



**AGENDA FOR PRE-BID CONFERENCE
SUBSTATION 5B ADDITION – CONSTRUCTION
MSCAA PROJECT NO. 10-1306-09
APRIL 2, 2019 @ 10:30 A.M.**

1. Introductions, Responsibilities, and Lines of Communication

- MSCAA – Owner
- Allen & Hoshall, Inc. – Engineer
- MSCAA – Program Manager

2. Bid Package Submittal

Sealed bids for Substation 5B Addition will be received by the Memphis-Shelby County Airport Authority (Authority), Procurement Department, 4121 Runway Road, Suite B, Memphis, TN 38118, until **2:00 PM local time on April 18, 2019.** Within 30 minutes thereafter, the bids will be opened and publicly read at the Authority's Project Center located at 4225 Airways Boulevard, Memphis, TN 38116. *No bids will be accepted after the stated deadline.*

BIDS WILL **NOT** BE ACCEPTED AT THE PROJECT CENTER
OR AT MSCAA OFFICES AT THE TERMINAL!

IF YOUR COMPANY WILL **NOT** BE SUBMITTING A BID, PLEASE SEND A
STATEMENT ON COMPANY LETTERHEAD STATING SUCH.
INCLUDE PROJECT NAME AND NUMBER.

3. General Information

- Sign-in Sheet
- No contract documents for purchase; all are available for viewing at www.flymemphis.com.
- Procedure for Questions and Responses
 - ✓ All questions must be submitted in writing by 5:00 p.m. local time, Friday, April 5, 2019, via email to sub5b@flymemphis.com. **Questions not submitted in this manner will not be provided with a formal answer.**
- Anticipated Date Sequence
 - Questions due by 5:00 p.m. local time, Friday, April 5, 2019
 - Q&A w/ Final Addendum posted to the website not later than Thursday, April 11, 2019
 - Bid Opening Thursday, April 18, 2019, at 2:00 PM local time
- General Project Overview

4. Procedures, Protocol, & General Contract Requirements

- DBE Requirements
- Federal Contract Compliance
- Wage Rate Requirements
- Owner-Controlled Insurance Program (OCIP) & Safety Requirements
- General Security and Project Specific Safety Requirements
- Environmental Considerations
- Project Schedule
- Site Control – Cleaning/Dust and Debris

5. Scope, Phasing, & Technical Review

- Project Phasing and Constraints
- Liquidated Damages
- Contractor Access and Staging Area
- Addendum Items to Date
- Technical Discussion

6. Informal Question and Answer Session