

CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY
REQUEST FOR PROPOSAL
AIRPORT SIGNAGE
NOTICE OF RFP
August 1, 2017

The Charlottesville-Albemarle Airport Authority, acting by and through the Executive Director, hereinafter called the Authority, requests proposals from professional and qualified firms to provide on-call services that may include, but is not limited to, design consulting, fabrication and installation of interior and exterior signage, removal and disposal of unwanted signage, relocation of existing signage, and maintenance of installed signage.

Interested parties may obtain the complete Request for Proposals (RFP) by emailing Arlene Forrest, Marketing Specialist, at forrest@gocho.com.

RFP Schedule;

Notice of RFP:	August 1, 2017
Pre-Proposal Conference:	August 7, 2017 at 10:00 AM
RFP Questions Due:	August 9, 2017
Response to RFP Questions:	August 11, 2017
Proposal Submission Deadline:	August 21, at 2:00 PM
Interviews:	August 24-25, 2017
Negotiations:	August 28-29, 2017
Notice of Intent to Award:	September 4, 2017

Notice of Intent to Award will be posted on the Authority's website

Pre-Proposal Conference: A pre-proposal conference will be conducted August 7, 2017, at 10:00 AM local time in the First Floor Conference Room, 100 Bowen Loop, Suite 200, Charlottesville, Virginia. A representative of the Authority will answer questions and elaborate as necessary on the RFP. Attendance is not mandatory.

Any questions received at the conference will be addressed in a written addendum. Any questions received after the conference must be set forth in writing and must be received by August 9, 2017, and the responses to these questions will also be addressed in an addendum. The Authority will respond in writing via e-mail to any party that has requested a copy of the RFP by August 11, 2017, and all addendums will be posted online at www.gocho.com. Employees of the Authority will not meet with representatives of proposing firms prior to or after the pre-proposal conference.

Proposal Submission Deadline: An original signed proposal, and three copies, must be received by August 21, 2017, at 2:00 PM, at the Charlottesville Albemarle Airport Administration Office, 100 Bowen Loop, Suite 200, Charlottesville, VA 22911. Late submissions will not be accepted for consideration. Each proposal must be sealed in an envelope which shall be conspicuously endorsed with the Proposer's name and the phrase "**AIRPORT SIGNAGE RFP**" and may be either sent by U.S. mail or hand delivered.

Notice in accordance with Va. Code Sec. 2.2-4343.1: this public body does not discriminate against any bidder because of race, religion, color sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment.

The Authority reserves the right to cancel this Request for Proposals and/or to reject any or all proposals.

All inquiries for information shall be submitted in writing and directed to:

Arlene Forrest
Marketing Specialist
Charlottesville-Albemarle Airport Authority
E-mail: afortrest@gocho.com