



# **NORFOLK AIRPORT AUTHORITY**

## **REQUEST FOR PROPOSALS**

### **FOR THE DESIGN, CONSTRUCTION AND OPERATION OF AN ON-SITE AIRPORT HOTEL AT NORFOLK INTERNATIONAL AIRPORT**

#### **ADDENDUM #1**

May 11, 2023

**NORFOLK AIRPORT AUTHORITY**  
**NORFOLK INTERNATIONAL AIRPORT**  
**REQUEST FOR PROPOSALS**  
**FOR THE DESIGN, CONSTRUCTION AND OPERATION OF AN ON-**  
**SITE AIRPORT HOTEL AT NORFOLK INTERNATIONAL AIRPORT**

**ADDENDUM #1**

- I. Mandatory Pre-submission Meeting Time Change:**  
The meeting time has changed to 1 pm EDT on May 18, 2023.
- II. The Proposal Form is included in this Addendum**
- I. End of Addendum #1**



**NORFOLK INTERNATIONAL AIRPORT**

**NORFOLK AIRPORT AUTHORITY**

**CHANGE OF TIME FOR THE MANDATORY PRE-SUBMISSION MEETING.**

**THE MEETING WILL BE HELD ON MAY 18, 2023  
AT 1:00 p.m. EDT.**

**PLEASE NOTE THE TIME HAS BEEN CHANGED  
FROM 2:00 TO 1:00 p.m. EDT.**



**NORFOLK INTERNATIONAL AIRPORT**

**NORFOLK AIRPORT AUTHORITY**

## **EXHIBIT A**

### **PROPOSAL FORM**

**FOR THE DESIGN, CONSTRUCTION AND OPERATION  
OF AN ON-SITE AIRPORT HOTEL AT NORFOLK  
INTERNATIONAL AIRPORT (ORF)**

**May 3, 2023**

## PROPOSAL FORM

TO: NORFOLK AIRPORT AUTHORITY

**A.** The undersigned hereby offers to enter into a contract with the Norfolk Airport Authority ("Authority") to provide services in connection with the Authority's Request for Proposals dated as of March 3, 2023, for the Design, Construction and Operation of an On-site Airport Hotel at Norfolk International Airport (ORF), which is incorporated herein by this reference. Respondent's Proposal attached hereto describes in full the specific Services which Respondent wishes to provide the Authority and Respondent's qualifications and experience.

**B.** Full legal name of Respondent: \_\_\_\_\_

**C.** Name(s) and title(s) of individuals authorized to make representations and agreements on behalf of Respondent with regard to this Proposal:

\_\_\_\_\_  
\_\_\_\_\_

**D.** Principal business address of Respondent:

\_\_\_\_\_  
\_\_\_\_\_

**E.** Address of office from which majority of work will be performed:

\_\_\_\_\_  
\_\_\_\_\_

**F.** This Proposal shall be irrevocable for a period of one hundred eighty (180) days after the Due Date.

**G.** The Respondent hereby makes each and every representation and agreement required by the Request for Proposals.

- H.** Respondent agrees that none of the information provided to the Authority with the Proposal has been given in confidence. All or any part of the information may be used or disclosed by or on behalf of the Authority without liability of any kind.
- I.** Respondent hereby certifies that no officer, director, employee, or agent of Respondent who will be directly involved in the supervision, direction, or provision of Service to the Authority, has ever been convicted of, and does not have pending criminal charges of, the disqualifying criminal offenses listed in 49 CFR §1542.209(d) or any comparable regulations. Respondent further certifies that no individual who has been convicted of, or has pending criminal charges of, the disqualifying criminal offenses listed above, will perform any work pursuant to the Proposal on the property of the Authority unless the Respondent has obtained the express prior approval of the Authority for that individual.
- J.** Respondent certifies that it has full authority to conduct business in the Commonwealth of Virginia and has determined all requirements for permits, licenses, and certificates required by any regulatory agency (federal, state, and local) for Respondent to provide the Service, and that Respondent has obtained or will be able to obtain any required permits, licenses, and certificates prior to execution of the Contract.
- K.** The entire Proposal, any documents required by it and all exhibits and other papers made a part thereof by its terms are incorporated herein and made a part of this Proposal.
- L.** Any notices to be provided by Authority to Respondent pursuant to this Proposal or the Request for Proposals shall be given to the following individual:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

Witness the following signature:

**AUTHORIZED SIGNATURE OF RESPONDENT:**

\_\_\_\_\_  
Printed Name of Respondent

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

4821-3509-6152, v. 1