

INVITATION FOR PROPOSALS

Project: Norfolk International Airport Interior Signage Replacement

Invitation Date: Monday, June 3, 2024

IFB #: 2024-06-03

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

Pre-Proposal Presentation Date & Time Tuesday, June 11, 2024
11:00 am eastern

Location Microsoft Teams

Deadline for Questions Requests Thursday, June 27, 2024
5:00 pm eastern

Sealed Proposals & Bids Due: Thursday, July 11, 2024
2:00 pm eastern

Opening Location: Norfolk International Airport
HR Offices Conference Room B

All Inquiries Should be Directed To: Matt Amos, AIA
E-mail: matt.amos@greshamsmith.com

To request to observe and investigate the site and work areas contact: Ashley Sumner PE
Project Manager
asumner@norfolkairport.com

INVITATION FOR BIDS

PROJECTS: Norfolk International Airport Interior Signage Replacement

LOCATION: Norfolk International Airport

INVITATION DATE: Monday, June 3, 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 Thursday, July 11, 2024**, at which time the Bids will be publicly opened and read aloud in the **Conference Room B located with the Airport HR office suite**. Any Bids received after the specified time and date will not be considered.

The scope of this project generally includes removal and replacement of all public area airport signage throughout the entirety of the airport complex including the Arrivals (bag claim) building, Departures (ticketing) building and both concourses.

Significant portions of the signage will be replaced with edge lit directionals and select locations will include internally illuminated of face lit signage. New power will be routed to feed the illuminated signage types.

Pre-Proposal Presentation Information & Access:

A pre-proposal presentation is scheduled for the time and date noted on this invitation and will be broadcast via Microsoft Teams. The Design Team will provide a presentation to go over project scope, and the Owner will be on hand to discuss logistics and requirements related to executing the project at the airport. Attendance is non-mandatory but encouraged.

In order to attend the pre-proposal presentation Bidders shall contact the Design Team, via email no later than 24 hours prior to the event in order to be added to the invite list. Please email Jose Tavaréz at jose.tavarez@greshamsmith.com to request access to the Teams Presentation.

Site tours may be requested after the pre-proposal presentation by contacting Ashley Sumner: 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

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®