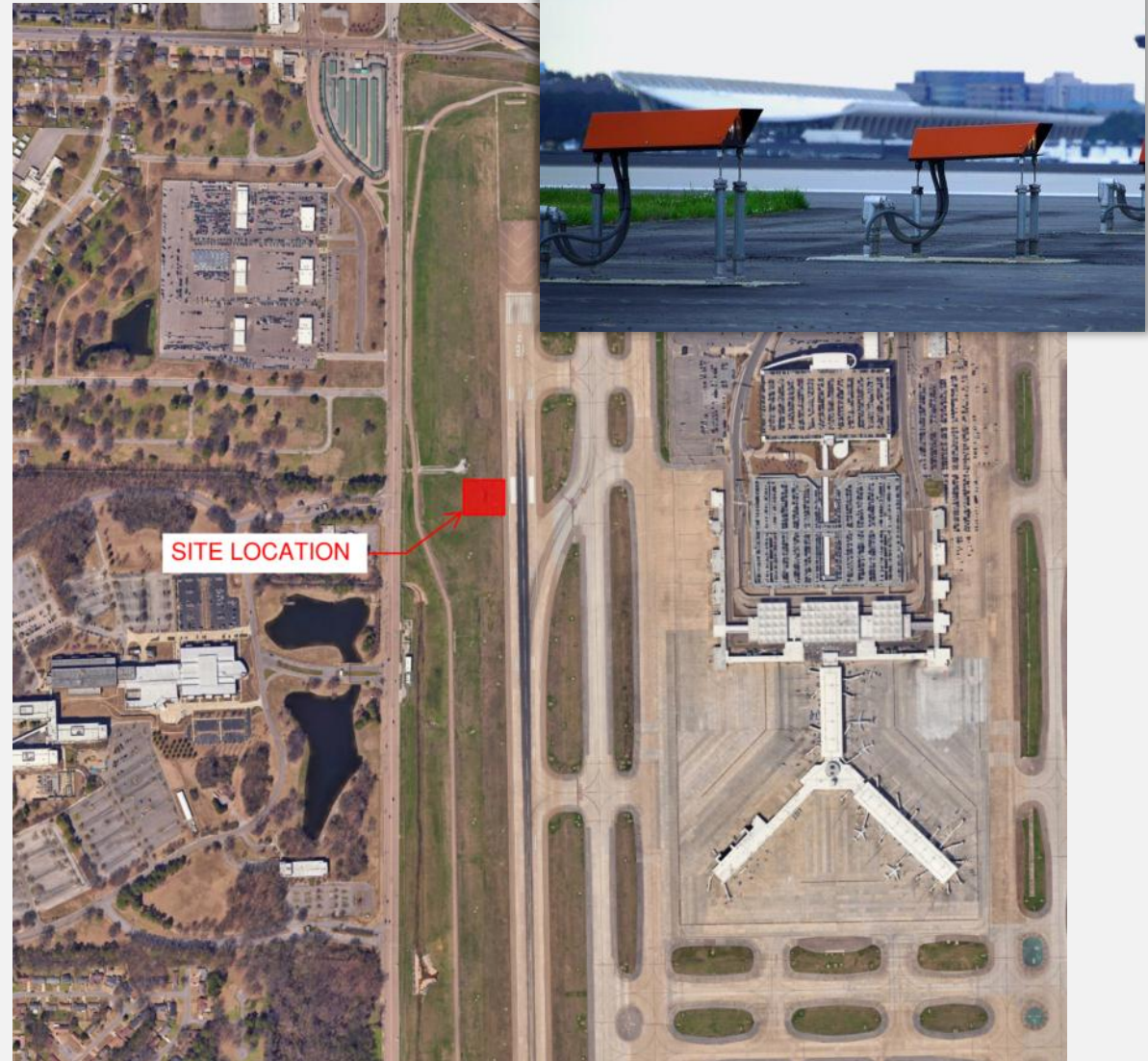
- Welcome
- Introductions
- Bid Package Submittal
- Sign-In Sheet
- Site Visit
- Q&A Process
- Anticipated Date Sequence
- Procedures, Protocol, and General Contract Requirements
- Project Scope, Phasing, and Technical Review
- Q&A Session

Using Microsoft Teams



Project Scope of Work

- This project is for construction/installation of a new FAA Precision Approach Path Indicator (PAPI) on Runway 18R at MEM.
- The overall scope includes installation of FAA provided PAPI equipment and associated infrastructure.
- The work includes PAPI equipment installation, underground electrical installation (conduit and cable), concrete pad, erosion control, and sodding.
- Equipment/System will be taken over by FAA for ownership, operation, and maintenance at the completion of commissioning.



Introductions, Responsibilities, and Lines of Communication

Project Team:

Owner:

Memphis-Shelby County Airport Authority
(MSCAA)

- 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
- Andrew Snyder – Lead Civil Engineer
- Nick Ryan – Arora, Chief Development Officer

Bid Package Submittals

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

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

RFP NO. 25-1486-01 Runway 18R Precision Approach Path Indicator (PAPI) – Construction

Bid / RFP / RFQ Name	Date Issued	Sealed Bids will be received by:
Runway 18R Precision Approach Path Indicator (PAPI) – Construction RFP NO. 25-1486-01	August 18, 2026	September 15, 2026 at 2pm Local Time

BID OPENING
Within 30 minutes thereafter, the bids will be opened and publicly read at the Procurement Warehouse Conference Room (4150 Louis Carruthers Drive, Memphis, TN) and via phone/video conference.

Bid Opening Virtual Link:
<https://teams.microsoft.com/join/256552394848230?p=X6rgsVHcvImkg8Scsr>

Meeting ID: 256 552 394 848 230
Passcode: TD7yw39J

Bid Opening Call-In Option
Phone: (872) 242-8851; Conference ID: 358 857 03#

PRE-BID MEETING
A Virtual Pre-Bid Meeting will be held **Wednesday, August 26, 2026, at 11:00 a.m.** local time via phone/video conferencing:
Pre-Bid Meeting Virtual Link:
<https://teams.microsoft.com/join/24125106586059?p=3E9eV4OuLNSP6WF0Cv>

Meeting ID: 241 251 065 860 59
Passcode: fo7SE2ZD

Pre-Bid Meeting Call-In Option

SEARCH SITE
Start typing... **SEARCH**

TRANSLATE
English

FlyMyAirport®
Flights Cars
Rou... 1 Tr... Eco...
Memphis (MEM)
To?
Departure Date
Return Date
☐ Show nearby dates for lower fares
Search

Bid Package Submittals

Required Contents:

- ☐ Bid Envelope
- ☐ Bidder Information Form
- ☐ Price Schedule
- ☐ SBPP/SBE Forms
 - ☐ Assurance Statement
 - ☐ Goal Accomplishment Statement
 - ☐ Bidder's List
 - ☐ Voluntary Disclosure of Respondent Data
- ☐ Proposal Bond

See RFB Section 13 – Response Structure for submittal requirements.

13 RESPONSE STRUCTURE

It is not the intent of the Authority to restrict response preparation; however, to enable the Authority to evaluate each response in a uniform manner, all Bidders shall structure their response by submitting the response using the forms provided in Section 16 and 17 below and submitting data as requested in the following sections:

13.1 Bidder Envelope Form

Bidders must submit the Bidder Envelope Form provided in Section 16.2 below. The Bid Envelope must be completed and attached to the outside of the bidder envelope.

13.2 Bidder Information Form

Bidders must submit the Bidder Information Form provided in Section 16.3 below.

13.3 Price Schedule

Using the Price Schedule form provided in Section 16.1 below, Bidder must furnish a bid price for the specified item(s). In the event of a discrepancy between a unit price bid and an extended total in the bid proposal, the extended price shall govern.

13.4 SBE Forms

Bidder shall include all required SBE documents/forms as stated in Section 6 above, Section 17 below, and listed below.

13.4.1 SBPP Assurance Statement/Letter of Intent

13.4.2 Respondent SBPP Goals Accomplishment Statement

13.4.3 SBPP Bidder's List

13.4.4 Voluntary Disclosure of Respondent Data (Voluntary)

13.5 Proposal Bond

All Respondents must include the original Proposal bond as described in Section 9.3. The selected Respondent will be required to submit at the time of Contract an original Performance and Payment Bond as described in Section 9.4.

Bid Package Submittals

Pricing Schedule

- ☐ Submit a completed **Attachment D Pricing Schedule** for Base Bid.

*See forms in Request for Bid document for complete Pricing Schedule.



MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY						
Memphis-Shelby County Airport Authority Memphis, Tennessee						
<u>Pricing Schedule</u>						
The Company shall provide pricing for the project in accordance with the requirements of this Request for Bids, for the prices shown below.						
BASE BID						
ITEM NO.	PAY ITEM	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL
1	C-102	EROSION CONTROL	LS	1		
2	C-105	MOBILIZATION	LS	1		
3	A-102	CONSTRUCTION ACCESS, PROJECT SAFETY AND SECURITY, AND STAGING AREA	LS	1		
4	A-102	MAINTENANCE OF TRAFFIC	LS	1		
5	P-610	6" PCC PAD AROUND PAPI FOUNDATIONS AND PCA FOUNDATION	SY	108		
6	P-610	4' x 6' PCC PAPI FOUNDATION	EA	4		
7	T-904	SODDING	SY	900		
8	L-108	FURNISH AND INSTALL PAPI POWER, CONTROL, AND GROUND CONDUCTORS FROM GLIDE SLOPE SHELTER TO PCA RACK	LF	475		
9	L-110	2 WAY - 2" SCHEDULE 80 PVC CONDUIT, DIRECT EARTH BURIED	LF	420		
10	L-110	2 WAY - 2" SCHEDULE 80 PVC CONDUIT, CONCRETE ENCASED	LF	55		
11	L-115	NON-AIRCRAFT-RATED ELECTRICAL AND COMMUNICATION HANDHOLE	EA	5		
12	L-125	INSTALLATION OF OWNER-FURNISHED FAA 4-BOX PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEM	LS	1		
13	L-125	RUNWAY 18R GLIDE SLOPE SHELTER MODIFICATIONS / PAPI POWER CONNECTION	LS	1		
14	L-125	PAPI PCA RACK AND PAPI SUPPORT SYSTEM	LS	1		
CONTRACT BASE BID (TOTAL OF LINE ITEMS 1-14)						\$

Bid Package Submittals

Submit proposals to:

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

Bids due:

Tuesday, September 15, 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

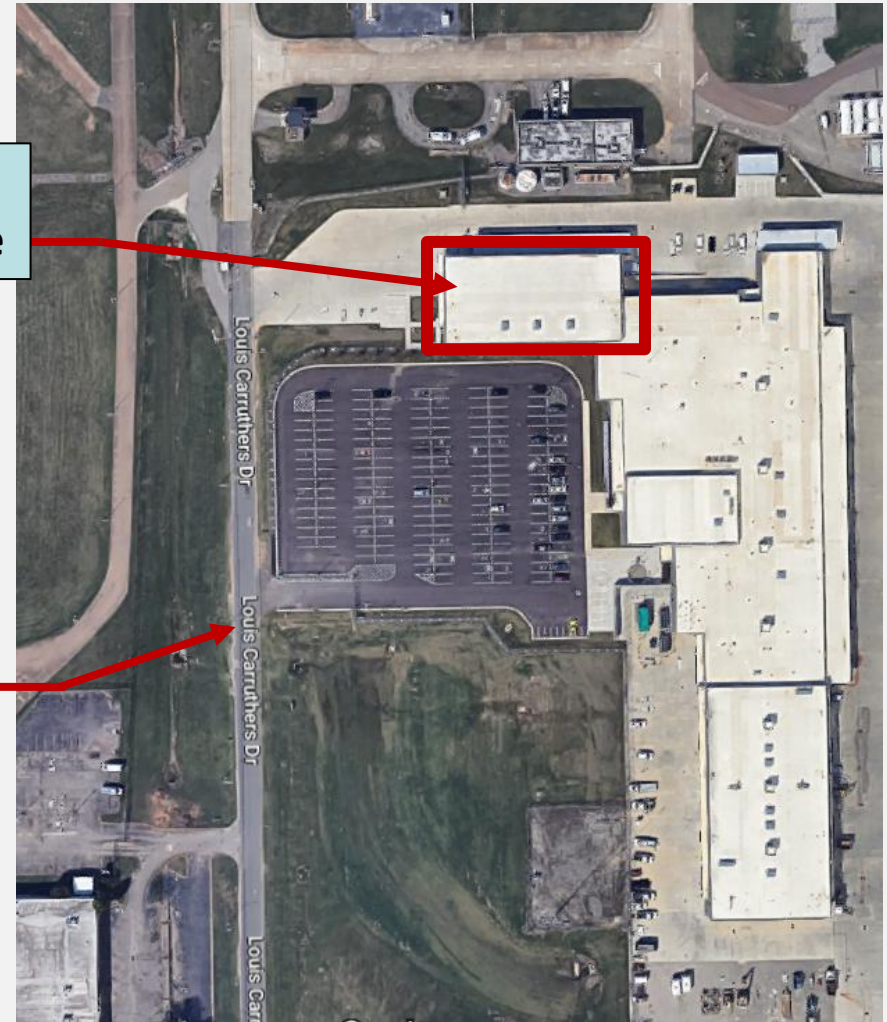
Bid Package Submittals



**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 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
- Question Deadline: **To guarantee a response, questions must be submitted by 5:00 PM local time, Thursday, September 3, 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, September 3, 2026.**
- Q&A w/ Final Addendum posted to the website not later than **Wednesday, September 9, 2026.**
- Bid Due: **Tuesday, September 15, 2026**, at 2:00 PM local time
- Award/Contract – Precise timing to be determined. General sequence:
 - Notice of Intent to Award – September 2026
 - Contract Approval/Execution – September 2026
 - Pre-Construction/Procurement Activities – September/October 2026
 - Construction NTP – October 2026
 - Substantial Completion – November 2026
 - Final Completion – December 2026

Anticipated Date Sequence

Task Name	Start	Finish	Duration	Aug					Sep					Oct				Nov					Dec 6
				Aug 2	Aug 9	Aug 16	Aug 23	Aug 30	Sep 6	Sep 13	Sep 20	Sep 27	Oct 4	Oct 11	Oct 18	Oct 25	Nov 1	Nov 8	Nov 15	Nov 22	Nov 29		
1																							
2	Advertise Legal Notice	08/13/26	08/13/26	1d		■ Advertise Legal Notice																	
3	Plans Due	08/17/26	08/17/26	1d		■ Plans Due																	
4	Plans Uploaded	08/18/26	08/18/26	1d		■ Plans Uploaded																	
5	Pre-Bid Conference	08/26/26	08/26/26	1d			■ Pre-Bid Conference																
6	Questions Due	09/03/26	09/03/26	1d				■ Questions Due															
7	Final Addendum	09/09/26	09/09/26	1d					■ Final Addendum														
8	Bids Due	09/15/26	09/15/26	1d						■ Bids Due													
9	Bid Review	09/15/26	09/18/26	4d						■ Bid Review													
10	CPES	09/24/26	09/24/26	1d							■ CPES												
11	Execute Contract	09/24/26	10/02/26	9d							■ Execute Contract												
12	Construction	10/05/26	11/30/26	57d										■ Construction									
13	Precon Activities	10/05/26	10/12/26	8d										■ Precon Activities									
14	NTP	10/11/26	10/11/26	1d										■ NTP									
15	Phase 1	10/11/26	11/13/26	34d										■ Phase 1									
16	Phase 2	10/11/26	10/30/26	20d										■ Phase 2									
17	Flight Check	11/30/26	11/30/26	1d																	■ Flight Check		

Procedures, Protocol, and General Contract Requirements



General Contract Requirements

Prime Contractor

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 – Attachment E

ReGina Armstrong – Senior Manager,
Business Opportunity Development

SBPP Goal: 0% SBE



Memphis-Shelby County Airport Authority
Memphis, Tennessee

1 SMALL BUSINESS PARTICIPATION PROGRAM (SBPP) REQUIREMENTS

1.1 Overview
The Authority operates a Small Business Participation Program (SBPP) to ensure full and fair opportunities in Authority contracting for small businesses. The Authority administers the SBPP program consistent with 49 CFR Part 26 as outlined below and otherwise indicated in the SBPP requirements. Only firms that are certified consistent with 13 CFR Part 121 or 49 CFR Part 26 will be certified as a Small Business Enterprise (SBE) or 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-

ISSUED FOR BID 25-1486-01
RUNWAY 18R PRECISION APPROACH PATH INDICATOR (PAPI) - CONSTRUCTION

PAGE 1 OF 18
ATTACHMENT E

Respondent SBE Goals
Accomplishment Statement
(REQUIRED)



General Contract Requirements

Small Business Participation Program

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

Memphis-Shelby County Airport Authority
Memphis, Tennessee

SBE Assurance Statement/Letter of Intent (Required)

Submit on Company Letterhead for each SBE Subcontractor

SBE ASSURANCE STATEMENT/LETTER OF INTENT

RESPONDENT:
Name of Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Local Yes _____ No _____

SUBCONTRACT:
Name of Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Local Yes _____ No _____
Description of work to be performed by SBE:

The Respondent is committed to utilizing the above-named for the work described above. The estimated dollar value \$ _____, which is _____% of the total base bid proposal.

AFFIRMATION

The above-named SBE affirms that it will perform the portion of the contract for the estimated dollar value as stated above

By: _____
Signature of SBE and Title Date Name

By: _____
Signature of 2nd/3rd Tier Subcontractor and Title Date Name

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

By: _____
Signature of Respondent and Title Date Name

ISSUED FOR BID 25-1486-01
RUNWAY 18R PRECISION APPROACH PATH INDICATOR (PAPI) - CONSTRUCTION

PAGE 10 OF 18
ATTACHMENT E

General Contract Requirements

Small Business Participation Program

Voluntary Disclosure of Respondent Data

Memphis-Shelby County Airport Authority
Memphis, Tennessee

Voluntary Disclosure of Respondent Data

Do **not** submit this form on company letterhead

VOLUNTARY DISCLOSURE OF RESPONDENT DATA

For Title VI Compliance, the Authority asks for **voluntary disclosure** of the following information:

Gender:	Male	_____
	Female	_____
Race:	Caucasian	_____
	Black American	_____
	Hispanic American	_____
	Native American	_____
	Subcontinent Asian American	_____
	Asian-Pacific American	_____
	Other (please specify)	_____

ISSUED FOR BID 25-1486-01
RUNWAY 18R PRECISION APPROACH PATH INDICATOR (PAPI) - CONSTRUCTION

PAGE 13 OF 18
ATTACHMENT E

General Contract Requirements

Small Business Participation Program

SMALL BUSINESS ENTERPRISE (SBE) BIDDER'S LIST

The Memphis-Shelby County Airport Authority (MEM) maintains bidding statistics, regarding ALL firms bidding on prime contracts and subcontracts on Non Federal projects in accordance to The U.S. Department of Transportation's (DOT) Interim Final Ruling (IFR) of 49 CFR Part 26, effective October 10, 2025. **This information will only be used for statistical purposes per the IFR.** This requirement applies to all firms, regardless of whether they are subs or primes, regardless of the gender or race of their owners, and regardless of whether they are ultimately chosen to participate in the contract. Please list below the name, address, phone number and contact person for every firm that provided you a bid or a quote on this project – even if you ultimately decided not to use the firm in preparing your final bid. The first line should be used for the **prime contractor** on this project. All sections must be completed to the best of your ability.

[illegible]

*Footnote: Please enter the letter for the category that best identifies your annual gross revenue.

AGRR = Annual Gross Revenue Ranges:

A = Less than \$500,000

B = \$500,000 - \$1 Million

C = \$1 - \$2 Million

D = \$2 - \$5 Million

E = Over \$5 Million



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

COL FINANCIAL GROUP, INC.
1401 S. University Avenue, Suite 200, San Jose, CA 95128
Phone: (408) 253-1000 Fax: (408) 253-1001
Email: info@colfinancial.com

SPECIMEN SIGNATURE CARD

ACCOUNT TYPE (Please check one) ☐ Individual ☐ Joint ☐ Other

ACCOUNT NUMBER (Primary Account Holder) _____ (Secondary Account Holder) _____

PHONE ADDRESS (No. & Street, Building, Apartment, City/Town, Post Office, Country)

TELEPHONE NO. _____

PRIMARY ACCOUNT HOLDER _____ SECONDARY ACCOUNT HOLDER _____

DRIVER LICENSE

ENHANCED

ID: 123456789-005

NAME SURNAME

DOB 23.05.1997 ISS 12.03.2012

SEX F EXP 12.08.2020

CLASS B DONOR

Jane Doe

Barcode

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

OMB No. 1545-0074

2018

Department of the Treasury Internal Revenue Service (IRS)

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 the business during 2018? If "No," see instructions for limit on losses _____ Yes No

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

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

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

Part I Income

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

2 Returns and allowances _____ 2

3 Subtract line 2 from line 1 _____ 3

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

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

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

7 Gross income. Add lines 5 and 6 _____ 7

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

8 Advertising _____ 8

9 Car and truck expenses (see instructions) _____ 9

10 Commissions and fees _____ 10

11 Contract labor (see instructions) _____ 11

12 Depreciation _____ 12

13 Depreciation and section 179 expense deduction (not included in Part III) (see instructions) _____ 13

14 Employee benefit programs (other than on line 16) _____ 14

15 Insurance (other than health) _____ 15

16 Interest (see instructions): _____ 16

a Mortgage (paid to banks, etc.) _____ 16a

b Other _____ 16b

17 Legal and professional services _____ 17

18 Office expense (see instructions) _____ 18

19 Pension and profit-sharing plans _____ 19

20 Rent or lease (see instructions): _____ 20

a Vehicles, machinery, and equipment _____ 20a

b Other business property _____ 20b

21 Repairs and maintenance _____ 21

22 Supplies (not included in Part III) _____ 22

23 Taxes and licenses _____ 23

24 Travel and meals: _____ 24

a Travel _____ 24a

b Deductible meals (see instructions) _____ 24b

25 Utilities _____ 25

26 Wages (see employment credits) _____ 26

27a Other expenses (from line 48) _____ 27a

b Reserved for future use _____ 27b

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

29 Tentative profit or loss. Subtract line 28 from line 7 _____ 29

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

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

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.

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 ☐ 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

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
 - Stacy Harris- BOD Compliance Program Administrator
901-922-0213 | sharris@flymemphis.com

General Contract Requirements

Insurance Requirements

Insurance Requirements – Attachment F Contract – Exhibit C



EXHIBIT C
TO
UNIT PRICE CONSTRUCTION CONTRACT
FOR
RUNWAY 18R PRECISION APPROACH PATH INDICATOR (PAPI) - CONSTRUCTION

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

INSURANCE REQUIREMENTS

C.1 Contractor Provided Coverages

All insurance obtained by the Contractor pursuant to this Agreement shall be written by insurance companies licensed to do business in Tennessee and acceptable to Owner. In no event shall the companies have an A. M. Best rating of less than A-, financial size VIII.

Prior to the commencement of any operations by or on behalf of the Contractor relating to the Project, and with respect to any and all such operations, the Contractor shall procure, maintain and provide to Owner and the Program Manager:

- 1) Evidence of Contractor's **Commercial Automobile Liability Insurance**. A certificate of insurance and copy of endorsement shall be provided as evidence of:
 - a) Coverage for Owner, their officers, directors and employees as additional insureds.
 - b) Coverage to apply to all liability arising out of the ownership or use of all vehicles owned by, hired by, borrowed by, or used on behalf of the Contractor.
 - c) Waiver of Subrogation to be provided in favor of the Owner, the Design Professional, the Program Manager and their officers, directors, and employees.
 - d) If hazardous materials or waste are to be transported, the policy will be endorsed with the MCS-90 endorsement in accordance with the applicable legal requirements.

This insurance shall be for an amount not less than \$1,000,000 combined single limit each accident

- 2) Evidence of Contractor's **Workers' Compensation and Employer's Liability Insurance**. A certificate of insurance or, at Owner's request, a certified policy copy shall be provided as evidence of:
 - a) Coverage for claims for damages arising out of bodily injury, occupational sickness or disease or death of Contractor's employees under any applicable workers' compensation statute or any other applicable employers' liability law. Certificate of insurance or policy must clearly identify that coverage applies in the state of Tennessee.
 - b) A waiver of subrogation by the insurer against the Owner the Design Professional, the Program Manager and their officers, directors and employees.
 - c) This insurance shall include employers' liability limits of not less than \$1,000,000 bodily injury each accident, \$1,000,000 bodily injury by disease each employee and \$1,000,000 bodily injury by disease in the aggregate.
- 3) Evidence of Contractor's **Commercial General Liability Insurance**. Certificate of insurance and copies of endorsements to Contractor's primary commercial general liability policy and shall be provided as evidence of:

Page 32

Contract: (Contractor Name)
Runway 18R Precision Approach Path Indicator (PAPI) - Construction
MSC:AA Project No. 25-1486-01

General Contract Requirements

Insurance Requirements

Insurance Requirements – Attachment F Contract – Exhibit C

Commercial General Liability

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$2,000,000 Products/Completed Operations Aggregate

Automobile Liability

\$1,000,000 Combined Single Limit

Workers Compensation

Statutory Limits

Employer's Liability: \$1,000,000

Umbrella/Excess Liability

\$5,000,000 Each Occurrence and Aggregate (at a minimum)

Contractors Pollution Liability

\$1,000,000 minimum limit

- 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

General Contract Requirements

Airport Construction Safety Requirements

Airport Construction Safety Requirements – Attachment C Contract – Exhibit D

Aaron Hascher, CM & ACE
MSCAA - Safety Program Manager

EXHIBIT D
TO
UNIT PRICE CONSTRUCTION CONTRACT
FOR
RUNWAY 18R PRECISION APPROACH PATH INDICATOR (PAPI) - CONSTRUCTION

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

CONSTRUCTION SAFETY AND HEALTH GUIDELINES

NON OCIP CONSTRUCTION SAFETY AND HEALTH GUIDELINES

Memphis-Shelby County Airport Authority

Construction Safety and Health Guidelines



Non-OCIP Safety Program

Revision	Revision Summary	Date
1	Amendments for clothing to include "reflective safety vests"	02/06/2017

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 – RFB Section 11

- 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.

11 SECURITY AND ACCESS

11.1 Identification Requirements

Identification badges will be required for all construction personnel. The contractor shall ensure all staff on the project have identification that can be produced while on-site. All workers shall be easily identifiable by company shirts or vests.

11.2 General Requirements

The successful Respondent shall comply with all Airport Security requirements concerning access to restricted areas of the buildings or airfield. Access to certain areas of the buildings may be restricted to off-peak working or operational hours or other reasons, and the Respondent will conduct their work accordingly. If the Authority determines that any employee(s) of the successful Respondent should not work on the Authority's property or on the Contract, the successful Respondent will immediately comply with the Authority's request to remove employee(s).

The successful Respondent and all employees performing duties under the Contract shall conform to all applicable aviation security procedures regarding the issue, wearing, replacement, and return of personal identification badges, as defined in the Airport Security Program (available through the Airport Identification Office) approved by the Transportation Security Administration (TSA) and amended from time to time.

All employees working under the Contract will be required to display on their person, at all times while on duty, an identification badge issued by the Authority. Identification badges will be worn on the outermost garment above the waist.

The successful Respondent will provide the Authority with a badge application signed by the authorized signatory of the successful Respondent.

Prior to the issuance of the airport identification badge, an airport badge application must be prepared and submitted to the Airport Identification Office. The application form for airport identification will be provided by the Authority and properly completed by the successful Respondent.

All employees must be able to meet the requirements of the TSA in order to receive an airport identification badge. Individuals will be issued a badge by the Airport Identification Office only

General Contract Requirements

Contractor Project Schedule – RFB **Attachment C Contract (3.02)**

- The contractor is required to provide and maintain a detailed construction schedule throughout the duration of the work.
- The schedule should represent the contractor's intended plan for completion of the work.
- Schedule requirements in Exhibit G of the Contract.

EXHIBIT G
TO
CONSTRUCTION CONTRACT
FOR
INBOUND/ OUTBOUND ROADWAY SEALCOAT

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

PROJECT SCHEDULE REQUIREMENTS

Submit a detailed schedule for construction and completion:

1. Gantt chart
2. Milestone dates clearly identified
3. Task start and completion dates
4. Phasing for each section
5. Contractor recommendations that will benefit the overall project schedule
6. Milestones/Tasks to include, but not limited to:
 - Notice to Proceed (NTP)
 - Material Procurement/Lead Times
 - Permitting
 - Phasing Start & Finish
 - Substantial Completion for Each Phase
 - Project Closeout

General Contract Requirements

Invoicing

Invoicing Requirements – Attachment F Contract

- Review Article 4 in Attachment F Contract.
- Due the 1st of the month for work completed the previous month. Contractor will work with PM for pay applications.
- Required format for Pay Application and Invoice Summary Sheet

 [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			

General Contract Requirements

Environmental Considerations

Amy McCaffery – Manager of Environmental Compliance

- Cleaning
- Dust
- Debris
- Foreign Object Debris (FOD)
- See Attachment A – Section 7 Cleaning for additional information.

7) Cleaning

- Throughout the construction period, maintain the site in a standard of cleanliness as described in this Section.
- Conduct a daily inspection, and more often if necessary, to verify that cleanliness requirements are being met.
- Provide required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.
- In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.
- Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
- Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
- Inspect all haul vehicles leaving the site to make sure no debris can fall from the vehicle during transportation.
- Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.
- Daily, and more often if necessary, inspect the site and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage. Contractor shall document all daily inspections.
- Weekly, and more often if necessary, remove, completely, all accumulated scrap, debris, and waste material from the site.
- Maintain the site in a neat and orderly condition at all times.
- Prior to completion of the Work, remove from the job site all tools, surplus materials, equipment, scrap, debris, and waste. Conduct final progress cleaning as described above.

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

Scope Items

The work includes, but not limited to:

- Erosion Control
- Sodding
- Concrete PAPI Foundation and Pad
- Install Owner Furnished PAPI
- Underground Electrical / Handholes
- PAPI PCA Rack and Support
- Glide Slope Shelter Modifications for Power Connection

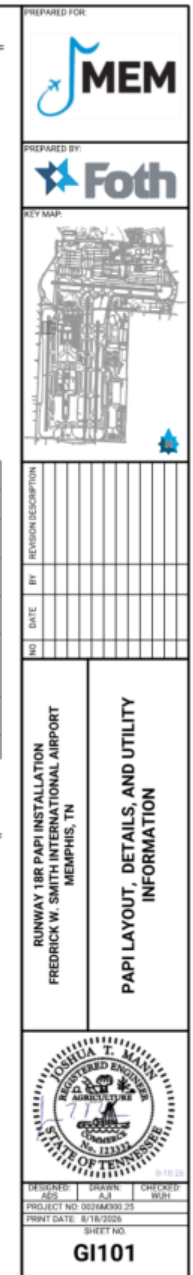
BASE BID						
ITEM NO.	PAY ITEM	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL
1	C-102	EROSION CONTROL	LS	1		
2	C-105	MOBILIZATION	LS	1		
3	A-102	CONSTRUCTION ACCESS, PROJECT SAFETY AND SECURITY, AND STAGING AREA	LS	1		
4	A-102	MAINTENANCE OF TRAFFIC	LS	1		
5	P-610	6" PCC PAD AROUND PAPI FOUNDATIONS AND PCA FOUNDATION	SY	108		
6	P-610	4' x 6' PCC PAPI FOUNDATION	EA	4		
7	T-904	SODDING	SY	900		
8	L-108	FURNISH AND INSTALL PAPI POWER, CONTROL, AND GROUND CONDUCTORS FROM GLIDE SLOPE SHELTER TO PCA RACK	LF	475		
9	L-110	2 WAY - 2" SCHEDULE 80 PVC CONDUIT, DIRECT EARTH BURIED	LF	420		
10	L-110	2 WAY - 2" SCHEDULE 80 PVC CONDUIT, CONCRETE ENCASED	LF	55		
11	L-115	NON-AIRCRAFT-RATED ELECTRICAL AND COMMUNICATION HANDHOLE	EA	5		
12	L-125	INSTALLATION OF OWNER-FURNISHED FAA 4-BOX PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEM	LS	1		
13	L-125	RUNWAY 18R GLIDE SLOPE SHELTER MODIFICATIONS / PAPI POWER CONNECTION	LS	1		
14	L-125	PAPI PCA RACK AND PAPI SUPPORT SYSTEM	LS	1		
CONTRACT BASE BID (TOTAL OF LINE ITEMS 1-14) \$						

Project Scope of Work

Contract Duration and Liquidated Damages – Safety Phasing (SP) Drawings and Attachment F Contract

- Phase 1 Substantial Completion: 34 Calendar Days
\$500 per Day or any portion thereof
- Phase 2 Substantial Completion: 20 Calendar Days
\$750 per Day or any portion thereof
- Final Completion 45 Calendar Days
\$250 per Day or any portion thereof
- Phase 2 Runway Closure: \$1,000 per Hour or any portion thereof the runway is not reopened at the required time

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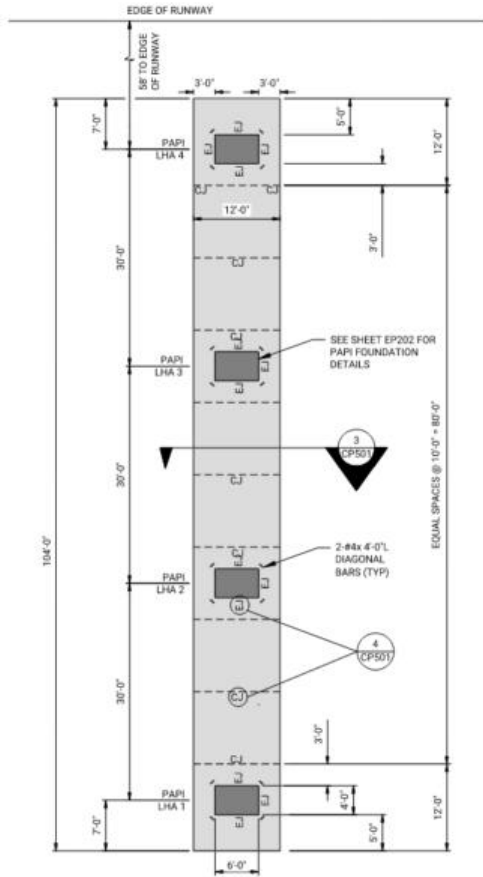


Project Scope of Work



01 PAPI PCC MAINTENANCE PAD

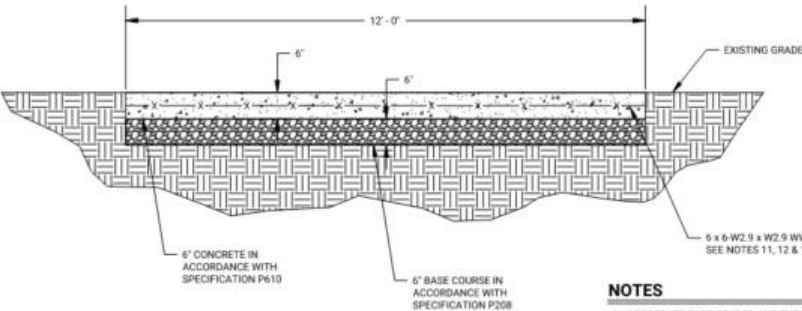
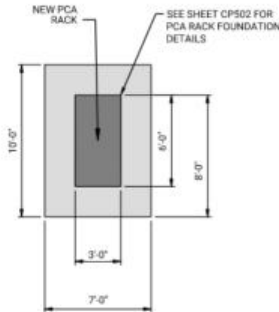
SCALE: NONE



EJ = EXPANSION JOINT
CJ = CONTROL JOINT

02 PCA RACK FOUNDATION AND MOW PAD LAYOUT

SCALE: NONE

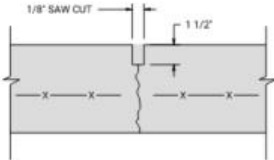


NOTES

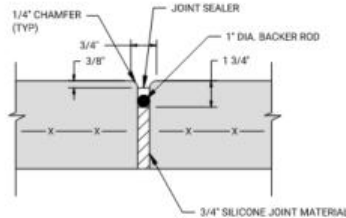
1. AGGREGATE BASE COURSE AND EXCAVATION REQUIRED FOR THE PCC MAINTENANCE PAD SHALL BE INCLUDED IN THE COST OF THE 6" PCC MAINTENANCE PAD.

03 PAPI PCC MAINTENANCE PAD SECTION

SCALE: NONE



CONTROL JOINTS



EXPANSION JOINTS

04 PAPI PCC MAINTENANCE PAD JOINTS

SCALE: NONE

PREPARED FOR:

PREPARED BY:

KEY MAP:

REVISION DESCRIPTION
BY
DATE

RUNWAY 18R PAPI INSTALLATION
FREDRICK W. SMITH INTERNATIONAL AIRPORT
MEMPHIS, TN

PAPI PCC PAD AND PCA RACK PAD
LAYOUT DETAILS

DESIGNED: JTM
DRAWN: JTM
PROJECT NO: 002MAK00-23
PRINT DATE: 8/18/2025
SHEET NO:
CP501



EP202

Project Scope of Work

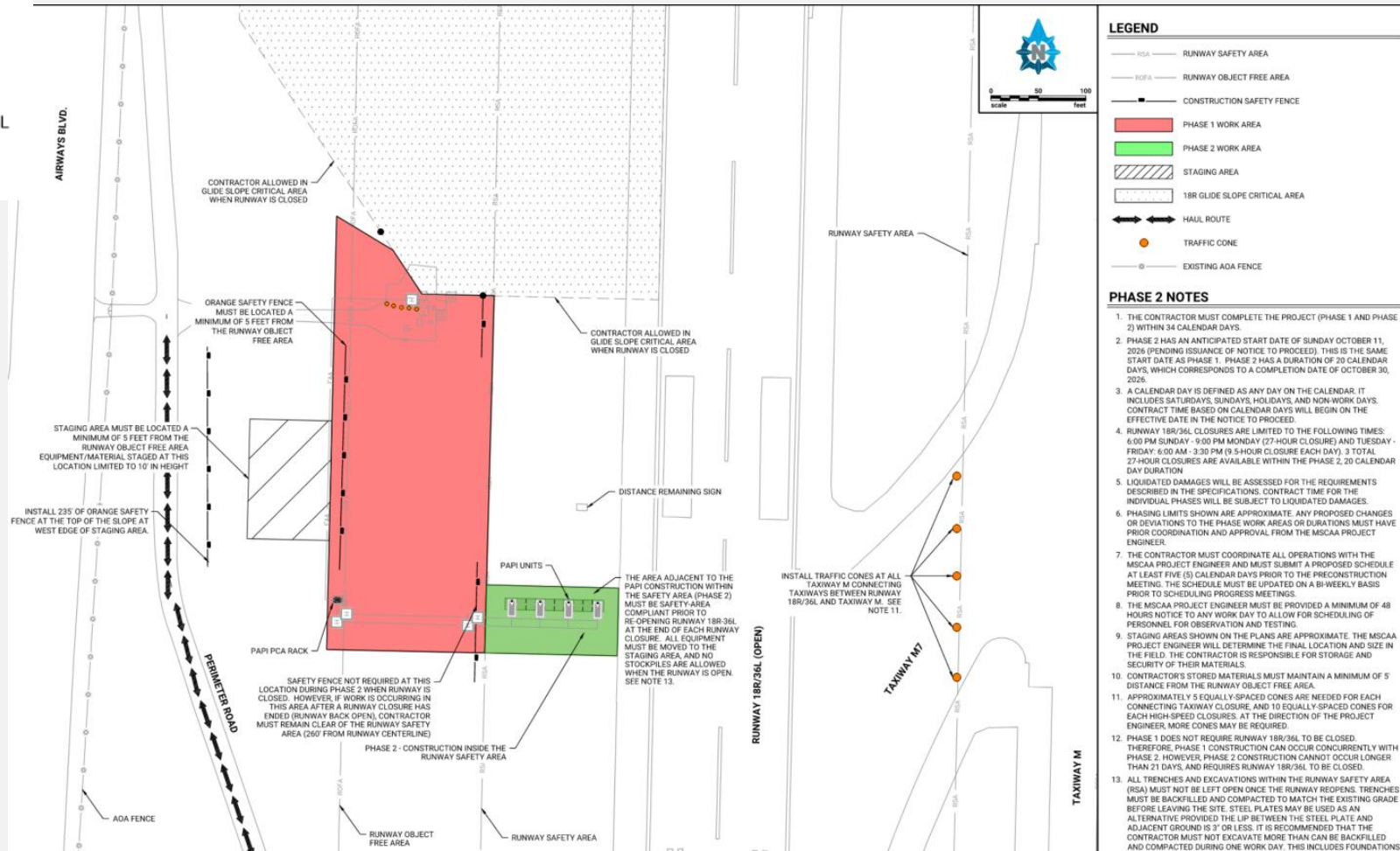
Project Phasing

AIRFIELD PHASING CLOSURE

PHASE	DURATION	CLOSURES
1	34 CALENDAR DAYS - ANTICIPATED START DATE SUNDAY, OCTOBER 11	NONE
2	20 CALENDAR DAYS - ANTICIPATED START DATE SUNDAY, OCTOBER 11	RUNWAY 18R/36L TAXIWAY M CONNECTING TAXIWAYS BETWEEN RUNWAY 18R/36L AND TAXIWAY M
TOTAL	34 CALENDAR DAYS	

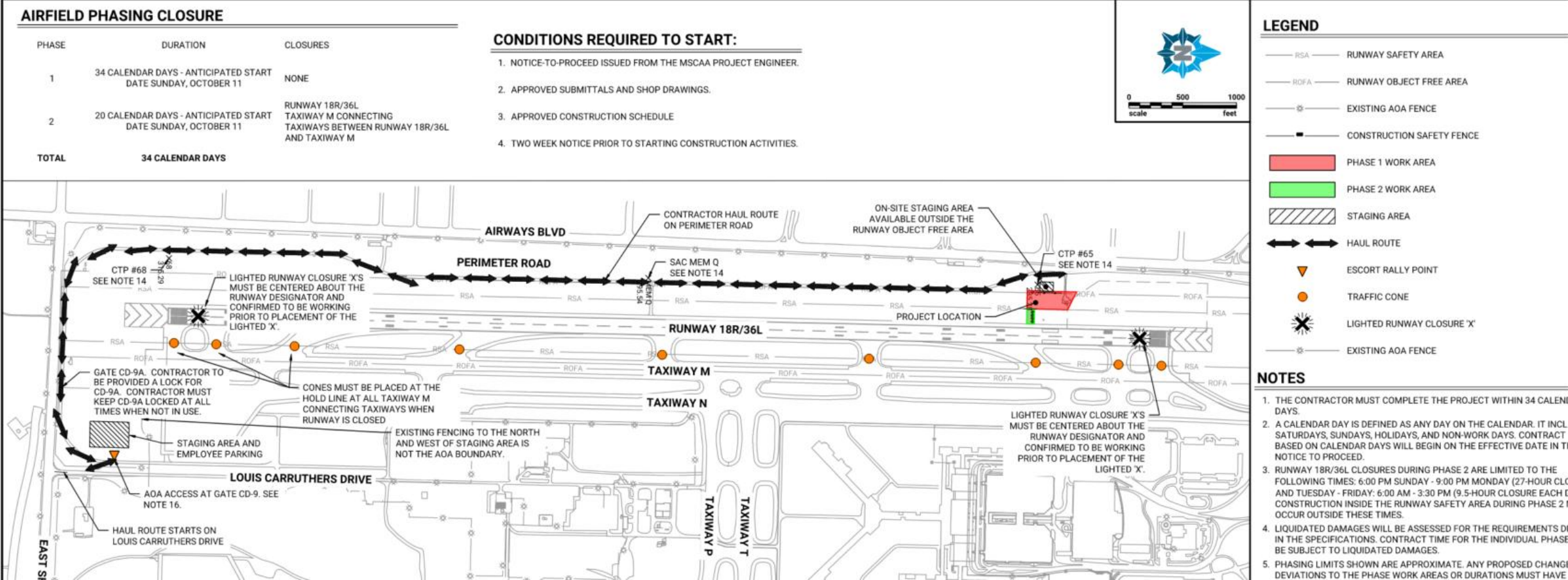
RUNWAY 18R/36L CLOSURES ARE LIMITED TO THE FOLLOWING TIMES:

- 1800 SUNDAY - 2100 MONDAY (27-HOUR CLOSURE)
- TUESDAY -FRIDAY: 0600 - 1530 (9.5-HOUR CLOSURE EACH DAY)
- 3 TOTAL 27-HOUR CLOSURES ARE AVAILABLE WITHIN THE PHASE 2, 20 CALENDAR DAY DURATION



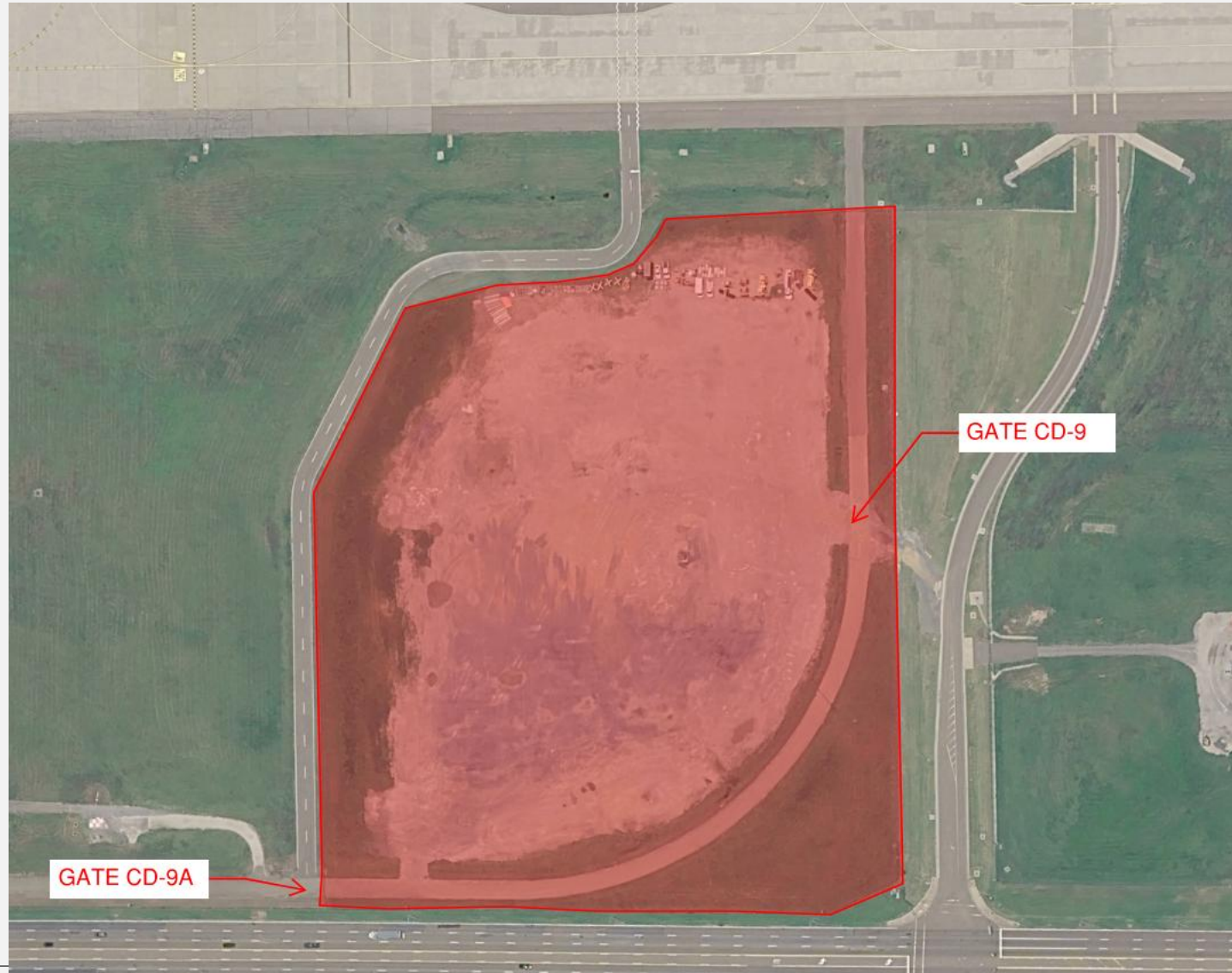
Project Scope of Work

Project Phasing



Project Scope of Work

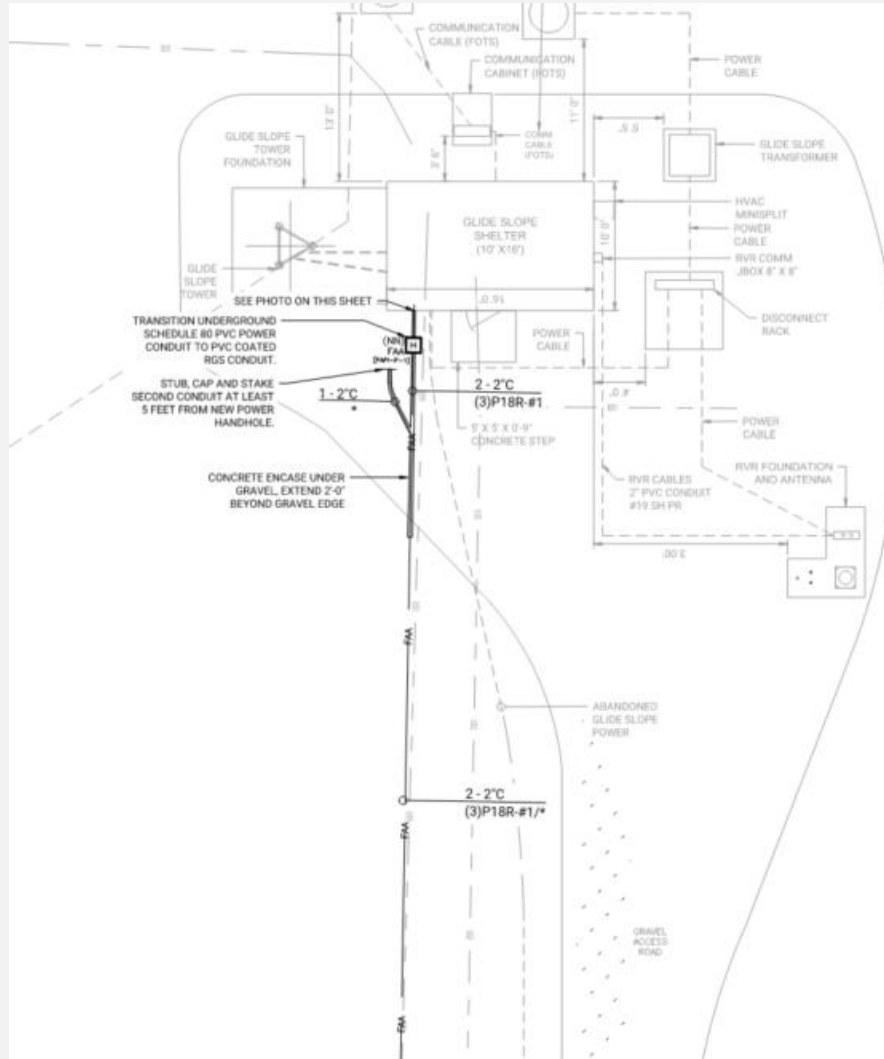
Project Access





Project Scope of Work

Electrical



1 GLIDE SLOPE SHELTER ELECTRICAL LAYOUT PLAN

- D. CONTRACTOR IS NOT ALLOWED IN THE GLIDE SLOPE SHELTER WITHOUT FAA PRESENT AT ALL TIMES. WORK SHOULD BE PLANNED AND COMMUNICATED SO FAA IS PRESENT.
- E. REFER TO DRAWING EP101 FOR CONTINUATION OF CIRCUITRY AND ADDITIONAL INFORMATION.
- F. CONTRACTOR SHALL LOCATE AND PROTECT THE EXISTING EES AND GROUND RING AROUND THE FAA SHELTER FROM DAMAGE OR DISTURBANCE. CONTRACTOR SHALL FURNISH AND INSTALL ALL NECESSARY APPURTENANCES TO ENSURE THE EXISTING GROUNDING SYSTEM IS COMPLETE, FULLY FUNCTIONAL, AND COMPLIANT WITH APPLICABLE FAA STANDARDS.

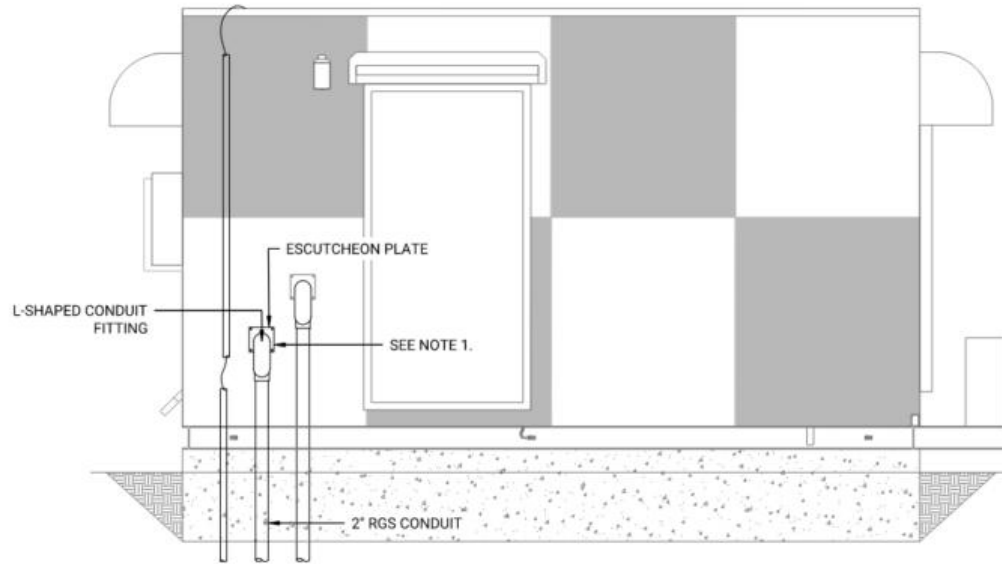


CONNECT 2" RGS CONDUIT TO NEW WALL PENETRATION AND ROUTE PAPI CIRCUIT THROUGH INTERNAL WIRE TROUGH TO MAIN DISTRIBUTION PANEL

2 CONDUIT CONNECTION LOCATION PHOTO
SCALE: NONE

Project Scope of Work

Electrical

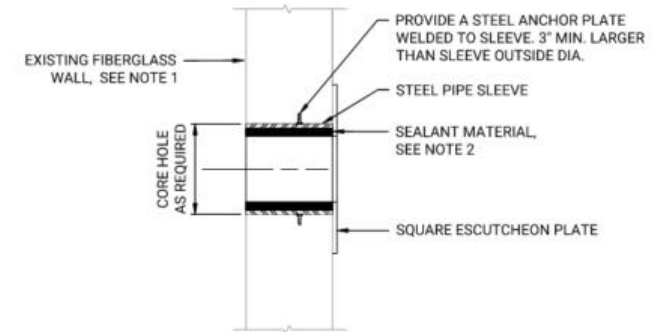


DETAIL NOTES:

1. PROVIDE A ROUND CONDUIT PENETRATION THROUGH THE EXISTING FIBERGLASS SHELTER WALL, LOCATED UNDERNEATH INTERIOR WIRE TROUGH. ROUTE 2" RGS CONDUIT THROUGH EXTERIOR WEST SIDE WALL. RUN CONDUIT SOUTH ALONG EXTERIOR WEST SIDE WALL TO GRAVEL. ROUTE NEW PAPI CONTROL UNIT CIRCUIT THROUGH NEW 2" RGS CONDUIT. CONTRACTOR SHALL VERIFY EXACT LOCATION IN THE FIELD PRIOR TO CORING.
2. TRANSITION 2" RGS CONDUIT TO PVC COATED RGS CONDUIT AT GRADE. RUN PVC COATED RGS CONDUIT TO NEW POWER HANDHOLE.
3. CONCRETE ENCASE ALL UNDERGROUND CONDUITS UNDERNEATH GLIDE SLOPE SHELTER DRIVEWAY PAVEMENT. SEE SHEET EP210 FOR UNDERGROUND CONDUIT TRENCH DETAILS.

1 EXTERIOR VIEW - SHELTER TO TOWER

SCALE: NONE



DETAIL NOTES:

1. REFER TO FAA PROVIDED DRAWINGS FOR WALL MATERIAL AND DIMENSIONS.
2. PROVIDE UL LISTED WATERTIGHT SEALING MATERIAL.
3. PROVIDE EXTERIOR ESCUTCHEON PLATE FLUSH AGAINST WALL OF SIZE TO COMPLETELY COVER OPENING IN EXPOSED AREAS ONLY.

2 WALL PENETRATION

SCALE: NONE

Q&A Session



Q&A Session

Unmute or put question in Chat.

All questions must be submitted to bidquestions@flymemphis.com . MSCAA will not warranty answers to questions outside this Q/A process.

Question deadline: To guarantee a response, questions must be submitted by **5:00 PM local time, Thursday, September 3, 2026.**

