

## INVITATION FOR PROPOSALS

**Project:** ORF Carpet Replacement Departures & Arrivals

**Invitation Date:** Friday, June 27, 2025

**IFB #:** 2025-06-27

**Issuing Agency:** Norfolk Airport Authority®  
2200 Norview Avenue  
Norfolk, Virginia 23518

**Pre-Proposal Meeting Date & Time** Thursday, July 10, 2025  
3:00 pm eastern

**Location** Norfolk International Airport  
HR Offices Suite  
Board Room

**Deadline for Questions Requests** Friday, July 18, 2025  
5:00 pm eastern

**Sealed Proposals & Bids Due:** Thursday, July 31, 2025  
2:00 pm eastern

**Opening Location:** Norfolk International Airport  
Administration Office Suite  
Administration Conference Room

**All Inquiries Should be Directed To:** Alejandra Espino-Trillo  
E-mail: [alejandra.espino-trillo@greshamsmith.com](mailto:alejandra.espino-trillo@greshamsmith.com)

**To request to observe and investigate the  
site and work areas contact:**

Jeff Bass PE  
Vice President, Capital  
Programs  
Jbass@norfolkairport.com

## INVITATION FOR BIDS

**PROJECT: ORF Carpet Replacement Departures & Arrivals**

**LOCATION: Norfolk International Airport**

**INVITATION DATE: Friday, June 27, 2025**

The Norfolk Airport Authority will receive sealed Proposals and Bids for the above titled Project at the **Administration Office front desk, located at Norfolk International Airport, until 2:00 pm local time Thursday, July 31, 2025**, at which time the Bids will be publicly opened and read aloud in the **Administration Conference Room located within the Airport Administration office suite**. Any Bids received after the specified time and date will not be considered.

The scope of this project includes but is not limited to:

- Removal and Replacement of carpet throughout the Airport's Departures (Ticketing) and Arrivals (Bag Claim) Buildings and various ancillary spaces
- New base
- Removal of existing acoustical wall finish and replacement, patching and painting

### **Pre-Proposal Presentation Information & Access:**

A pre-proposal presentation and site tour is scheduled for the time, date and location noted on this invitation. The Design Team will provide a presentation to go over project scope, and the Owner will be on hand to discuss logistic and requirements related to executing projects at an airport. In person attendance is highly encouraged.

Site tours may be requested after the pre-proposal presentation by contacting Jeff Bass: [jbass@norfolkairport.com](mailto:jbass@norfolkairport.com). All site tours must be completed prior to the deadline for submission of questions.

### **Bid Document Availability:**

- Information regarding Bid Documents will be available on the ORF website: <https://www.norfolkairport.com/purchasing/> (RFIs, RFQs, RFPs)
- Bid Documents will be available on the online electronic procurement system eVA: <https://eva.virginia.gov/>
- Bid Documents will be available through Builders and Contractor's Exchange:  
[www.bceva.com](http://www.bceva.com)  
1118 Azalea Garden Road  
Norfolk, Va 23502

Bid Security in the amount of **five** percent (5%) of the Bid shall be submitted with each Bid.

Contractor registration in accordance with Title 2.2 Chapter 43, Code of Virginia is required. The Bidder shall include in its Bid the following notation: "Licensed Virginia Contractor No. \_\_\_\_\_."

Withdrawal of Bids due to error shall be subject to and in accordance with Section 2.2-4330 of the Code of Virginia and the Contract Documents.

The Owner reserves the right to waive minor non-substantive informalities in the Bid, to reject any/or all Bids, to award any Bid in whole or in part and award the Bid considered to be in the best interest of the Owner. The Owner also reserves the right to negotiate with the lowest responsive, responsible Bidder should Bid exceed available funds.

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.

**NOTICE – Bidders shall comply with the following Federal Provisions.**

- 1) General Civil Rights Provisions
- 2) Federal Fair Labor Standards Act (Federal Minimum Wage)
- 3) Occupational Safety and Health Act of 1970

By: Jeff Bass PE  
Vice President, Capital  
Programs  
Norfolk Airport Authority®