

**INVITATION FOR PROPOSALS**

**Project:** Norfolk International Airport Egress Stair Refurbishment

**Invitation Date:** Monday, June 24, 2024

**IFB #:** 2024-06-24

**Issuing Agency:** Norfolk Airport Authority®  
2200 Norview Avenue  
Norfolk, Virginia 23518

**Pre-Proposal Presentation Date & Time** Pre-proposal document provided  
No oral presentation will be given

**Deadline for Questions Requests** Tuesday, July 16, 2024  
5:00 pm eastern

**Sealed Proposals & Bids Due:** Tuesday, July 30, 2024  
2:00 pm eastern

**Opening Location:** Norfolk International Airport  
HR Offices Board Room

**All Inquiries Should be Directed To:** Matt Amos, AIA  
E-mail: [matt.amos@greshamsmith.com](mailto:matt.amos@greshamsmith.com)

**To request to observe and investigate the site and work areas contact:** Ashley Sumner PE  
Project Manager  
[asumner@norfolkairport.com](mailto:asumner@norfolkairport.com)

## INVITATION FOR BIDS

**PROJECTS: Norfolk International Airport Interior Egress Stair Refurbishment**

**LOCATION: Norfolk International Airport**

**INVITATION DATE: Monday, June 24, 2024**

The Norfolk Airport Authority will receive sealed Proposals and Bids for the above titled Project at the **Administration Office front desk, located at Norfolk International Airport, until 2:00 pm local time Tuesday, July 30, 2024**, at which time the Bids will be publicly opened and read aloud in the **Board Room located within the Airport HR office suite**. Any Bids received after the specified time and date will not be considered.

The scope of this project is generally renovations to approximately 18 stairwells located on the airport's airside concourses.

Renovations include but are not limited to:

- Re-painting and patching
- Flooring and base material replacement
- Door Hardware
- Door replacements
- Handrail replacements
- Light fixture replacements
- Sprinkler work
- Unit heater in-stalls

### **Pre-Proposal Presentation Information & Access:**

An oral pre-proposal presentation will not be provided, however a brief non-contractual pre-proposal presentation is provided with the posted Bid Documents as a convenience to Bidders to assist in quick understanding of the project and key procurement components.

Site tours may be requested after the pre-proposal presentation by contacting Ashley Sumner: [asumner@norfolkairport.com](mailto:asumner@norfolkairport.com). All site tours must be completed prior to the deadline for submission of questions.

### **Bid Document Availability:**

- Bid Documents will be available on the ORF website: <https://www.norfolkairport.com/purchasing/> (RFIs, RFQs, RFPs)
- Bid Documents will be available on the online electronic procurement system eVA: <https://eva.virginia.gov/>
- Bid Documents will be available through Builders and Contractor's Exchange:  
[www.bceva.com](http://www.bceva.com)  
1118 Azalea Garden Road  
Norfolk, Va 23502

Bid Security in the amount of **five** percent (5%) of the Bid shall be submitted with each Bid.

Contractor registration in accordance with Title 2.2 Chapter 43, Code of Virginia is required. The Bidder shall include in its Bid the following notation: "Licensed Virginia Contractor No. \_\_\_\_\_."

Withdrawal of Bids due to error shall be subject to and in accordance with Section 2.2-4330 of the Code of Virginia and the Contract Documents.

The Owner reserves the right to waive minor non-substantive informalities in the Bid, to reject any/or all Bids, to award any Bid in whole or in part and award the Bid considered to be in the best interest of the Owner. The Owner also reserves the right to negotiate with the lowest responsive, responsible Bidder should Bid exceed available funds.

The Norfolk Airport Authority does not discriminate in the solicitation or awarding of contracts on the basis of race, religion, faith-based organizations, color, national origin, age, disability or any other basis prohibited by state or federal law.

**NOTICE – Bidders shall comply with the following Federal Provisions.**

- 1) General Civil Rights Provisions
- 2) Federal Fair Labor Standards Act (Federal Minimum Wage)
- 3) Occupational Safety and Health Act of 1970

By: Ashley Sumner  
Project Manager – Capital  
Improvement Program  
Norfolk Airport Authority®