



REQUEST FOR PROPOSALS

**NORFOLK AIRPORT AUTHORITY
NORFOLK INTERNATIONAL AIRPORT**

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

May 3, 2023

The Norfolk Airport Authority (hereinafter referred to as “Authority”), acting by and through its Chief Executive Officer, will accept qualification proposals from a qualified team or group (hereinafter referred to as “Respondents”) to design, construct, and operate an on-site airport hotel as required by the Authority for the Norfolk International Airport (hereinafter referred to as “Airport”). Qualified respondents must be able to offer architecture, civil, structural, electrical, mechanical, geotechnical, construction, operations, and other related architecture, engineering, construction, and operations services, or alternatively partner with firms that offer such services. Qualified respondents must be able to demonstrate a sufficient knowledge of applicable and related federal, state, and local laws, regulations, design criteria, standards and specifications for the services to be provided.

A mandatory Pre-Proposal Meeting will be held at 2:00pm local time on May 18, 2023, in the Authority’s Board Room located in the Departures Terminal adjacent to the Human Resources offices.

Proposals will be received until 4:00pm local time on June 30, 2023. Submittals shall be submitted electronically to sssterling@norfolkairport.com via email or the file transfer service of the offeror’s choice. Any proposal received after the specified time and date will not be considered.

A full version of the Request for Proposals can be obtained from the Business Opportunities section of the Authority’s website – <https://www.norfolkairport.com/about-us/business-opportunities/>.

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.

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.

All inquiries regarding this Request for Proposals should be directed to sssterling@norfolkairport.com per the terms of the Request for Proposals.

Steven Sterling, C.M.
Executive Vice President & Chief of Staff
Norfolk Airport Authority