



REQUEST FOR QUALIFICATIONS AND PROPOSALS

FOR CONSTRUCTION MANAGER AT RISK SERVICES

FOR THE CONSOLIDATED RENTAL CAR FACILITY

AT THE NORFOLK INTERNATIONAL AIRPORT

ADDENDUM NO. 1

ISSUED: October 17, 2024

RFQ-FY25-100-3

ADDENDUM NO. 1

Request for Qualifications and Proposals for Construction Manager at Risk (CMR) for Norfolk International Airport (ORF) Consolidated Rental Car Facility

October 17, 2024

The Norfolk Airport Authority (the "Owner") hereby issues this Addendum Number One to its Request for Qualifications and Proposals as named above. The information contained in this Addendum shall become part of the Solicitation and, to the extent specified, shall amend and supersede the similar information in the original Solicitation document. All other terms, provisions and conditions of the Solicitation shall remain unchanged.

The Solicitation Documents shall be amended by the following:

REFER TO PRE-SBUMITTAL MEETING DOCUMENTATION:

1. Refer to pre-submittal presentation and pre-submittal attendee sign in sheet.
 - a. Subject documents are provided as a convenience to Offerors

REFER TO RFQP DOCUMENTATION:

1. Remove and replace page 2 of RFQP with attached version
 - a. List of Included Exhibits updated to include Exhibit I and J
2. Remove and replace page 7 of RFQP with attached version
 - a. Project description revised to include the scope of work reflected in Exhibit I and J

LIST OF ATTACHMENTS:

1. Pre-Submittal Presentation, 13" x 7.5", 20 pages
2. Pre-Submittal Sign-in Sheet, 8.5" x 11", 2 pages
3. RFQP Page 2, Updated Included Exhibits list, 8.5" x 11", 1 page
4. RFQP Page 7, Updated Included Exhibits list, 8.5" x 11", 1 page
5. RFQ Exhibit I, Site Roadway Improvements, 24" x 36", 1 page
6. RFQ Exhibit J, TNC, Taxi Loop, Robin Hood Road Concept Layout, 24" x 36", 2 pages

END OF ADDENDUM NO. 1

Contractor must take note and be governed accordingly. This addendum must be acknowledged in your submittal response, or your submittal may not be considered.

ConRAC Facility RFQP for Construction Manager at Risk Services

Pre-Submittal Meeting

October 11, 2024



NORFOLK INTERNATIONAL AIRPORT

Talking Points

- Project Description
- Location and Layout
- RFQP
 - General Process
 - Scoring
 - Schedule
- Design and Construction Schedule
- Miscellaneous Notes
- Questions
- Optional Site Visit

Housekeeping Items

- Sign-In Sheet
 - Please print information clearly
- Parking Validation
 - Stickers to be placed on barcode side
 - No stickers left?
 - Sign ticket on barcode side
 - See HR after meeting for validation

RFQP Document Availability

- ORF Website – <https://www.norfolkairport.com/purchasing>
- The Norfolk Builders & Contractors Exchange – <https://bceva.com>
- eVA – <https://eva.virginia.gov>
- Contact Procurement Manager directly
Ruben.Rivas@GreshamSmith.com

Project Description

- New Consolidated Rental Car Facility and all associated ancillary work
- 310,000 sf garage consisting of three levels for RAC operations and a fourth level hard cap for vehicle storage
- 24,000 sf 3-Story Customer Service building
- 73,000 sf at grade Quick Turnaround (QTA) facility used by rental car companies to clean and fuel vehicles
 - QTA will be immediately adjacent to ConRAC
- 290' long enclosed and conditioned pedestrian bridge from ConRAC to Arrivals Terminal
- Refer to Exhibit H of RFQ for concept drawings

ConRAC Location



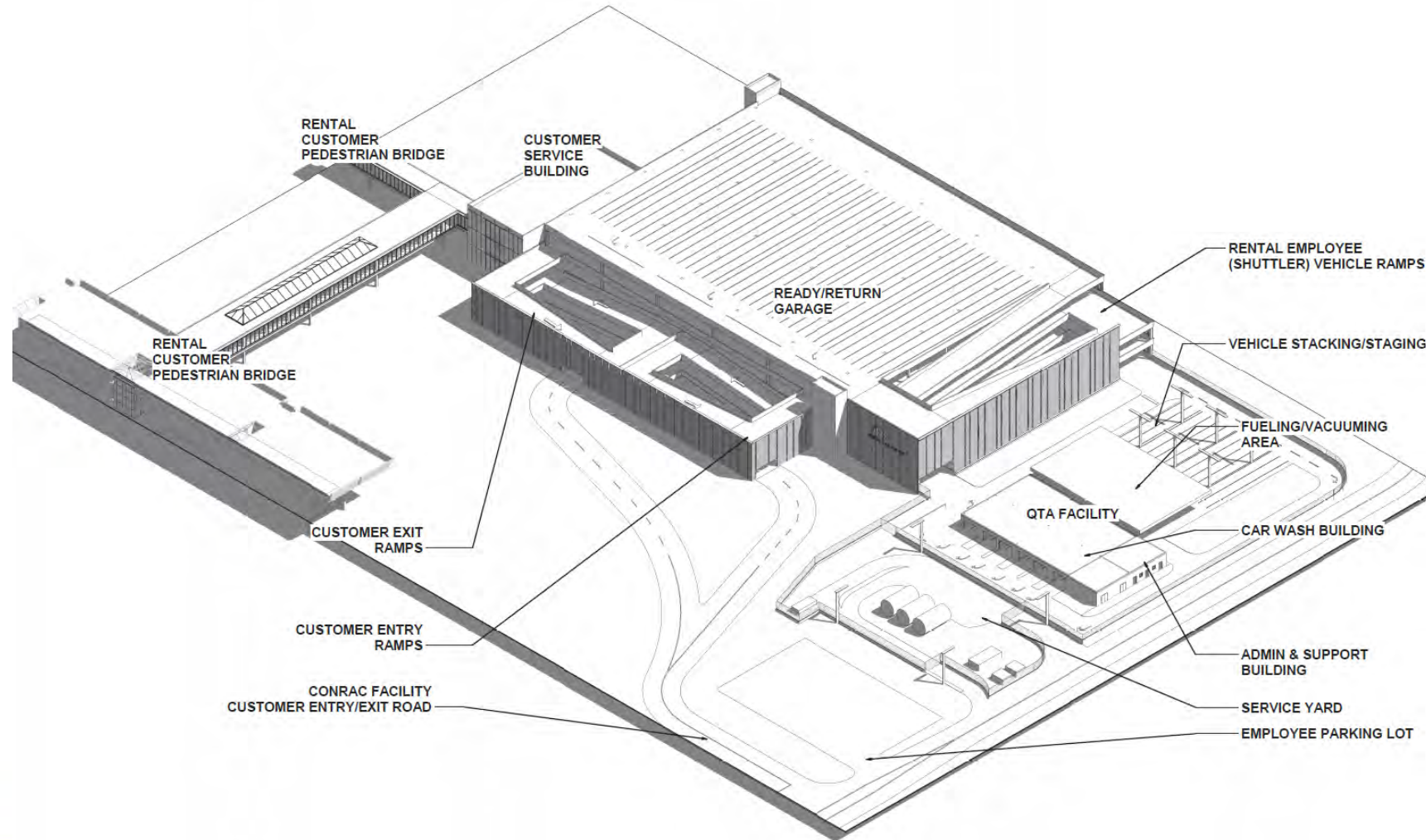
ConRAC Elevation Rendering



Gresham
Smith

IMAGE IS A REPRESENTATION OF THE DESIGN INTENT AND MAY NOT REFLECT THE EXACT BUILT CONDITION.

ConRAC Layout



RFQP Process in General

- Authority will adhere to a Two-Step Competitive Negotiation Process as set forth in the Authority's Procurement and Purchasing Policy
- Step 1 – Determination of the Shortlisted Qualified Offerors
 - Authority will score Statements of Qualification using the matrix in RFQ
 - Goal is to shortlist between 3 and 5 qualified Offerors
 - Only shortlisted Offerors will proceed to Step 2
- Step 2 – Selection of the Construction Manager at Risk
 - Evaluate price proposals and conduct interviews
 - Score and rank Offerors
 - Enter into negotiations with two or more Offerors
 - Or if one Offeror is clearly more qualified than the others, enter into negotiations with that Offeror

RFQP Scoring and Ranking

- Step 1 – Up to 65 total points available
 - Organization, Experience and Capacity – Up to 15 Points
 - Project Team – Up to 20 Points
 - Project Approach – Up to 20 Points
 - Approach to Scheduling & Cost Control – Up to 10 Points
 - Also contains pass/fail for minimum qualifications and required forms
- Step 2 – Up to 35 total points available
 - Offeror's Contract Acknowledgement – Up to 5 Points
 - Offeror's Price Proposal – Up to 30 Points
- Evaluation Committee may adjust the scores for any criterion based on information learned during the interview process
- Each Offeror will be ranked based on its final total score out of 100

RFQP Schedule: Step 1 - Selection

- 10/11/24 Pre-Submittal Meeting
- 10/22/24 Questions due by 4pm – Submit electronically to Ruben
- 10/29/24 Final Addendum to be issues
- 11/5/24 SOQs due by 4pm – Submit electronically through Newforma
- 11/21/24 Authority completes evaluation and shortlisting

Step 2 – Proposals and Interviews

- 11/22/24 Notify Offerors of the Shortlisted Firms
- 12/20/24 Acknowledgement of Contract or Proposed Redlines due by 9am
- 1/7/25 Price Proposals due by 2pm – Submit through Newforma
- 1/14/25 Interviews
- 1/15/25 Initiate competitive negotiations if needed
- 1/22/25 Recommendation of selection to CEO
- 1/24/25 CEO concurrence and Notice of Intent to Award
- 2/28/25 Execute Contract, Preconstruction Addendum and NTP

Contract Modifications

- As part of Step 2, shortlisted Offerors shall submit either
 - An acknowledgment and acceptance of the CMR Agreement without any proposed edits or modifications
 - Or a “redlined” version of the CMR Agreement with the Offeror’s proposed edits or modifications to any provision to which it has any objection
- Proposed edits or modifications will be scored out of a possible 5 points per the RFQ (Step 1&2 combined total possible points = 100)
- The Airport Authority reserves the right to disqualify an Offeror if a proposed revision, or the revisions cumulatively, materially modifies the CMR Agreement in a manner which the Airport Authority, in its sole discretion, finds unacceptable

Design and Construction Schedule

- Design

- 30% Schematic Design Completed March 2025
 - Contract for pre-construction services needs to be in place NLT 2/28/25
- 70% Design Development Completed August 2025
 - Potential for GMP #1 Package – Civil/Utility
- 90% Construction Documents Completed November 2025

- Construction

- Notice to Proceed GMP #1 – September 1, 2025
- Notice to Proceed GMP #2 – January 1, 2026
- Beneficial Occupancy – December 31, 2027
 - Date in RFQ is incorrect and will be modified via addendum

Pre-Construction Services

- See RFQP and Paragraph 2.6 of Agreement for full requirements
 - Participate in Design Review meetings with team
 - Explore potential value management and alternative approaches to minimize total construction costs or to enhance quality of the Project
 - Monitor impact of design on schedule
 - Prepare cost estimates
 - Identify long lead procurement concerns
 - Make phasing and subdivision or work recommendations
 - Stimulate bidder interest and encourage bidding competition
- All pre-construction services are required will help the Authority to meet budget and schedule goals of the Project
- Services will be compensated at the rates in CMR's Preconstruction Phase Price Proposal, up to the not-to-exceed amount set forth in RFQ Exhibit F

Construction Services

- See RFQP and Paragraph 2.7 of Agreement for full requirements
 - Provide continuous on-site monitoring and coordination, inspection and direction of the Work
 - Procurement of Subcontractors
 - Quality Control
 - Coordination with adjacent work
 - Oversee job safety
 - Provide all construction administration functions to assure proper execution and documentation of the Work
 - Project Closeout
- Offeror shall propose a CMR Fee in a percent cost format and include in RFQ Exhibit G
 - CMR Fee will be applied to cost elements specifically identified as reimbursable in CMR Agreement
 - Exception - will not be applied to insurance and bond costs
- Fee will be fixed for the duration of the Project

Funding Sources

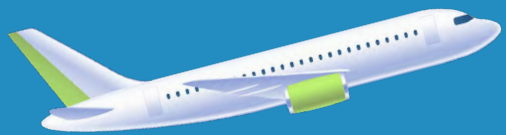
- All funding sources are local
- No State or Federal funds associated with the design or construction of this project
- Title VI Civil Rights provisions apply

SWAM Goal

- The Authority has a goal of 12.2% for SWAM participation in the construction phase of this contract
- Offerors must outline how they plan to meet the goal as part of their submittal

Cone of Silence

- All communications, of any nature with respect to this RFQ, shall be addressed in writing to the Procurement Manager as identified in RFQ
- Offerors must not contact members of the Airport Authority Board of Commissioners, the Evaluation Committee, Authority staff or anyone associated with the RFQ to discuss or ask questions about the Project
- Improper contact may result in disqualification of the Offeror



Questions?

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Included Exhibits:

RFQ Exhibit A: Agreement Between Owner and Construction Manager at Risk Entity (including Special Security Measures – Terminal Construction, Norfolk International Airport Authority Standard Performance Bond and Norfolk International Airport Authority Standard Payment Bond)

RFQ Exhibit B: Not Used

RFQ Exhibit C: SIDA Badge Application Package

RFQ Exhibit D: Written Determination Regarding use of CMR Procurement method

RFQ Exhibit E: Scoring Matrix

RFQ Exhibit F: Preconstruction Services Fee and Billable Rate Proposal Form

RFQ Exhibit G: Price Proposal Form

RFQ Exhibit H: Concept Drawings

RFQ Exhibit I: Site Roadway Improvements

RFQ Exhibit J: TNC, Taxi Loop, Robin Hood Road Concept Layout

Addendum No. 1

Step 2: Request for Proposals (RFP) Schedule

November 22, 2024	Notify Offerors of the Shortlisted Firms
December 20, 2024	Acknowledgement of Contract or Proposed Redline due by 9:00 am EDT; Submit electronically through Newforma
January 7, 2025	Price Proposal due by 2:00 pm EDT Submit electronically through Newforma
January 14, 2025	Interviews, Final Scoring, Ranking and determine whether competitive negotiations needed
January 15-22, 2025	Competitive Negotiations with top-ranked firms, if needed, and recommendation made to CEO
January 24, 2025	Selection by CEO, and Notice of Intent to Award
February 28, 2025	Execute Contract, Preconstruction Addendum, and NTP

f. Construction Schedule

September 1, 2025	Notice to Proceed
December 31, 2028	Beneficial Occupancy

g. Liquidated Damages

Unless otherwise agreed to by the Owner, the Construction Manager shall pay the Owner liquidated damages of \$1,500 per day for each and every day that Substantial Completion has not been achieved after the Contract Time established in each Guaranteed Maximum Price Amendment. The Construction Manager acknowledges and agrees that liquidated damages are not a penalty, but are a fair and reasonable estimate of the delay damages the Owner is expected to suffer in the event of delay.

3. PROJECT DESCRIPTION

The Project consists of constructing a new consolidated rental car facility (ConRAC) and all associated necessary ancillary work. The ConRAC is generally described as a 270,000 square foot parking structure consisting of three levels and a fourth level hard cap. Additionally, a Quick Turnaround facility used by the rental car companies to clean and fuel vehicles will be constructed adjunct to the parking structure. Refer to **Exhibit H** for ConRAC concept drawings available at the time of posting this RFQ/RFP. Project includes Roadway Work as shown in **Exhibit I** and the relocation of the TNC and Taxi Facilities as shown in **Exhibit J** as required to enable the ConRAC Facility. Project includes the realignment of Robin Hood Road as shown in **Exhibit J** to enable proper function of relocated TNC and Taxi facilities. Scope is subject to change however, Offerors should anticipate the final project scope to be similar to what is documented in Exhibits H, I and J.

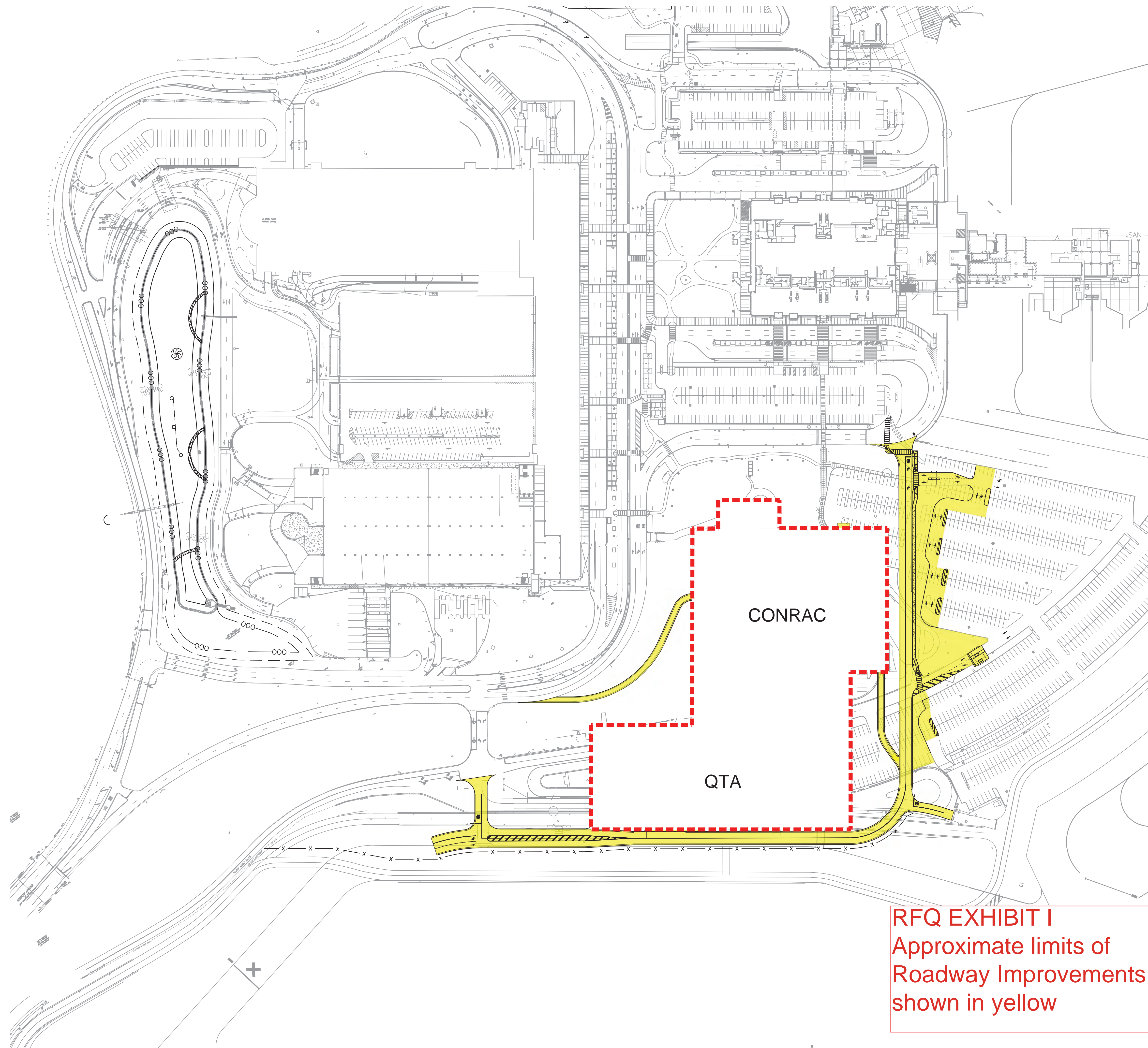
a. Coordination and Phasing:

Addendum No. 1

The Airport operates 24-hour a day, 365 days a year, which requires construction to be performed in a manner to minimize impacts to daily operations. The Project will require the Offeror to be knowledgeable in minimizing downtime of operating utilities and planning/phasing/staging the work to limit impact to Airport Operations and maintain a safe passenger experience in and around the facility during the performance of all construction activities. The selected Offeror shall:

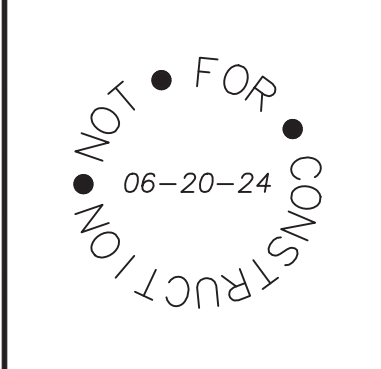
- i. Coordinate the work for this project with the Airport Authority's other on-going projects.

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



REVISIONS	No.	DATE	BY

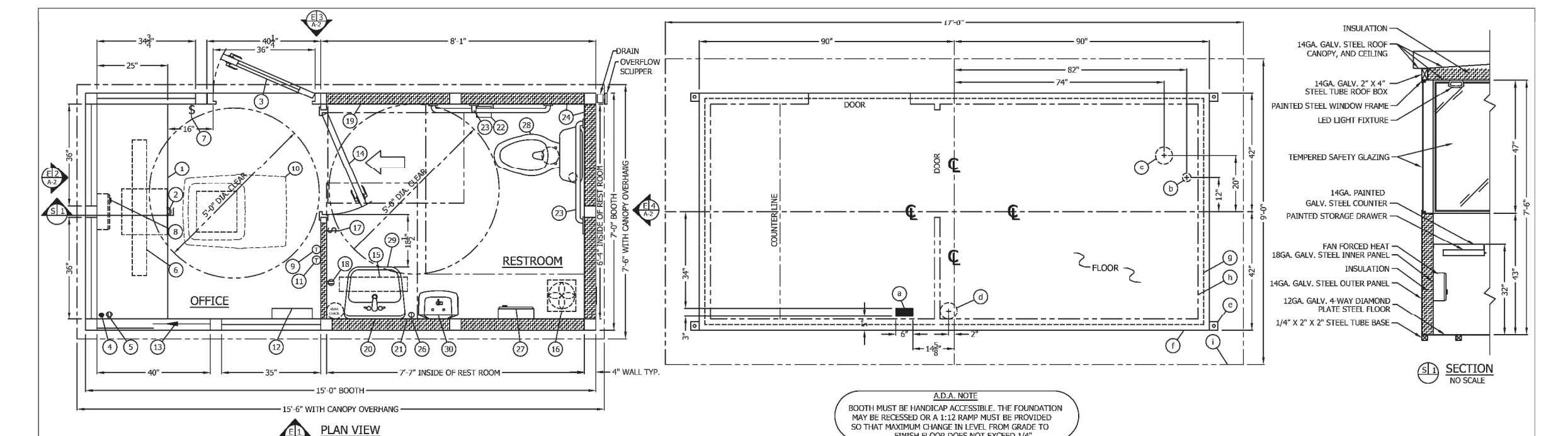
Kimley»Horn
 4525 MAIN STREET, SUITE 1000, VIRGINIA BEACH, VA 23462
 PHONE: 757-213-8600 FAX: 757-213-8601
 WWW.KIMLEY-HORN.COM



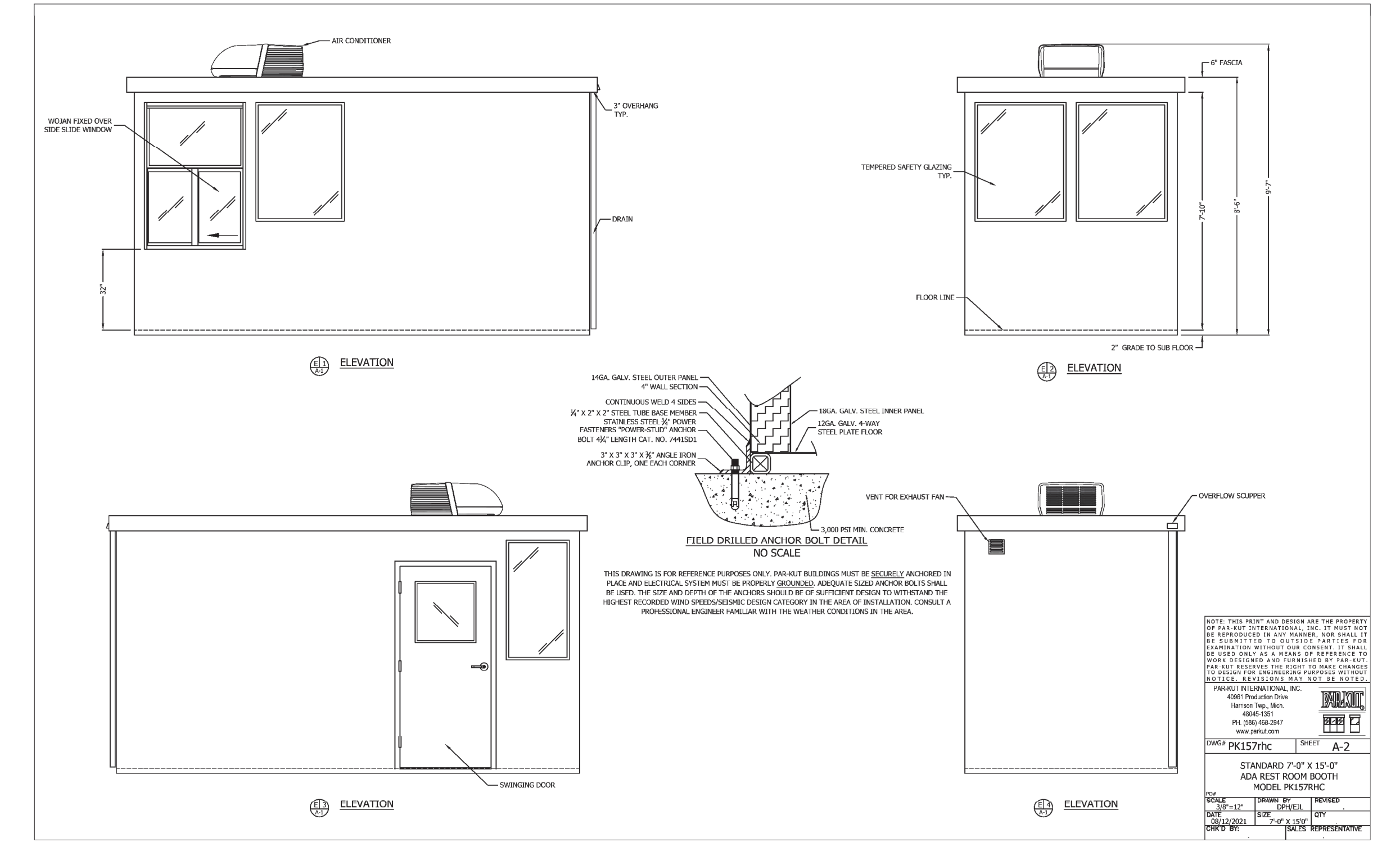
KHA PROJECT	DATE
SCALE AS SHOWN	DESIGNED BY
DRAWN BY	CHECKED BY

SITE ROADWAY IMPROVEMENTS

SHEET NUMBER
EXHIBIT



LINE ITEMS			SERVICE ENTRANCE/ANCHOR BOLT LAYOUT		
ITEM #	DESCRIPTION	QTY	ITEM #	DESCRIPTION	QTY
1	COUNTER - 2" DEEP PAINTED GALVANIZED STEEL MOUNTED 3" A.F.F.	1	4	1/2" X 1/2" SCOT IN FLOOR WITH 3" X 3" REMOVABLE SCREW-DOWN ANCHOR TREADPLATE LID, (1) SCREWS REQ'D ONE AT EACH END, FOR ELECTRICAL SERVICE ENTRANCE	1
2	PAINTED STEEL COUNTER	1	5	1/2" HOLE THROUGH FLOOR FOR WATER DRAIN	1
3	DOOR - 36" WIDE WITH WEATHER STRIPPING, BALL BEARING HANDERS, THICK DUTY TRACK, SAFETY GLAZING, HACK SPLIT LOCK, AND HARDWARE	1	6	1/2" HOLE THROUGH FLOOR FOR WATER DRAIN	1
4	2" DIAMETER HOLE IN COUNTER FOR DRAIN CODES	1	7	1/2" HOLE THROUGH FLOOR	2
5	DUPLEX OUTLET MOUNTED ABOVE COUNTER	1	8	1/2" X 1/2" X 1/2" ANCHOR BOLT WITH A 1" ANCHOR BOLT HOLE, ONE EACH CORNER ANCHOR BUILDING AFTER FINAL LOCATION. ANCHOR BOLTS NOT INCLUDED	4
6	INTERIOR LIGHT WITH WALL SWITCH - 40" LED LIGHT FIXTURE WITH MONOLIC LENS	1	9	OUTSIDE EDGE OF BUILDING	1
7	WALL SWITCH FOR INTERIOR LIGHT	1	10	BASE FOR INTERIOR LIGHT	1
8	HEAVY 1/2" DIA. USE W/IT WALL MOUNTED WITH WALL THERMOSTAT	1	11	OUTSIDE EDGE	1
9	WALL THERMOSTAT FOR HEATER	1	12	SUGGESTED MINIMUM FOUNDATION	1
10	AIR CONDITIONER WITH WALL THERMOSTAT - ROOF MOUNTED	1	GENERAL CONSTRUCTION NOTES		
11	WALL THERMOSTAT FOR AIR CONDITIONER	1	PARK-KUT BOOTHING AND SINGLE UNIT WELDED STEEL CONSTRUCTION, FACTORY ASSEMBLED AND DELIVERED SET UP. FAILURE TO SECURELY ANCHOR BOOTH MAY RESULT IN OVERTURNING OF UNIT AND SERIOUS INJURY TO OCCUPANT.		
12	CIRCUIT BREAKER PANEL - 120V/240V RATED CAN BE FED WITH 120/208V, 12 GAUGE, 18-3 WIRE WITH GROUND BAR, 100 AMP MAIN BREAKERS AND INSTANT REWINDERS FOR PULL-TOWN (INSTALLER'S SPECIFICATIONS PROVIDED)	1	SAFETY GLAZING - SET IN PAINTED GALVANIZED STEEL EXTERIOR WINDOW FRAMES WITH INTERIOR ALUMINUM GLAZING STOPS.		
13	40" W X 48" H - HORIZONTAL SLIDING TRANSCOM WINDOW MOUNTED 3" A.F.F.	1	PAINT - FINISH SHALL BE SINGLE COLOR OF CHOICE UNLESS OTHERWISE SPECIFIED. AXIAL BRUSH POLYURETHANE INDUSTRIAL COATING SHALL BE APPLIED TO ALL EXPOSED METAL SURFACES. THIS INCLUDES ROOF SURFACE, ALUMINUM WINDOW FRAMES AND ANY STAINLESS STEEL COMPONENTS (IF USED).		
14	120V SWINGING STEEL PROPERTY DOOR WITH LEVER HANDLE LOCKSET	1	ELECTRICAL - ALL WIRING BY PAR-ALL TO BE #12/ALUMINUM STRANDED COPPER, THIN ENCLOSED IN 1/2" MIN. E.M.T. AND FLEXIBLE METAL CONDUIT WHERE APPLICABLE PER NATIONAL ELECTRICAL CODE. ALL WIRING SHALL BE INSTALLED BY A LICENSED ELECTRICIAN.		
15	RESTROOM LIGHT - 40" LED LIGHT FIXTURE WITH MONOLIC LENS	1	LIFTING RINGS ARE DESIGNED AND ENGINEERED AS A "STRAIGHT" VERTICAL LIFT ONLY. SPREADER BARS MUST BE USED WHERE APPLICABLE TO INSURE STRAIGHT VERTICAL LIFT. ALL HARDWARES WILL BE USED IF NOT LISTED IN THIS MANNER.		
16	80 CFM EXHAUST FAN, INCLUDES FAN VENT COVER WITH INSECT SCREEN	1	NO OVER WIRE BUNDLE PERMITTED		
17	WALL SWITCH MOUNTED 48" MAX A.F.F. FOR REST ROOM LIGHT FIXTURES AND EXHAUST FAN ITEM #16	1	ACTUAL LOCATION OF ELECTRICAL SERVICES MAY VARY DUE TO INSTALLATION CONSTRAINTS, SERVICE RESTRICTIONS, OR FOR PROPER PLACEMENT TO SATISFY APPLICABLE CODES.		
18	CPIC PROTECTED DUPLEX RECEPTACLE MOUNTED 48" MAX A.F.F.	1	GENERAL SITE INSTALLED ITEMS PROVIDED BY OTHERS		
19	COACH HOOD MOUNTED ON WALL	1	1. PROVIDE 120V/240V, SINGLE PHASE, 3-WIRE SERVICE WITH GROUND.		
20	HIGHWAY	1	2. CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
21	PAPER TOWEL DISPENSER	1	3. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
22	TOILET PAPER HOLDER	1	4. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
23	STAINLESS STEEL GRAB BAR	1	5. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
24	CPIC PROTECTED SINGLE RECEPTACLE FOR WATER HEATER	1	6. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
25	CPIC PROTECTED SINGLE RECEPTACLE FOR WATER HEATER	1	7. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
26	CPIC PROTECTED SINGLE RECEPTACLE FOR WATER HEATER	1	8. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
27	WALL SWITCH MOUNTED 48" MAX A.F.F. FOR REST ROOM LIGHT FIXTURES AND EXHAUST FAN ITEM #16	1	9. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
28	WATER CLOSET WITH OPEN FRONT SEAT	1	10. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		
29	USE CALLOUT POINT OF USE WATER HEATER	1	11. PROVIDE 12" X 12" X 12" CONCRETE FOUNDATIONS AND TENDERS OF DEPT. 3000 PSI WEIGHT (28 DAY) TO BE PROVIDED BY OTHERS. THIS IS TO PROVIDE A 12" CONCRETE BORDER ON EACH SIDE OF THE BUILDING. THIS IS A SUGGESTED MINIMUM AND IS NOT A REQUIREMENT OF THE CONTRACT.		



PARKING SUMMARY

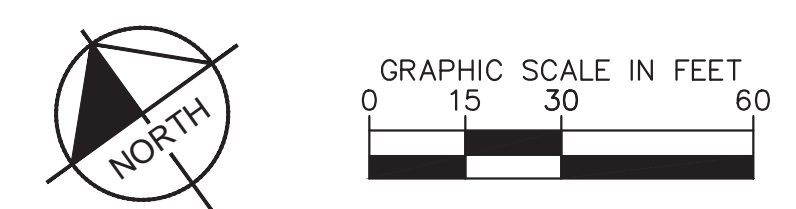
TAXI LOOP:	18 QUEUED TAXIS
TNC LOT:	80 PARKING STALLS
OBSERVATION AREA:	46 PARKING STALLS

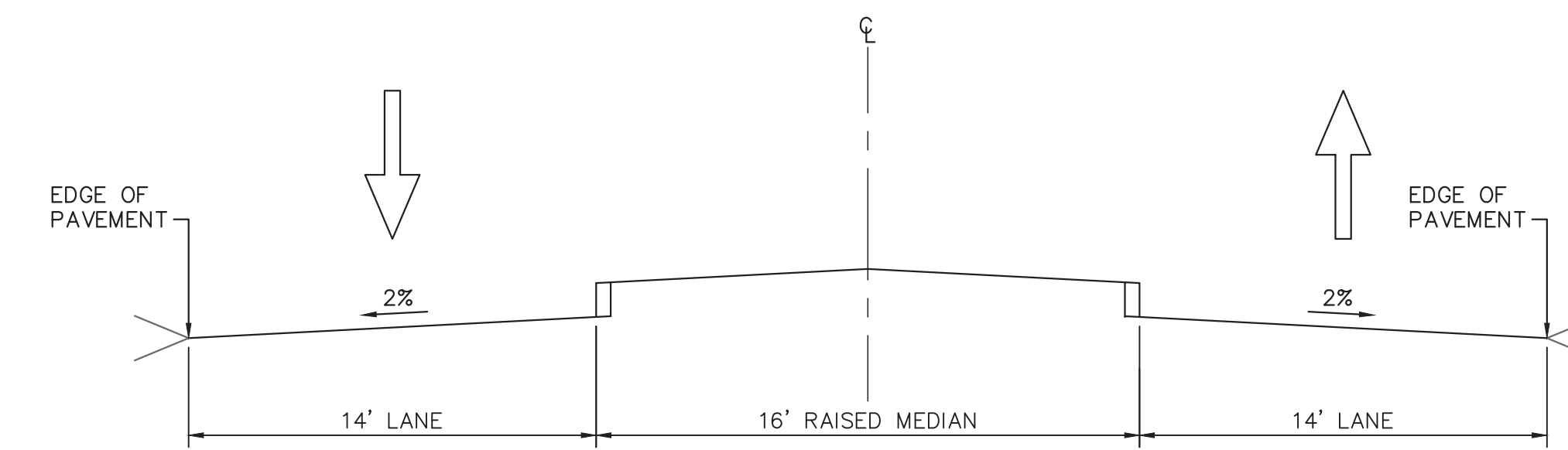
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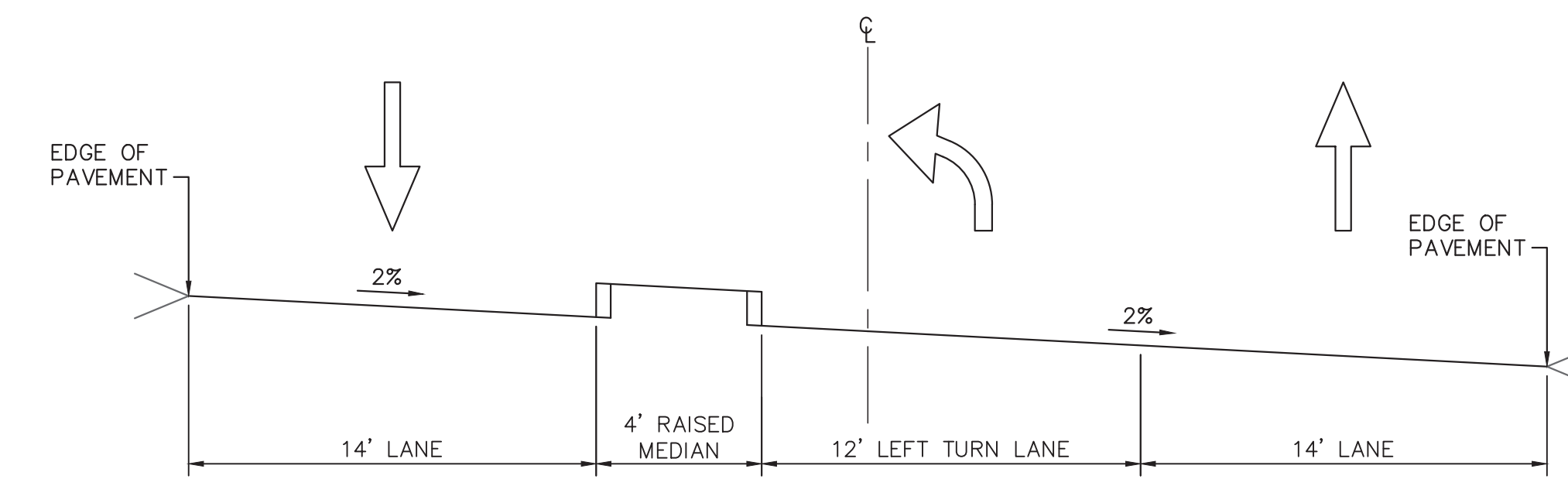
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ROBIN HOOD ROAD - TYPICAL SECTION



ROBIN HOOD ROAD - AT LEFT TURN LANE

