



REQUEST FOR QUALIFICATIONS AND PROPOSALS

FOR CONSTRUCTION MANAGER AT RISK SERVICES

FOR THE DEPARTURES TERMINAL EXPANSION AND MODERNIZATION PROJECT

AT THE NORFOLK INTERNATIONAL AIRPORT

ADDENDUM NO. 1

ISSUED: May 14, 2025

RFQ-FY25-100-04

ADDENDUM NO. 1

Request for Qualifications and Proposals to provide Construction Manager at Risk services the Departures Terminal Expansion and Modernization Project at Norfolk International Airport

May 14, 2025

The Norfolk Airport Authority (the "Owner") hereby issues this Addendum Number One to its Request for Qualifications and Proposals as named above. The information contained in this Addendum shall become part of the Solicitation and, to the extent specified, shall amend and supersede the similar information in the original Solicitation document. All other terms, provisions and conditions of the Solicitation shall remain unchanged.

The Solicitation Documents shall be amended by the following:

REFER TO PRE-SUBMITTAL MEETING DOCUMENTATION:

1. Refer to pre-submittal presentation and pre-submittal attendee sign in sheet.
 - a. Subject documents are provided as a convenience to Offerors

REFER TO RFQP DOCUMENTATION:

1. Remove and replace page 8 of RFQP with attached version
 - a. List of additional improvements revised to include construction of Parking Administration Offices Building adjacent to south end of Arrivals Terminal

LIST OF ATTACHMENTS:

1. Pre-Submittal Presentation, 13" x 7.5", 35 pages
2. Pre-Submittal Sign-in Sheet, 8.5" x 11", 2 pages
3. RFQP Page 8, Updated as described above, 8.5" x 11", 1 page
4. Approximate location of Parking Administration Offices Building, 8.5" x 11", 1 page
5. Parking Administration Offices Building Concept Layout and Elevation, 22" x 34", 1 page

END OF ADDENDUM NO. 1

Contractor must take note and be governed accordingly. This addendum must be acknowledged in your submittal response, or your submittal may not be considered.

Departures Terminal RFQP for Construction Manager at Risk Services

Pre-Submittal Meeting

May 9, 2025



NORFOLK INTERNATIONAL AIRPORT

Talking Points

- Project Purpose and Description
- Floor Plans and Renderings
- RFQP
 - General Process
 - Scoring
 - Schedule
- Proposed Construction Schedule
- Funding Sources
- Optional Site Visit
- Questions

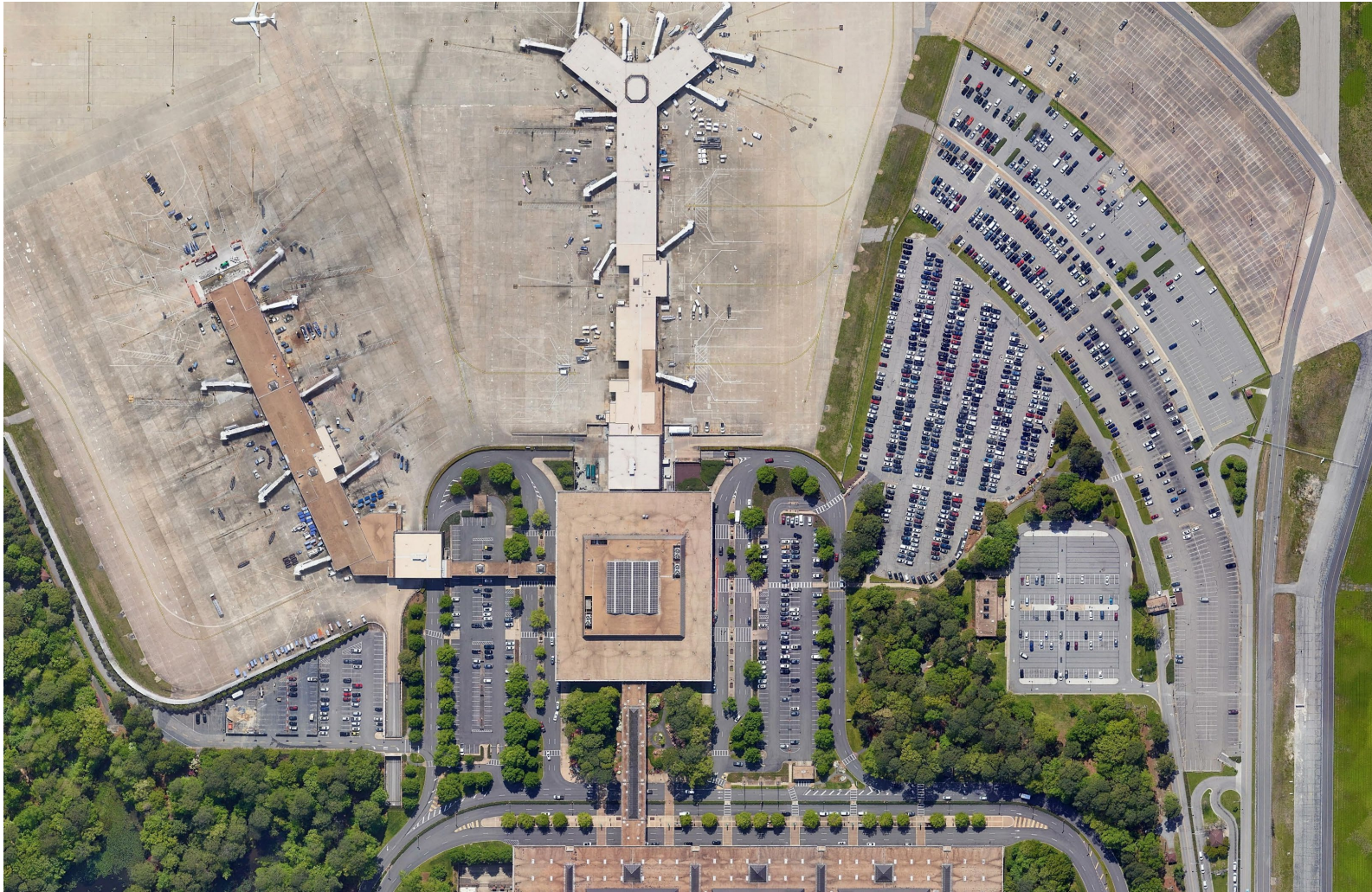
Housekeeping Items

- Sign-In Sheet
 - Please print information clearly
- Parking Validation
 - Stickers to be placed on barcode side
 - No stickers left?
 - Sign ticket on barcode side
 - See HR after meeting for validation

RFQP Document Availability

- ORF Website – <https://www.flyorf.com/airport-business>
- The Norfolk Builders & Contractors Exchange – <https://bceva.com>
- eVA – <https://eva.virginia.gov>
- Contact Procurement Manager directly
Amy.Trojacek@GreshamSmith.com

Existing Overall Site



Existing Ticket Lobby



Existing Make-Up Area



Purpose of Terminal Development

- Support the increased passenger demand on a facility that is 50 yrs old
- Upgauging to more efficient aircraft has reduced the number of aircraft operations at ORF but has led to very defined peak passenger loads on the facility
 - 1980 – 1,495,000 total passengers
 - 2000 – 2,963,000
 - 2024 – 4,864,000
 - Pressure is felt by the passengers in small ticket lobbies
 - Pressure is felt by the operators in small baggage make-up areas
 - Inefficiencies are experienced by the TSA as they operate four baggage screening nodes and two checkpoints
- The proposed improvements address these issues by creating efficient operational spaces throughout the terminal environment

Make-Up Area Improvements

- Existing space
 - 22,000 sf
 - 6 units
 - Total make-up unit presentation length = 260'
- Future space
 - 35,000 sf
 - 6 – 8 units
 - Total make-up unit presentation length between 400' and 500'
- Baggage Handling System Consultant is still working through design

Ticket Lobby Improvements

- Existing Lobby
 - 50' Depth on Departures North – 12,500 sf
 - 60' Depth on Departures South – 15,000 sf (excludes 2,000 sf of TSA equip.)
 - Total size of existing lobby is 27,500 sf
 - 45 positions
- Lobby Expansion
 - 55 positions – Goal is to have 2/3s of positions in new space, working on layout
 - Reconfigured lobby space is 35,000 sf

Concession Program Modernization

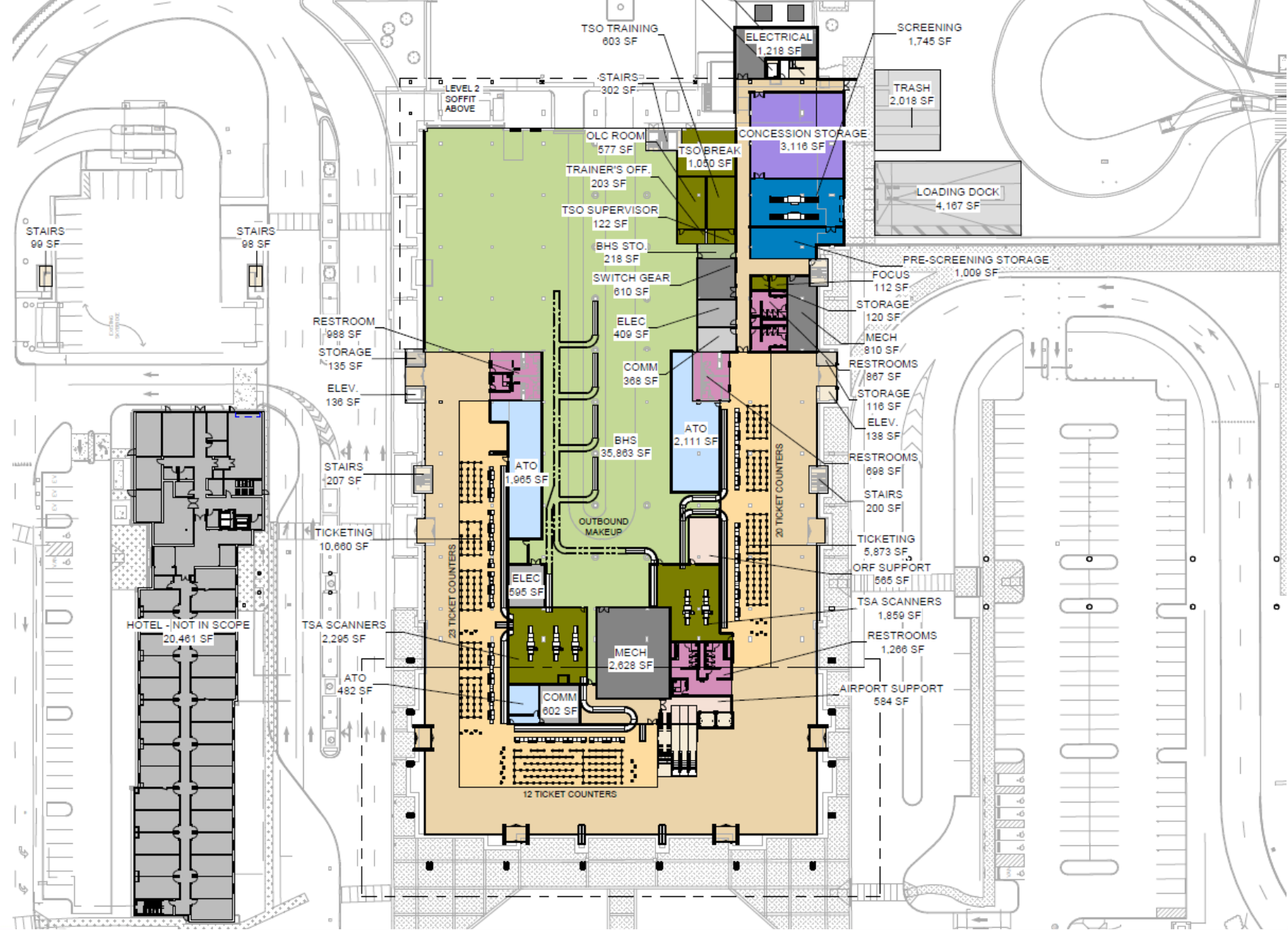
- ORF Currently has 30,000 total sf of Food, Beverage and Retail
- Approximately 50% is pre-security and 50% is post-security
- The current FB&R concessions expire June 30, 2026
- With the consolidation of the checkpoint and the expiration of FB&R contract, the Authority will rebalance concessions
- Post construction the FB&R will have 27,000 sf of space post-security with only 3,000 sf of space located pre-security
- Preliminary layouts are reflected in provided floor plans
- CMAR MUST COORDINATE WITH CONCESSIONAIRES

Holdroom Expansion

- As the concession program is modernized and FB&R locations are adjusted, opportunities to expand holdrooms are created
- The design team is evaluating these opportunities for expansion
- Many existing holdrooms are 1500-1600 sf with approximately 60 seating units
- Preliminary studies show numerous opportunities to expand and combine holdrooms on both concourses
 - Example is B16 and B18 can go from separate 1,500 sf holdrooms into a combined B16/18 holdroom of 4,000 sf
- Preliminary layouts are reflected in provided floor plans

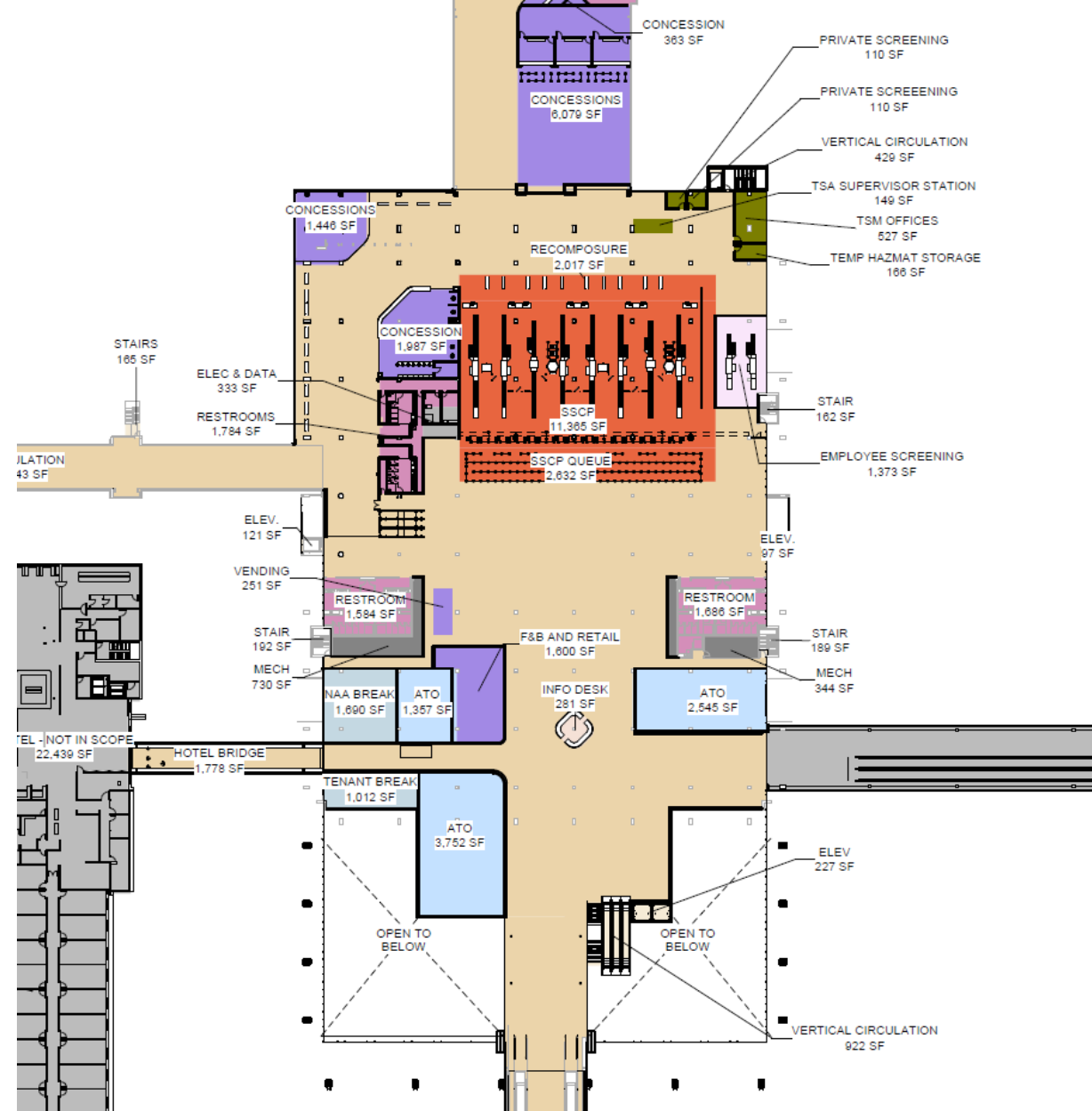
First Floor Plan

- Full plan in RFQ

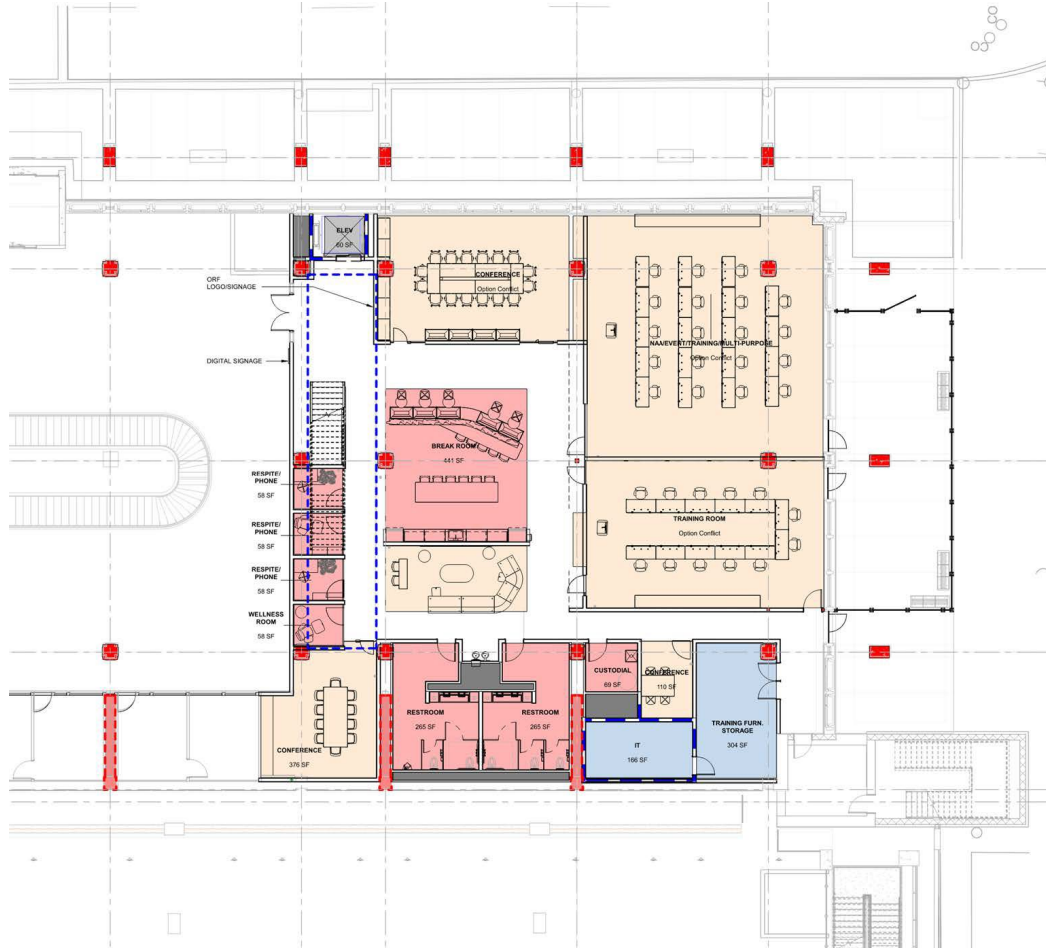


Second Floor Plan

- Full plan in RFQ



Admin Infill – Preliminary Layout



Proposed Overall Site



Exterior Rendering



Exterior Renderings



Interior Renderings



Gresham
Smith

IMAGE IS A REPRESENTATION OF THE DESIGN INTENT AND MAY NOT REFLECT THE FINAL BUILT CONDITION

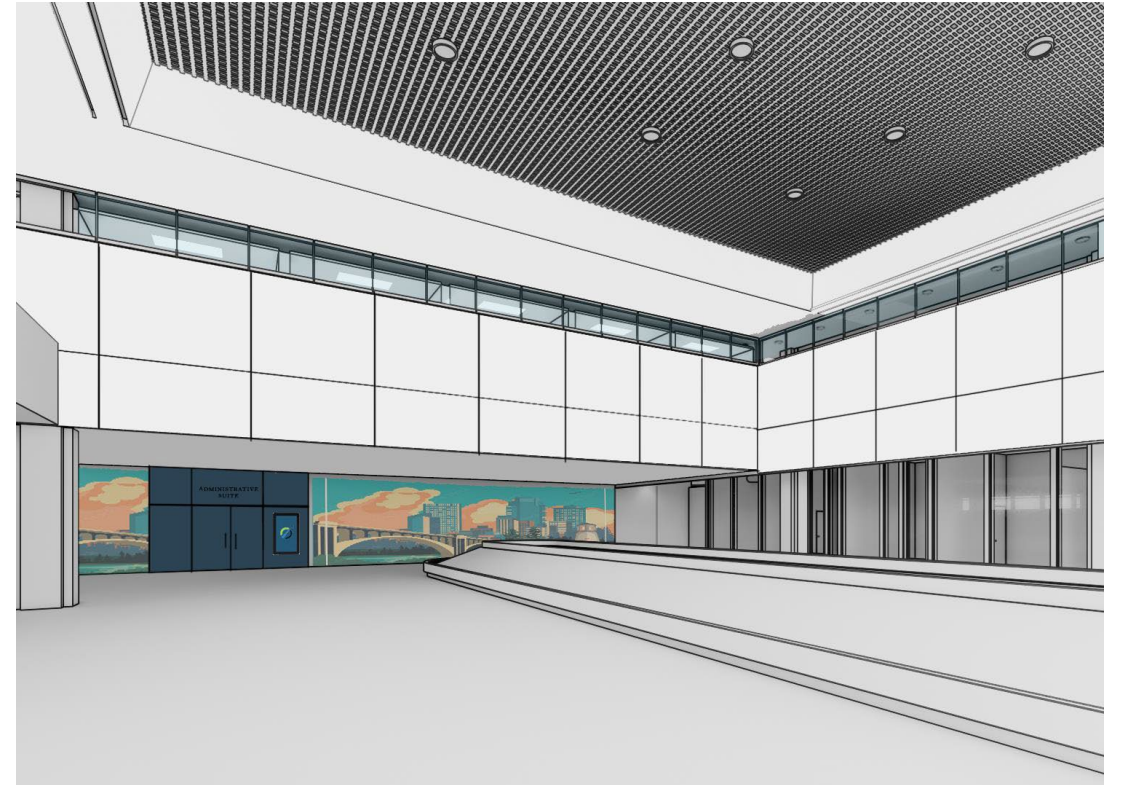
Interior Renderings



Gresham
Smith

IMAGE IS A REPRESENTATION OF THE DESIGN INTENT AND MAY NOT REFLECT THE FINAL BUILT CONDITION

Admin Office Rendering



RFQP Process in General

- Authority will adhere to a Two-Step Competitive Negotiation Process as set forth in the Authority's Procurement and Purchasing Policy
- Step 1 – Determination of the Shortlisted Qualified Offerors
 - Authority will score Statements of Qualification using the matrix in RFQ
 - Goal is to shortlist between 3 and 5 qualified Offerors
 - Only shortlisted Offerors will proceed to Step 2
- Step 2 – Selection of the Construction Manager at Risk
 - Evaluate price proposals and conduct interviews
 - Score and rank Offerors
 - Enter into negotiations with two or more Offerors
 - Or if one Offeror is clearly more qualified than the others, enter into negotiations with that Offeror

RFQP Scoring and Ranking

- Step 1 – Up to 65 total points available
 - Organization, Experience and Capacity – Up to 15 Points
 - Project Team – Up to 20 Points
 - Project Approach – Up to 20 Points
 - Approach to Scheduling & Cost Control – Up to 10 Points
 - Also contains pass/fail for minimum qualifications and required forms
- Step 2 – Up to 35 total points available
 - Offeror's Contract Acknowledgement – Up to 5 Points
 - Offeror's Price Proposal – Up to 30 Points
- Evaluation Committee may adjust the scores for any criterion based on information learned during the interview process
- Each Offeror will be ranked based on its final total score out of 100

RFQP Schedule: Step 1 - Selection

- 5/9/25 Pre-Submittal Meeting
- 5/16/25 Questions due by 4pm – Submit electronically to Amy
- 5/23/25 Final Addendum to be issued
- 5/30/25 SOQs due by 4pm – Submit electronically through Newforma
- 6/10/25 Authority completes evaluation and shortlisting

Step 2 – Proposals and Interviews

- 6/11/25 Notify Offerors of the Shortlisted Firms
- 7/2/25 Acknowledgement of Contract or Proposed Redlines due by 4pm
- 7/11/25 Price Proposals due by 4pm – Submit through Newforma
- 7/17/25 Interviews
- 7/18/25 Initiate competitive negotiations if needed
- 7/24/25 Recommendation of selection to CEO
- 7/25/25 CEO concurrence and Notice of Intent to Award
- 8/22/25 Execute Contract, Preconstruction Addendum and NTP

Contract Modifications

- As part of Step 2, shortlisted Offerors shall submit either
 - An acknowledgment and acceptance of the CMR Agreement without any proposed edits or modifications
 - Or a “redlined” version of the CMR Agreement with the Offeror’s proposed edits or modifications to any provision to which it has any objection
- Proposed edits or modifications will be scored out of a possible 5 points per the RFQ
- The Airport Authority reserves the right to disqualify an Offeror if a proposed revision, or the revisions cumulatively, materially modifies the CMR Agreement in a manner which the Airport Authority, in its sole discretion, finds unacceptable

Proposed Construction Schedule

- Construction Manager at Risk (CMR) Procurement
 - Request for Qualifications and Proposals Posted April 29, 2025
 - CMR Preconstruction Services Start September 1, 2025
- Terminal Construction Start September 1, 2026
 - This is goal start date for Terminal Expansion
 - Desire is to move forward with construction of checkpoint as soon as possible in order to enable concession program
- Terminal Substantial Completion December 31, 2028
- Relocation of Administration Offices to start in CY2025

Phasing Restrictions / Adjacent Projects

- See phasing restrictions in RFQ Section 3
 - Departures North and South curbsides must remain fully operational at all times
 - There shall be no reduction in ticket counters available to airlines for operations
 - No more than 2 holdrooms at a time, per concourse, are expected to be under construction simultaneously
 - The holdrooms are required to function when under construction
 - No more than one concession down at a time per concourse
- See adjacent projects drawing in RFQ Exhibit H
 - ConRAC
 - Hotel
 - Alpha Expansion
 - Gate 1 FIS Expansion
 - Main Intersection

Pre-Construction Services

- See RFQP and Paragraph 2.6 of Agreement for full requirements
 - Explore potential value management and alternative approaches to minimize total construction costs or to enhance quality of the Project
 - Monitor impact of design on schedule
 - Prepare cost estimates
 - Identify long lead procurement concerns
 - Stimulate bidder interest and encourage bidding competition
- Services will be compensated at the rates in CMR's Preconstruction Phase Price Proposal, up to the not-to-exceed amount set forth in RFQ Exhibit F

Construction Services

- See RFQP and Paragraph 2.7 of Agreement for full requirements
 - Provide continuous on-site monitoring and coordination, inspection and direction of the Work
 - Quality Control
 - Coordination with adjacent work
 - Oversee job safety
 - Provide all construction administration functions to assure proper execution and documentation of the Work
 - Project Closeout
- Offeror shall propose a CMR Fee in a percent of cost format and include in RFQ Exhibit G
- Fee will be fixed for the duration of the Project

Funding Sources

- Multiple funding sources
 - FAA AIP Entitlement and Discretionary (Checkpoint)
 - State Entitlement and Discretionary (Terminal and Concourse Work)
 - Passenger Facility Charges (Terminal and Concourse Work)
 - Local (All items – Note: Concession scope is local only)
- Checkpoint will require separate GMP due to federal funding source
- No federal funds associated with the design of this project
- Federal provisions apply to checkpoint only – Key Examples:
 - Buy American Preference
 - Davis-Bacon Wage Rates
 - Disadvantaged Business Enterprise Goals
- Federal provisions subject to change

DBE & SWAM Goals

- The Authority has a goal of 12.2% for both DBE and SWAM participation in the construction phase of this contract
- DBE goals are applied to the Consolidated Checkpoint
- SWAM goals are applied to the rest of the scope
- Offerors must outline how they plan to meet the goals as part of their submittal

Site Visits

- Today
 - Groups of five to be escorted by Authority
 - Visit Concourses and Baggage Make-Up
 - Offerors then free to tour public facilities
- For future site visits please email Arondeau@Norfolkairport.com to schedule a tour of facilities which require escorted access
 - One scheduled tour per offeror
 - Maximum of five attendees for escorting purposes
 - Prefer tours to be completed prior to due date for questions
 - Authority personnel will provide access only and will not provide official answers to questions asked during the tour
 - Public facing facilities can be toured at anytime without need for an escort or coordination with the Authority

Cone of Silence

- All communications, of any nature with respect to this RFQ, shall be addressed in writing to the Procurement Manager as identified in RFQ
- Offerors must not contact members of the Airport Authority Board of Commissioners, the Evaluation Committee, Authority staff or anyone associated with the RFQ to discuss or ask questions about the Project
- Improper contact may result in disqualification of the Offeror



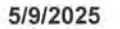
Questions?



Norfolk International Airport - Departures Terminal Expansion and Modernization
CMR RFQP Pre-Submittal Meeting Sign-in Sheet

5/9/2025

Name	Company	Email	Phone
Brad Moore	Hourigan Group	brad.moore@hourigan.com	804-625-8046
Charles Clatterbuck	Hourigan	charles.clatterbuck@hourigan.com	804-316-8018
Ron Caswell	Hourigan	ron.caswell@hourigan.com	757-449-2930
Clay Connolly	JE DUNN	clay.connolly@jedunn.com	813.504.7119
NICK CHRISTOFFERSEN	JE DUNN	nick.christoffersen@jedunn.com	404-391-3588
Patrick Clancy	CLANCY & THEYS	PATRICKCLANCY@CLANCYTHEYS.COM	757-585-8524
Shawn Foreman	Clancy & Theys	shawnforeman@clancytheys.com	757-592-4258
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Rolley Davis	SUSSEX	estimator@sussexdevelopment.com	(757)422-2400
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MATT AMOS	GRESHAM SMITH	MATT.AMOS@GRESHAMSMITH.COM	(804)305-0814
MATT JIMMS	JB BALLARD	MSIMMS@JBALLARD.COM	757-342-7390 757-342-7390
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Mark Smile	Rainbow Restoration	mark3@rainbowrestoration.com	757-773-6698
Brooks Taylor	W.M. Jordan Company	BTaylor@wmjordan.com	757-328-4347
Mario Papotto	Suffolk Construction	mpapotto@suffolk.com	617-293-6988
Peter Cormier	Suffolk Construction	pcormier@suffolk.com	617-839-1540
VICTOR CHRISCOE	W.M. JORDAN	chriscoc@wmjordan.com	757-449-3036
MOORE DUBOSE	W.M. JORDAN	MDUBOSE@WMJORDAN.COM	757-435-0923



- Multiple new restroom banks
- New vertical circulation including elevators and escalators
- Renovations to existing ticketing areas
- Renovations and construction of various office spaces

Centralizing Security Checkpoint:

- Relocating the two existing security checkpoints from Concourses A & B to a single consolidated location in the existing Departures Building (Ticketing Hall Level 2)
- Interior renovations to the entirety of the Departures Building Level 2 and existing concourse checkpoints
- Provide sprinkler to the entirety of Departures Building
- Multiple new restroom banks

Concourse Modernizations:

- Interior renovations to all public spaces including walls and ceiling assemblies
- Rework and coordination of existing concession and tenant spaces
- Rework of lighting, electrical, and mechanical systems throughout both concourses

Outbound Bag Makeup Renovations:

- Expansion and Renovations to existing outbound bag makeup space
- Rework and expansion of conveyor systems and new sortation devices
- Construction and consolidation of bag screening rooms

New Shipping and Receiving:

- Building Expansions and renovations to the existing Departures Building to include new landside loading dock, refuse and recycling functions, goods storage areas, and staff security screening functions

Administration Offices Adaptive Re-use:

- Demolition of existing offices and conference spaces in the existing Departures Building
- Construction of new offices and conference spaces in the existing Arrivals (Bag Claim) Building.
- Large structural elevated second level slab infill within the existing Arrivals Building.
- Level 1 approximately 9,600 sf
- Level 2 approximately 10,550 sf

Site, Roadway, and Site Utility rework:

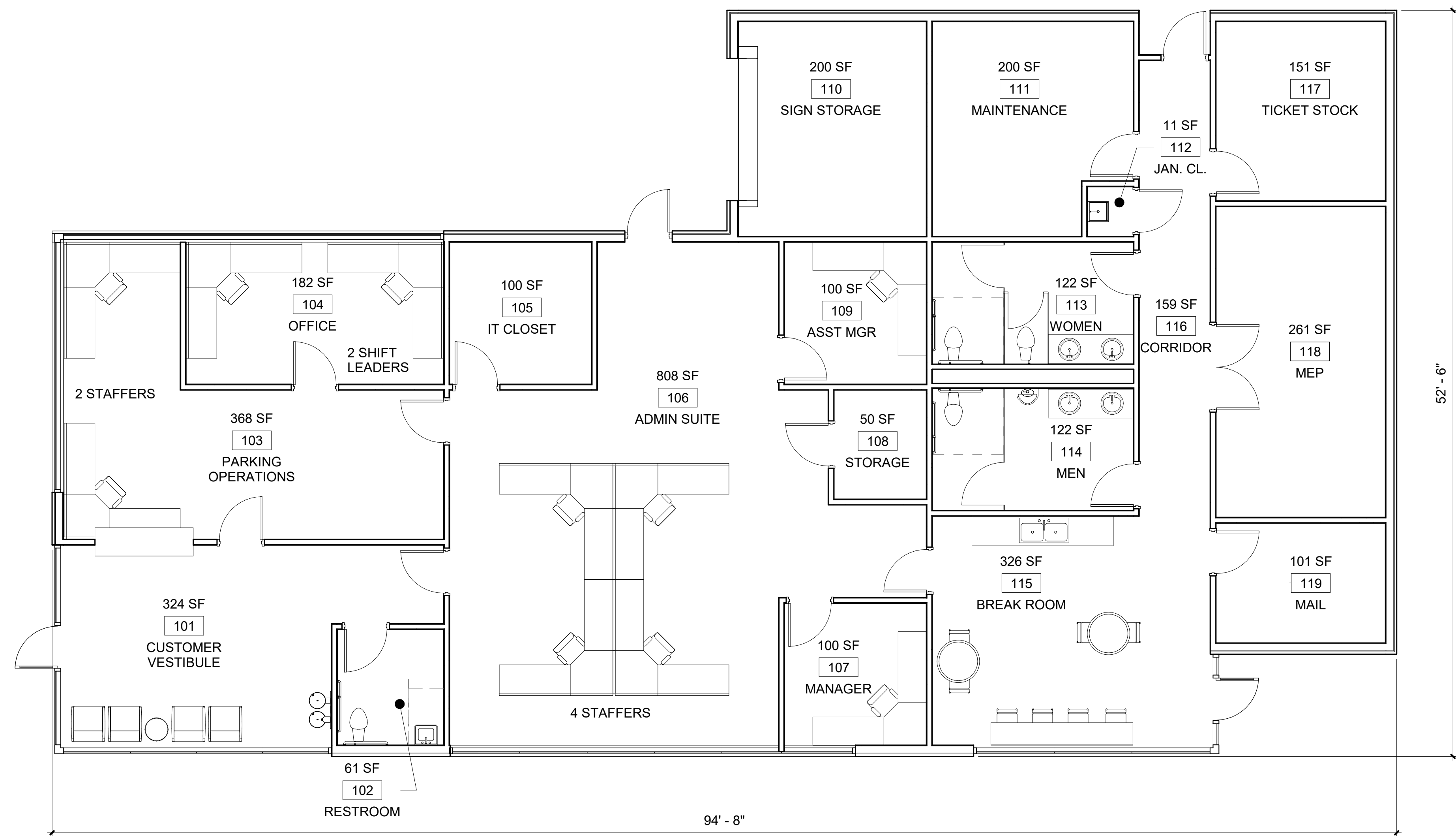
- Modifications to the South Departures curbside roadway and short-term parking lot
- Utility relocations and phasing as required to support the project

Additional Improvements (Not shown in RFQ Exhibit H):

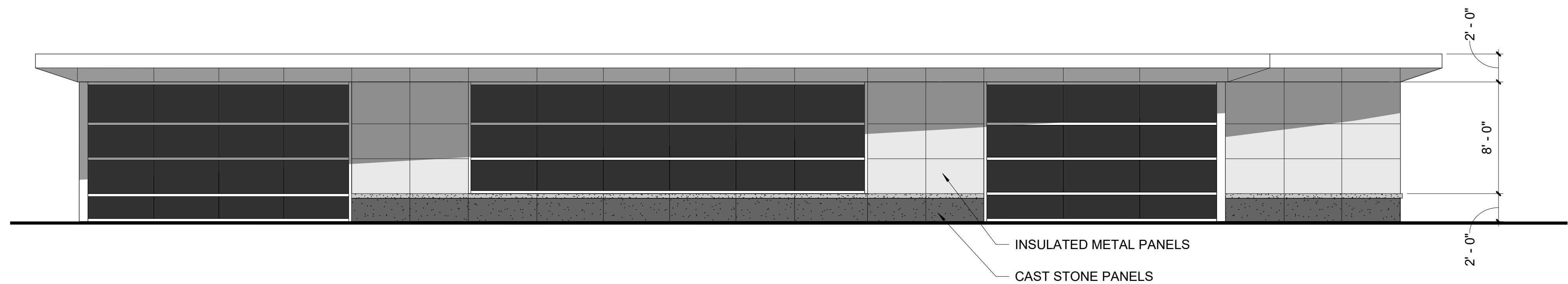
- Remove and re-roofing of entire existing Arrivals Terminal roof assembly with a single ply roof membrane assembly system
- Remove built-up aggregate roof assembly on Departures Terminal and re-roof with a single ply roof membrane assembly system
- Arrivals Terminal ceiling and light improvements in areas over bag claim devices
- Expansion of Arrivals Terminal Mezzanine walkway by approximately six feet
- Construction of Parking Administration Offices Building adjacent to south end of Arrivals Terminal
 - Enabling project to be constructed on same time line as Administration Offices Relocation

Parking Administration Offices Building





FLOOR PLAN - CONCEPT LAYOUT 1
 3/16" = 1'-0"

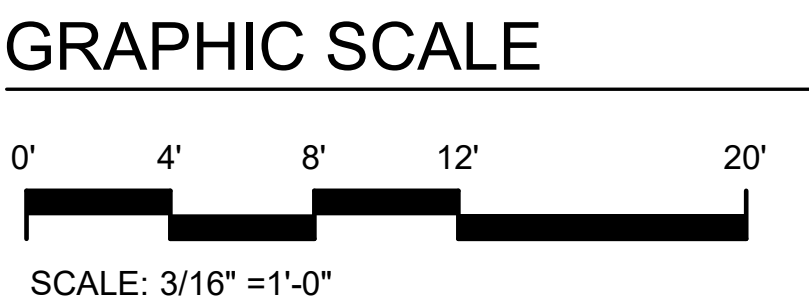


ELEVATION
 3/16" = 1'-0"

PARKING ADMINISTRATION BUILDING

NORFOLK INTERNATIONAL AIRPORT
 NORFOLK, VIRGINIA

CONCEPT LAYOUT 1 AND ELEVATION - 3,895 SQ FT



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