



**AGENDA FOR PRE-BID CONFERENCE  
WINCHESTER PERIMETER FENCE REPLACEMENT - CONSTRUCTION  
MSCAA PROJECT NO. 16-1400-02 01  
April 3, 2019 @ 9:00 a.m.**

**1. Introductions, Responsibilities, and Lines of Communication**

- MSCAA – Owner
- Garver – Designer
- Parsons – Program Manager

**2. Bid Package Submittal**

Sealed bids for Winchester Perimeter Fence Replacement - Construction 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 5/2/2019**. Bids will not be received at any other location; *no bids will be accepted after the stated deadline*. 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.

-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 THAT NO BID WILL BE SUBMITTED; INCLUDE  
PROJECT NAME AND NUMBER.**

**3. General Information**

- Sign-in Sheet
- General Project Scope
- No contract documents for purchase; all are available for viewing at [www.flymemphis.com](http://www.flymemphis.com).
- Procedure for Questions and Responses
- All questions must be submitted in writing by 12:00 p.m. local time, Monday, April 15, 2019, via email to [winfencing@flymemphis.com](mailto:winfencing@flymemphis.com). **Questions not submitted in this manner will not be provided with a formal answer.**
- Anticipated Date Sequence
  - Questions due by 12:00 p.m. local time, Monday, April 15, 2019.
  - Q&A w/ Final Addendum posted to the website not later than Wednesday, April 24, 2019.
  - Bid Opening Thursday, May 2, 2019 at 2:00 p.m. local time - **LATE BIDS WILL NOT BE ACCEPTED- NO EXCEPTIONS**
  - CPES approval- June 2019
  - Award Contract in mid-August 2019

**4. General Contract Requirements**

- DBE Requirements – 00445- goal has been set at **25%**
- OCIP- Exhibit C of contract
- Safety Requirements - 00801
- General Security Requirements - 00802
- Project Specific Security Requirements
- Contractor's Project Schedule – section 01320
- Site Control – Cleaning/Dust and Debris – section 01741

**5. Project Scope of Work**

- Project Phasing and Constraints – section 01100
- Liquidated Damages – section 01100
- Contractor Access and Staging Area
- Project Team List
- Addendum Items to Date
- Technical Discussion

**6. Informal Question and Answer Session**