



REQUEST FOR PROPOSALS (RFP)

CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY,

CHARLOTTESVILLE, VA

Charlottesville-Albemarle Airport (CHO)
RFP# 2023-04 Website Design and Support Services
August 2, 2022

The Charlottesville-Albemarle Airport Authority (“Authority”) invites qualified and interested web design service professionals to submit proposals to provide their specialty services to the Authority. For a complete description of the services being procured, interested offerors should review the Request for Proposals dated August 2, 2022 (“RFP”). The RFP is posted on the Authority’s website at <http://www.gocho.com/organization-info/public-notices/> or can be obtained by sending a request to Stewart Key at skey@gocho.com. Any website design and support services contract awarded due to this competitive negotiation process will be non-exclusive. The Authority may initiate any procurement process for additional services whenever it desires.

Proposals will be accepted by mail or delivery until 2:00 p.m., local prevailing time, Tuesday, September 13, 2022, by Jason Burch, Chief Operating Officer, Charlottesville-Albemarle Airport Authority, 100 Bowen Loop, Suite 200, Charlottesville, Virginia, 22911. Proposals received after 2:00 p.m. on September 13, 2022, will be returned unopened. Instructions for the preparation and submission of proposals are found within the RFP. A non-mandatory pre-proposal informational meeting will be held Tuesday, August 23, 2022, at 10:00 a.m. in the Authority’s conference room at the address above. If you have questions about the pre-proposal meeting, please e-mail Stewart Key at skey@gocho.com. Interested offerors should check the Authority’s website before submission of any proposal--in the event that addendums are issued to the RFP during the procurement process. Notice of each addendum will be posted on the Authority’s website, in the same location as the RFP.

The Charlottesville-Albemarle Airport Authority, per the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Authority may waive informalities in bids or proposals and reserves the right to cancel or reject the RFP or any proposal(s) subject to Va. Code Sec. 2.2-4319.

Jason Burch
Chief Operating Officer