

Request for Proposals: Airport Consultant

Huerfano County Solicitation #2025-07
September 8, 2025

1. Summary of Request

The Board of County Commissioners of Huerfano County (the “County”) is seeking proposals from experienced consultants to provide planning, administrative, and professional services for the Spanish Peaks Airfield.

2. Submission Information

Written submissions for the supply of the services described herein will be accepted until **Wednesday October 1, 2025 at 4PM MT**. Any response received after that time will not be considered.

The County will only accept electronic submissions in response to this RFP. Electronic submissions are required to be considered for an award. Please plan for a maximum file size of 2GB.

To submit your Bid online, please visit www.bidnetdirect.com/colorado/huerfano-county-government.

If you experience problems submitting your electronic response, please contact the Bidnet Direct technical support team (800-835-4603) prior to the submission deadline. Please allocate sufficient time to submit your proposal to the Bidnet website. The 4:00 pm Mountain Time deadline is a hard stop. You must save your submission to the site before the deadline or you will be locked out and your submission will not be accepted.

3. Questions

Procedural and technical questions are to be submitted online through Bidnet Direct. Questions will be accepted until **Wednesday, September 24, 2025 at 4PM MT**. A summary of questions and answers will be released according to the schedule set below.

4. Anticipated Timeline

Dates are approximations for the process steps and are subject to change.

Step	Date	Selection Process
One	September 8, 2025	Solicitation Issued
	September 24, 2025	Questions may be presented prior to 4PM MT on this date.
	September 25, 2025	Questions and answers posted.
	October 1, 2025	Responses due at 4PM MT
	October 2, 2025	Committee Review of Responses.
Two	October 3, 2025	Notifications of Interviews.
	October 20, 2025	Interviews conducted.
Three	October 22, 2025	Notification of selected finalist(s).
Four	November 4, 2025	Agreement executed.
	November 5, 2025	Anticipated Start Date

5. Background

Huerfano County is a community encompassing 1,593 square miles and home to approximately 7,000

residents. The County is governed by a three (3) member Board of Commissioners, elected by districts to four (4) year terms. Huerfano County is home to two (2) incorporated communities: Walsenburg and La Veta. Each community has its own governing body. The County, however, provides many essential services to the residents of these municipalities.

Huerfano County through its staff and Officers provides a variety of services including, but not limited to: zoning and code enforcement, law enforcement, revenue assessment and collections, road and bridge construction and maintenance, social services, and general government administration.

Spanish Peaks Airfield (4V1) is a general aviation airport located approximately 6 miles north east of the City of Walsenburg, Colorado. Day-to-day management of the Airport is led by the County Road and Bridge Department with support from the County's IT and Public Works Departments. County Administration provides oversight and handles long term planning. The County recently completed a new Master Plan for the Airfield, which is attached as Exhibit A. Beyond the goals included in the Master Plan the County seeks to:

1. Improve the economic impact of the Airport;
2. Improve the desirability of the Airport for current and prospective lessees;
3. Ensure the long term financial sustainability of the Airport; and
4. Explore the possibility of developing county-owned hangars for lease.

6. Outline of Services to be Provided

The selected respondent ("consultant") will assist the County in implementing the County's goals for the airport as laid out above and in the Master Plan. Any resulting documents, policies, procedures, or other direction will be compliant with any County-adopted plans, goals, and regulations, to guide future Airport development and capital investment. Expected services include:

- Review, prepare, and update any Airport plans, manuals, maps, assessments, or other documents required to meet federal, state, and local laws and regulatory requirements
- Review, prepare, and update the Airport Capital Improvement Program/Plans.
- Review, prepare, and update the Disadvantaged Business Enterprise Program
- Support financial planning for the airport, including the development of benefit cost analyses.
- Assist in developing a marketing plan with a broad range of goals, strategies, and materials.
- Recommend, review, and evaluate marketing materials and programs.
- Support increased communication from the Airport to lessees on upcoming and in progress projects.
- Assist in the preparation of grant applications, including required support documentation.
- Assist in developing appropriate policies and procedures to ensure efficient airport management and operations.
- On-call planning, information services, and public presentations.

7. Qualifications

- Respondents must be knowledgeable of and abide by all Local, State, Federal and other

regulations that apply to these services.

- Respondents must be familiar with Federal Aviation Administration regulations and policies.
- Respondents must have a minimum of five (5) years' experience providing the services described herein to airports.

8. Contract Period and Payment Terms

The initial contract period will be for a term of two (2) years with the option to renew at the discretion of the Board of County Commissioners.

The Consultant will invoice the County for all consulting services monthly with not less than NET30 terms. Generally, payments will be made by check.

9. Contents of Letter of Interest

Written responses for the supply of the services fully described herein will be accepted until the date set forth in the anticipated timeline above. Any response received after that time will not be considered.

Responses, including all required and supporting materials, should be no longer than 20 pages and include:

1. Cover Letter, which must include:
 - a. A statement of interest for working with the County to complete the scope outlined above including a summary of key points describing the respondent's unique qualifications as they pertain to this particular scope;
 - b. A brief introduction to the respondent including structure, time in business, number of employees, and other data to assist in characterization of the respondent;
 - c. The name, address, and daytime telephone number for contact persons to whom additional selection process requests and notices should be communicated;
 - d. A disclosure of the name of any employee or official of Huerfano County who could be directly and personally benefited if the proposing firm is awarded a contract pursuant to this solicitation. If there is nothing to disclose, the response shall so state.
2. Experience and Reputation
 - a. Describe respondent's experience in the types of work likely to be performed;
 - b. Describe similar engagements performed or operations run by the respondent within the past five years; and
 - c. Please provide contact information for engagements or operations listed. Letters of reference are also accepted.
3. Personnel and Qualifications
 - a. Provide a resume that describes the respondent's expertise, experience and qualifications for this work;
 - b. Describe the availability and commitment of either the respondent to undertake the outlined work; and
 - c. Provide an organizational chart of the project team, if applicable.
4. Understanding and Approach
 - a. Describe in detail the respondent's understanding of and approach to providing the types of services described;
 - b. Describe the respondent's approach to partnerships or client service, including

- onboarding process, communication methods and approaches, as well as availability to take on projects and answer questions; and
 - c. Describe the respondent's capability and approach to meeting schedules and deadlines.
5. Fee Proposal
- a. Provide a detailed cost proposal with hourly rates. Projects will be assigned by task order and the County will

10. Selection Process

The process for selection and award of the Lease will consist of four steps and be organized as follows:

Step One	Review and scoring of Responses submitted
Step Two	Interviews (if required)
Step Three	Selection of successful respondent, negotiation of Professional Services Agreement
Step Four	County Commissioner approval of Professional Services Agreement

Step One: Review of Responses

Following an initial screening of the responses, the committee will select what it considers the most highly qualified party to provide the services outlined in the scope of services. Selection will be based on the evaluation criteria set forth below. Those submitting responses will be ranked, and the committee will then recommend the most qualified respondents for interviews. Responses for County Surveyor will be scored and ranked separately.

The following selection criteria will be the basis for the ranking of most qualified respondent:

Criteria	Points
Experience and Reputation	20 Points
Personnel and Qualifications	20 Points
Understanding and Approach	20 Points
Fee Proposal	25 Points
Overall Evaluation of Capabilities and Ability to Provide Required Services (Interview)	15 Points
Total	100 Points

Step Two: Interviews (if required)

1. Interviews may be conducted for the purpose of determining which respondent is the most highly qualified to perform the required work and which responds most fully understands and is able to perform the work envisioned by the County. Note that one of the above criteria is reserved for interview scoring.
2. Key personnel from interested party are required to be present and participate in the interview.
3. Respondents are asked to give a presentation on their organization. The Review Board will then ask any questions they have of the respondent.

Step Three: Selection of Successful Respondent and Negotiation of Professional Services Agreement

1. After the successful respondent is selected, the County will negotiate a Professional Services Agreement.

Step Four: County Commissioners Approval of Professional Services Agreement

1. The successful respondent is encouraged to attend the County Commissioners' meeting to answer any questions concerning the response, or the respondent's qualifications.
2. The County reserves the right to undertake or award supplemental or successor contracts for work related to this Contract.

3. This solicitation shall not be binding upon the County or respondent, and no services shall be performed under the terms of the response or the Professional Services Agreement until the Contract has been reduced to writing and approved by the County Commissioners.

11. Selection and Contracting Provisions

Notifications.

The County will provide timely notifications in writing (letters and/or emails) of the following actions to individuals or firms responding to the Request for Proposals as follows:

- Selection of short-listed individuals or firms for interviews (if required);
- Individuals or Firms not short-listed;
- Selection of recommended individual or firm; and County Commissioner approval.

Right to Reject

The County reserves the right to waive informalities in the responses or fees and to reject any and all responses and re-advertise this solicitation at any time prior to County Commissioner approval of the recommended firm or individual and the negotiated professional contract for services if doing so would be in the public interest, as determined by the county in its sole discretion. The County reserves the right to award this solicitation to the individual or firm that best fits the requirements outlined in the solicitation. The County reserves the right to waive any informality in any submittal and/or reject all responses, and to accept the response that is in the best interest of the County. The County further reserves the right to: (1) negotiate a final professional contract for services that is in the best interests of the county and the public; and (2) request any additional information county deems reasonably necessary to allow the County to evaluate, rank and select the most qualified proposer to perform the services described in this solicitation.

If the County and the selected individual or firm cannot agree on the contract, the negotiations will be terminated, and the County reserves the right to begin negotiations with the next highest ranked proposer.

Procedure Requirements

1. Any individual or firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
2. All costs incurred by individuals or firms choosing to participate in this process shall be borne by the proposing individual or firm.
3. All responses submitted regarding this solicitation are the property of the County and will only be returned to the individual or firms if requested in writing to the County at the sole discretion of the County.
4. Late submittals shall not be accepted. It is the responsibility of the individual or firms to ensure that the response arrives at the Huerfano County Administrator's Office, prior to the date and time stated in this solicitation.

Conflicts of Interest

Any conflicts of interest whether real or perceived by the individual or firm submitting a response should be fully disclosed and explained within the response.