NORFOLK AIRPORT AUTHORITY

REQUEST FOR PROPOSALS

AIRLINE USE AND LEASE AGREEMENT CONSULTING SERVICES

May 20, 2022

NORFOLK AIRPORT AUTHORITY

NORFOLK INTERNATIONAL AIRPORT

REQUEST FOR PROPOSALS

FOR AIRLINE USE AND LEASE AGREEMENT CONSULTING SERVICES

I. REQUEST FOR PROPOSALS (RFP)

The Norfolk Airport Authority (hereinafter referred to as "Authority"), acting by and through its Executive Director, will accept proposals from consulting firms (hereinafter referred to as "Offerors" or "Consultant") to provide professional services (the "Services") as required by the Authority to assist in the negotiation, design, forecasting, and other required elements of the Signatory Airline Use and Lease Agreement (the "Agreement"). Qualified firms must be able to demonstrate a sufficient knowledge of applicable and related federal, state and local laws and regulations for the services provided. There is no minimum guarantee of the amount of work that will be authorized.

The current Agreement with the four Signatory Airlines was signed in 2013 and was extended in 2018. This Agreement expires on June 30, 2023. The Authority separately has three non-Signatory Use and Lease Agreements with various expiration terms, and various other agreements with Ground Handling companies. The Authority is seeking an Offeror which can provide guidance on national best practices in new use and lease agreements for signatory airlines and can assist in transitioning the non-signatory airline and ground handler agreements in line with the updated signatory agreement.

II. GENERAL PROPOSAL REQUIREMENTS

A. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP for receipt not later than 5:00 p.m. (Norfolk, VA Local Time) on June 10, 2022.

B. One PDF of the Proposal must be submitted to the Authority via email to jroenker@norfolkairport.com

C. Proposal Format

1. The Proposal must include the completed Proposal Form attached hereto as Exhibit A along with additional required information and must be contained in a single PDF.

2. Proposals shall be signed by an authorized representative of the Offeror. All information requested in this RFP should be submitted. Failure to submit all information requested may result in rejection of the Proposal.

3. Proposals should be prepared simply and economically, providing a straight-forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity and brevity of content. Offerors are not expected to expend resources developing story boards, creative copy and similar materials. Total number of pages shall be limited to 15 not including the proposal form, cover sheet, section covers or resumes.

4. Ownership of all data, materials and documentation submitted with the Proposal to the Authority shall belong exclusively to the Authority and shall be subject to public inspection in accordance with the Virginia Freedom of Information Act.

5. Proposals should be organized in the order in which the requirements are presented in this RFP. All pages of the Proposal should be numbered. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be attached at the end of the Proposal and designated as additional material.

III. SPECIFIC PROPOSAL REQUIREMENTS

Offerors are required to submit the Proposal Form and the following information in their Proposals:

1. A Cover Letter summarizing services to be provided. The Cover Letter section shall include a comprehensive identification of services provided and qualifications and capacity to perform the requested Services. The Offeror must support its ability to be responsible for all facets of the RFP, including professional background and experience of key personnel.

2. References. List three (3) clients who would provide references for Offeror where comparable services have been provided. Provide contact information, including contact name, phone numbers, and email address for each of such reference.

3. Conflicts. Disclose any potential conflicts that may arise due to Offeror's representation of other entities.

4. The name and contact information of the individual who would be the Authority's primary contact for coordination of services if the Offeror firm is selected.

5. Resumes of each individual who will perform work covered under this RFP.

6. Location of office from which the majority of the work would be performed.

7. The name and contact information of the staff person who is responsible for the Proposal and is to be contacted regarding any questions the Authority may have about the Offeror's response to this RFP.

8. Schedule of proposed fees.

IV. SELECTION PROCESS

A. The Authority intends to select one consultant, but reserves the right to accept none of the Proposals, to negotiate for modification of the Proposal with the Selected Offeror, or to waive/modify any of the requirements for the Proposal at any time prior to execution of a contract, if deemed to be in the Authority's best interests. If the Offeror is selected for contractual negotiations, the Selected Offeror may be required to prepare and submit additional information prior to final contract execution.

B. The Authority may elect to conduct interviews with Offerors. Offerors should be prepared to respond to questions related specifically to their Proposals and other pertinent matters contained within the RFP. Upon completion of the interview process (if interviews are deemed necessary), the Authority will evaluate all information, complete the selection process and notify the Selected Offeror, as well as the non-selected firms.

C. The Authority may make such investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services, and the Offeror shall furnish to the Authority all such information and data for this purpose as may be requested.

D. Authority reserves the right to reject any Proposal if the evidence submitted by and investigations of such Offeror fail to satisfy the Authority that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated therein.

V. EVALUATION AND AWARD CRITERIA

A. Evaluation of Proposals: Each proposal will be evaluated for full compliance with the RFP instructions to the Offeror and the mandatory terms and conditions set forth herein. The specifications within this RFP represent the minimum performance necessary for response. An award will be made to the Offeror who is determined by the Authority, in its sole discretion, to best meet its needs and objectives. The Authority will consider a number of factors in combination in evaluating the proposals submitted. These factors include, but are not limited to:

- Experience and qualifications of Offeror, considering the firm in total and the personnel assigned.
- Results of reference discussions.
- Pricing

The Authority reserves the right to consider any other evaluation criteria it deems appropriate to the review process. The relative importance of the evaluation criteria will be determined at the sole discretion of the Authority.

The Authority may cancel this RFP or reject any or all Proposals at any time prior to an award, and shall not be required to furnish a statement of the reasons why a particular Proposal was not selected.

VI. SCHEDULE

The deadlines for this procurement are currently scheduled as follows:

June 3, 2022	Questions due by 2:00pm Submit Questions to Jarred Roenker jroenker@norfolkairport.com
June 8, 2022	Responses to Questions Posted by 5:00 pm
June 10, 2022	Proposals Due by 5:00pm
June 15, 2022	Notify Firms Selected for Interviews (If required)
June 22, 2022	Virtual Interviews (Tentative date if required by Authority)

All times shown above are Norfolk, VA local time. Award is expected by June 30, 2022, and the Selected Offeror's performance of Services shall begin immediately upon execution of the Authority's standard consultant contract.

VII. GENERAL.

A. This solicitation and any resulting contract is subject to and shall incorporate the General Terms and Conditions attached hereto as Exhibit B.

B. It is the responsibility of each Offeror to clarify any requirements of this RFP that are not understood. All inquiries pertaining to this RFP shall be submitted to as directed in the Schedule above. Answers will be posted in the form of an addendum on the Airport website as necessary. No inquiries should be made to any other appointed or elected officials associated with the Authority.

C. If it becomes necessary to revise any part of this RFP, or if additional data or information is necessary to clarify any provision, an addendum will be posted to the Airport website.

D. Expenses for developing and submitting a Proposal are entirely the responsibility of the responding firms and shall not be chargeable to the Authority.

E. The Norfolk Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

F. If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the Authority as soon as possible.