

# **Removal & Installation of Automatic Sliding Entrance Doors & Air Curtain Installation For the Charlottesville-Albemarle Airport**

**RFP# 2023-6**

**May 31, 2023**

**Addendum #1**

Copy of slide presentation reviewed at the Pre-Proposal meeting of May 31, 2023 at 10:00 a.m. (EST).



Removal & Installation of Automatic  
Sliding Entrance Doors & Air Curtain  
Installation  
For the Charlottesville-Albemarle Airport  
RFP# 2023-6

RFP Pre-Submittal Meeting

May 31, 2023

10:00 a.m.



## **Removal and Installation of New Entry Doors & Air Curtains for Charlottesville Albemarle Airport**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the removal of existing automatic sliding entrance doors, installation of new automatic sliding doors, and the installation of air curtain type barriers in the airport terminal.

### **Deadline for Receipt of Proposals:**

**June 21, 2023 at 2:00 p.m. (Eastern Time)**

### ***Deliver Statements To:***

*Charlottesville Albemarle Airport Administration Office,  
100 Bowen Loop, Suite 200,  
Charlottesville, VA 22911  
Attention: Jason Devillier*

**LATE FAXED, ELECTRONIC MAIL, OR UNSIGNED STATEMENTS WILL BE REJECTED**

# A little about CHO ....

- The Charlottesville Albemarle Airport Authority is a political subdivision of the Commonwealth of Virginia, created in 1984 by the Virginia Acts of Assembly. The Authority board consists of the City Manager, the County Executive, and one private citizen appointed from the Charlottesville Albemarle Joint Airport Commission. The Commission is an advisory group composed of seven members appointed by the Charlottesville City Council and Albemarle County Board of Supervisors.
- The CHO is a non-hub commercial facility served by four airlines: Delta Airlines, United Airlines, American Airlines and Avelo Airlines.



# Purpose of the RFP:

- The Charlottesville Albemarle Airport Authority is interested in a single contractor that can provide all the materials and services to remove the six (6) automatic sliding glass doors (3 sets of 2) at the Charlottesville Albemarle Airport terminal entrances and replace them with similar automatic sliding glass doors. As part of this Project, the Contractor shall also install three (3) “air curtain” type barriers at each of the three terminal entrances to deter flying insects and to improve the terminal’s heating/cooling conditions. The installation of the new doors and “air curtain” barriers shall include electrical power connections needed for proper operation.



# Alternate Add On:

Contractor shall also include within the Proposal the services and costs needed to install “air curtain” type barriers at the six (6) other manual door locations in the terminal.

- This installation shall also include all electrical and power connections needed for the “air curtains” proper use.
- **The Contractor shall price this alternate add-on for “after-hours” or evening installation work.**
- Inclusion in the Project will be determined after proposals are received and evaluated.





# Forms Required with Proposals:

- Section 6.0, Attachment A-Proposal Form
  - Financial and Background Data
  - References
  - Offeror's Signature Page
    - *If Offeror is a Corporation, include corporate resolution indicating parties authorized to contract on behalf of the corporation, and corporate seal certified by the Secretary of the Corporation.*
  - ***Certificate of No Collusion***
- Section 6.0, Attachment B-Door Location Photographs
- Section 6.0,
  - Attachment C: Professional Service with Labor, Construction or Alternative Construction Method.
  - Attachment D: Acknowledgement of Federal Required Contract Provisions for Airport Improvement Projects.





# Insurance Requirements:

## Section 5.0

- Workers' Compensation-Statutory requirements of the Commonwealth of Virginia.
- Commercial General Liability-Minimum of \$1,000,000 combined single limits.
- Automobile Liability-Minimum of \$1,000,000 combined single limit.
- Professional Liability-Minimum of \$1,000,000 per incident.

# Calendar of Events



## RFP #2023-6

DATE	EVENT
May 24, 2023	Date of issue of the RFP
May 31, 2023	Pre-Proposal Meeting and Site Walk Through. Attendance is <b>not</b> mandatory - 10:00 a.m. Eastern Time in the Airport.
June 9, 2023	Deadline for submitting written inquiries - 2:00 p.m. Eastern Time.
June 14, 2023	Date the Authority will Provide Response to RFP Questions
June 21, 2023	Deadline for Submission of Proposals - 2:00 p.m. Eastern Time
June 26-29, 2023	Interviews/ Negotiations
June 30, 2023	Notice of Intent to Award, will be posted on the Airport Authority's website
July 14, 2023	Target Date for Commencement of Contract



Deliver RFP #2023-6 to:

**Charlottesville Albemarle Airport Administration Office  
100 Bowen Loop, Suite 200  
Charlottesville, VA 22911  
Attention: Jason Devillier**

All Proposals must be packaged, sealed and show the following information on the outside of the package:

- Offeror's name and address
- RFP Identification (lower-left corner of package):  
**RFP #2023-6 Removal and Installation of Automatic Sliding Entrance Doors**
- Deadline (date and time) for Submission of Proposals

# Electronic Submission of Proposals

- All proposals received electronically are to be submitted by June 21, 2023 @ 2:00pm EST and sent to [jdevillier@gocho.com](mailto:jdevillier@gocho.com).
- Regardless of electronic complications, either by sender or receiver, if proposals are received after 2:00 p.m. they will be rejected.
- Hard copies are still required if submitted electronically. Hard copies must be received by 4:00 p.m. EST on June 23, 2023.
- **The subject line of the email must read: "RFP #2023-6 Removal and Installation of Automatic Sliding Entrance Doors."**
- Proposals submitted electronically or by hard copy will be opened after the deadline specified in the RFP.



# Additional Questions and Comments, Please Submit in Writing:

- E-mail: Mr. Jason Devillier,  
[jdevillier@gocho.com](mailto:jdevillier@gocho.com)
- FAX: (434) 974-7476

