



## **ADDENDUM NO. 3 – RFP-FY26-CCO-02**

### **On-Airport Rental Car Concession Program Norfolk International Airport**

**Issued: August 1, 2025**

This Addendum is being issued as clarification response(s) to Addendum No. 2 (July 28, 2025) for the On-Airport Rental Car Concession Program RFP at Norfolk International Airport.

#### **Enterprise Mobility**

1. Q&A #104. RFP-Sec. IV.C.4-5 (pg 6) & RFP-Sec. VII.E (pg 10) – Permanent Premises Area Selection & Assignment.

**ORIGINAL QUESTIONS:** With respect to the Permanent Premises, how will the multi-floor Customer Service Building (CSB) space be awarded? Will the CSB space be on the same level and contiguous to a RAC's ConRAC floor selection? With respect to the Permanent Premises, how will the Level 4 Overflow Vehicle Storage area be awarded, selected and assigned? Will Level 4 Overflow space be selected in rank order (by highest MAG) with space allocated based on MAG bid share? With respect to the Permanent Premises, how will the QTA area be awarded, selected and assigned? Will QTA areas be selected in rank order (by highest MAG) with space allocated based on MAG bid share?

**AUTHORITY RESPONSE:** See Q68. Up to the top 3 MAG respondents will select the permanent premises floor (level) by highest MAG to lowest MAG order. A CSB floor (level) would correspond to the selected ConRAC parking floor (level). Overflow vehicle storage would be proportionate to market share. Any preferential QTA space will be assigned based on market share.

**CLARIFICATION COMMENTS/QUESTIONS:** The Authority referenced Q68 in its response to Q104; however, Q68 is related to "Reallocation" not "Initial Selection & Assignment" for the Permanent Premises. Further, we noticed that the Concession Agreement was modified under Sec. III.C. Permanent Premises on page 9, "*The permanent Premises will be allocated initially by Authority according to Concessionaire's market share in proportion to all other concessionaires' market share, which market share will be measured according to the previous twelve (12) month period computed two (2) months prior to the Concessionaire*

*Access Date. The Consolidated Facility floor (level) assignment will be determined initially by the three (3) highest MAG concessionaires as of the Effective Date, in selection order from highest MAG to lowest MAG, and any additional concessionaire floor locations will be determined by Authority.”*

Both the Authority’s response to Q104 and the change to Concession Agreement Sec. III.C. are problematic and do not directly answer several of questions asked related to the initial space allocation within the Permanent Premises. Further, it is practically unreasonable to establish initial allocations two (2) months prior to the Concessionaire Access Date.

- It is our understanding that the i) Permanent Floor (level) within the ConRAC will be selected by successful Proposers in MAG rank order, and the CSB Floor (level) will correspond to the Permanent (Ready/Return) Floor; and ii) two (2) months prior to the Concessionaire Access Date, the initial allocation of space within all components of the Permanent Premises (ConRAC) will be determined based on Market Share of the previous 12-month period. Please confirm.
- Typically, Concessionaires require twelve to eighteen (12-18) months to design space and procure vendors, contractors, and equipment in order to begin a ConRAC Tenant fit out in advance of and prior to when a Concessionaire takes access to its exclusive use space (Concessionaire Access Date), then there is at least six (6) months allowed for ConRAC Tenant fit out. **Accordingly, and for those aforementioned reasons, we respectfully request that the Authority i) assigns the initial space allocation for the Permanent Premises in the ConRAC to successful Proposers based on MAG Bid share as this information will be readily available within the time frames outlined above, and ii) establishes the initial allocation twelve to eighteen (12-18) months prior to the Concessionaire Access Date.**

Answer: The Authority still intends to initially allocate space based upon market share. The Concessionaire Access Date is estimated to be approximately six months prior to the ConRAC Operation Commencement Date (see ConRAC Operation Commence Date). The Authority will adjust the sample agreement from “computed two (2) months prior” to “computed six (6) months prior”. This should provide at least a 12-month period for successful RACs to design and implement its tenant improvements. The Authority will continue to engage the facility managers from the successful rental car companies throughout the CMAR process and provide access to the facility as soon as reasonably practical.

## 2. Q&A #137. Temporary Premises Ready/Return Facilities Rent.

**ORIGINAL QUESTIONS:** Will the Authority please eliminate this rental requirement? If not, will the Authority please consider a lower, more reasonable rental rate per space? Further, with the implementation of this rental requirement, please confirm that the Authority will handle all of the cleaning, janitorial, trash, power washing, etc. of each level, and that the concessionaires will no longer be billed monthly for this service to be performed by the Airport.

**AUTHORITY RESPONSE:** For the temporary premises’ ready spaces and return lanes/spaces: Authority will maintain that the ready spaces will be allocated proportionately according to MAG bids and that there will be a \$60 per month rent charge per ready space. Authority will modify the sample agreement such that the return lanes/spaces will be

designated as common space, and assigned by Authority, and may be reassigned from time to time by Authority in order to maximize efficiency. CFCs will be used to offset the return lanes/spaces rent and there will not be a separate \$60 per month rent charge per return space. Authority will be responsible for the temporary premises R/R garage janitorial services contract monthly payment, but the RACs will still have a responsibility to ensure that their areas of use are free of debris.

**CLARIFICATION COMMENTS/QUESTIONS:** Will the Authority please identify the estimated impact to CFC fund use each month?

Answer: The Authority anticipates approximately \$25,500 per month of CFCs would be utilized to offset RAC costs for the temporary Premises' return lanes/spaces rent and parking garage janitorial expenses.

### **Avis Budget Group**

3. The response to question 43 is non-responsive to the question posed. Please answer the question posed and/or provide clarifying language.

Answer: See response to Addendum No. 2 Q44 & Q143.

4. Question 68. If there are three Conrac floor levels and floor relocation is not anticipated based upon shifts in market share, how will an increase in market share of a RAC that already maintains the entirety of a floor be handled?

Answer: Each of the floors (levels) are not exclusive to any company. In the event the highest market share company is substantially larger than other companies and could not be supported on one floor, that company may have space on a second floor. A company with a small market share may only have a portion of one floor.