

Roanoke Regional Airport Commission
April 2, 2018
Notice of Request for Proposals
for
General Counsel Services
DUE: 5:00 P.M. local time April 30, 2018

Dear Prospective Proposer:

The Roanoke Regional Airport Commission (“Commission”) is seeking proposals for the professional services of a lawyer to serve as General Counsel to the Commission. A copy of the Commission’s Request for Proposals (“RFP”) may be obtained by contacting Erin Henderson, Contracts Administrator at erinh@flyroa.com.

Proposals must be prepared and mailed or delivered in accordance with Section VI of the RFP and must be received at the address stated in that section no later than 5:00 p.m. on April 30, 2018.

Please note that the Commission will evaluate the proposals based upon the criteria set forth in the RFP. A contract for general counsel services will be awarded to the attorney whose proposal is judged most advantageous to the Commission. The Commission may, in its discretion, hold discussions with one, all, or none of the proposers, or with a competitive range of proposers. The Commission may also request additional information including best and final offers, and/or waive irregularities in any offer received. The Commission may also choose to award a contract based solely on the basis of initial proposals received, without discussions or opportunity to revise proposals. Therefore, each proposer should submit a complete proposal. The Commission also reserves the right to reject any and all proposals received.

Please direct any questions regarding the RFP, in writing to Tim Bradshaw, Executive Director, A.A.E., 5202 Aviation Drive, Roanoke, VA 24012.

All proposals will be considered confidential to the extent permitted by law. The terms of the successful offer may be incorporated into an agreement. Any such agreement may be subject to public disclosure.

We look forward to receiving your proposal.