

**PROJECT:** Concourse A Expansion & Federal Inspection Services Facility  
**LOCATION:** Norfolk International Airport  
**DATE:** July 14, 2023

The Norfolk Airport Authority (NAA) intends to release a Request for Qualifications and Proposal (RFQ/P) for Construction Manager at Risk (CMAR) Services for the above titled Project on July 28, 2023.

NAA will be seeking Qualifications and Proposals from a qualified General Contractor or Team (Offeror) interested in providing CMAR services to execute the construction of the Concourse A Expansion and new Federal Inspection Services Facility (FIS) at Norfolk International Airport (ORF) in Norfolk, VA. The selected Offeror will be tasked with providing preconstruction services in collaboration with the Owner and Design Team as well as Construction Services.

The RFQ/P documents including subsequent Addenda will be posted at the following locations:

- ORF website: <https://www.norfolkairport.com/about-us/business-opportunities/>
- The Norfolk Builders & Contractors Exchange: <https://bceva.com/>.
- eVA: <https://eva.virginia.gov/>
- By contacting the Procurement Manager directly: [krystal.anderson@greshamsmith.com](mailto:krystal.anderson@greshamsmith.com)

NAA's procurement policy for CMR solicitation is a two step process which will require Offerors to respond to a Request for Qualifications (RFQ) resulting in a shortlist followed by a Request for Proposal (RFP).

General Project Description:

The Concourse A Expansion will include but not be limited to:

- Addition of three (3) holdroom gates to the end of existing Concourse A.
- Addition of new passenger boarding bridges and associated equipment.
- Addition of two restroom banks
- Expansion Area:
  - Second Floor (Departures Level): Approximately 12,500 s.f. -15,000 s.f.
  - First Floor (Apron Level) Approximately 4,200 s.f.
- Removal and re-roofing of the entire existing Concourse A roof assembly, less the area above the security checkpoint, with a single ply roof membrane assembly system.
- The entire concourse expansion is located on the Airport's secure airside which is in a Security Identification Display Area (SIDA).

Federal Inspection Services Facility:

- Addition of a new standalone FIS facility abutting the west façade of existing Concourse A near the existing Security Checkpoint and Gate 1.
- FIS Facility scope will include but not be limited to:
  - Multiple restroom and locker room locations
  - Baggage conveying equipment
  - Exit Lane Breach Control (ELBC) devices
  - Vertical circulation including elevators
  - Various spaces for queuing, bag claim, and various office type spaces.
  - Special systems work will include, access control, CCTV, and specialty equipment coordination. The tenant will require a turnkey delivery.
- The FIS will abut on one side to existing Concourse A located on the secure airside of the Airport campus, and then span west through the Air Operations Area (AOA) demarcation to the unsecure landside of the Airport campus. The completed new CBP building structure will include both an unsecure/landside entrance, as well as an entrance on the secure airside which is a Security Identification Display Area (SIDA) at Concourse A.
- The FIS will be operated by and adhere to design guidelines provided by the US Customs and Border Patrol.
- FIS Expansion Area:
  - Second Floor (Departures Level): Approximately 20,000 sf
  - First Floor (Apron/Grade Level) Approximately 5,000 sf

RFQ & RFP Schedule:

Provided below is the **tentative** schedule for the RFQ/P. Modifications to the schedule are likely. Potential Offerors are advised to check the NAA business website daily on and after the tentative advertisement date.

NAA reserves the right to adjust the RFQ/P schedule and add or remove specific events to meet the needs of NAA and this Project:

**Step 1: Request for Qualifications (RFQ) Schedule**

July 28, 2023	Advertisement of RFQ
August 8, 2023	Pre-Submittal Meeting and Site Visit at 2:00pm, EDT Attendance is highly encouraged
August 18, 2023	Questions due by 4:00 pm EDT
August 31, 2023	RFQ Submittal Package due by 4:00 pm EDT

**Step 2: Request for Proposals (RFP) Schedule**

September 15, 2023	Notify Shortlisted Firms
October 16, 2023	RFP Submittal Package due by 4:00 pm EDT
October 24, 2023	Interviews
October 30, 2023	Selection of Preferred Offeror(s) & Notification

This pre-solicitation notice is provided to increase awareness of the RFQ/P Solicitation and aid prospective Offerors in scheduling and planning for meeting attendance. All information herein is subject to change upon release of the RFQ/P documentation.