

REQUEST FOR PROPOSALS FOR AIRPORT CONSULTING AND PLANNING SERVICES

Political Subdivision: Board of County Commissioners, Ross County, Ohio

Procurement of: Consulting and planning services for Ross County's Shoemaker Airport (KRZT)

Issue Date: September 5, 2025

I. INTRODUCTION

The Board of County Commissioners, Ross County, Ohio (the "Board") is soliciting proposals from qualified aviation consulting firms ("Respondents") to provide professional consulting and planning services for long-term planning and development of Ross County's Shoemaker Airport (KRZT) (the "Airport"). This project aims to guide sustainable airport growth, facility improvements, and economic development opportunities related to the airport and surrounding properties.

II. AIRPORT DESCRIPTION

The Airport is a 350-acre general aviation airport located 6 miles northwest of Chillicothe in Ross County, Ohio. It is publicly owned by the Ross County Board of County Commissioners. Ross County is a predominantly rural county with a population of 73,500 (as of 2023). For more information about Ross County, visit: <http://www.co.ross.oh.us/>

Established in 1965, the Airport is a valuable County asset that serves corporate, military, and private aviation. The Airport is currently in a significant transition phase. Earlier this year, the Board initiated a significant runway rehabilitation and construction of two blast pads funded by FAA and ODOT grants. The Board seeks to maintain this momentum and anticipates further growth and renovations to occur within the next 5 to 10 years.

III. SCOPE OF SERVICES

The selected consultant will be responsible for delivering services including but not limited to:

- Developing a comprehensive airport master plan, addressing current conditions, facility assessments, future growth opportunities, and infrastructure improvements.
- Creating a long-term vision plan that includes strategies for economic development, integration with surrounding properties, and community impact.
- Reviewing and updating existing airport governing documents and recommending necessary modifications or new documents.

- Analyzing and addressing zoning, land use, and compatibility issues with neighboring properties and jurisdictions.
- Developing clear, actionable recommendations for the phased implementation of improvements, expansions, and strategic initiatives.
- Facilitating stakeholder engagement, including community input sessions, meetings with county officials, airport tenants, and neighboring property owners.

IV. SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Proposals must include, at a minimum, the following information:

1. A cover letter that includes the name, address, email, and telephone number of the consultant's/firm's contact person authorized to answer questions regarding the proposal.
2. Consultant's profile, team description and background, including qualifications, and relevant experience with similar airport visioning and master planning projects.
3. Identification of key project personnel, including resumes.
4. Proposed project approach, methodology, and timeline.
5. At least three references from similar past projects.
6. Detailed fee structure and proposed budget.

Proposals will be evaluated based upon the following criteria:

1. Demonstrated expertise and experience with similar airport master planning and visioning projects.
2. Clarity and quality of the proposed project approach and deliverables.
3. Qualifications and experience of project personnel.
4. Project timeline feasibility.
5. Proposed budget and cost-effectiveness.

The Board reserves the right to reject any proposal in which the Respondent fails to meet the terms and conditions of this RFP, including but not limited to, the requirements and criteria specified in this RFP; or submits budgets or fee structures that the Board considers to be excessive, compared to existing market conditions, or which exceed the Board's available funds.

V. INSTRUCTIONS AND DEADLINE FOR SUBMITTING PROPOSALS

Respondents should submit 3 hard copies and 1 electronic PDF on flash drive, of their proposals, to the following address, before the submission deadline:

Ross County Commissioner's Office
ATTN: Brad Cosenza, Ross County Administrator
2 North Paint Street Suite H
Chillicothe, Ohio 45601

Submissions should be marked: *Consulting Services for Ross County's Shoemaker Airport RFP.*

Submission Deadline: September, 29 2025, Received no later than 10:00am at the address listed above.

Pre-Submission Questions Deadline: September 29, 2025 at 4:00pm. Respondents shall direct all communications and questions in writing, by email to Brad Cosenza, Ross County Administrator, at bradcosenza@rosscountyohio.gov. Questions will be reviewed by the Board.

RFP Decision: by October 14, 2025.

VI. TERMS AND CONDITIONS

The Board reserves the right to take any action that it deems to be in its best interest, in its sole discretion, and may cancel or reissue this RFP per the law. All proposals shall be valid for a period of 90 days from the submission date, unless withdrawn in writing by the Respondent. A Respondent may withdraw their proposal at any time prior to the Board's RFP decision by written notification.