



REQUEST FOR PROPOSALS

Walden-Jackson County Airport (33V) Consulting Services

Jackson County, Colorado

Issue Date: 3/11/26

Proposal Due Date: 4/24/26

Contact: Samantha Martin, County Administrator

Jackson County

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1. Introduction

Jackson County (“County”) is soliciting proposals from qualified airport consulting firms to provide comprehensive airport planning, engineering, grant administration, and advisory services for its publicly owned general aviation airport.

The County intends to retain a consultant capable of supporting long-term airport development, regulatory compliance, capital project delivery, and identification and administration of federal, state, and local funding opportunities.

2. Background

The County owns and operates a public-use general aviation airport that supports private, business, agricultural, emergency, and governmental aviation activity. The airport is eligible for and participates in state aviation funding programs.

The County seeks a consultant experienced in serving small, rural GA airports and in coordinating projects funded through the Colorado Division of Aeronautics, DOLA and other applicable funding sources.

3. Scope of Services

The selected consultant will provide professional services on an as-needed, task-order basis. Services may include, but are not limited to:

3.1 Airport Planning and Development

- Airport Master Plan updates and amendments
- Airport Layout Plan (ALP) preparation and revisions
- Capital Improvement Plan (CIP) development and annual updates
- Pavement management planning
- Environmental coordination and documentation (NEPA compliance as required)
- Land use compatibility and obstruction analysis (14 CFR Part 77)

3.2 Engineering and Design

- Runway, taxiway, and apron rehabilitation or reconstruction
- Airfield lighting, electrical systems, and AWOS
- Hangar and support facility design
- Drainage and utility improvements
- Preparation of plans, specifications, and cost estimates (PS&E)

3.3 Local and State Funding Assistance

- Identification of applicable local and state grant programs
- Assistance preparing and submitting grant applications
- Coordination with funding agencies for approvals and reporting
- Grant administration support, including reimbursement tracking
- Cost-benefit analyses and documentation as required

3.4 Construction Administration

- Bid assistance and contractor procurement support
- Construction oversight and inspection
- Pay request review and grant reimbursement coordination
- Change order analysis
- Project closeout documentation

3.5 Compliance and Advisory Services

- Regulatory compliance with State GA airport guidelines
- Rate and fee analysis
- Minimum standards development
- Lease and land-use advisory support
- Board meeting attendance and public presentations as requested

4. Consultant Qualifications

Proposing firms must demonstrate:

- Experience providing consulting services to general aviation airports
- Experience with local and state airport grant programs
- Familiarity with airport planning, design, and construction for small GA airports
- Professional engineering licensure in the State of Colorado (if performing engineering services)
- Experience serving rural or similarly sized public airports

5. Proposal Content Requirements

Proposals shall include:

1. Cover Letter
2. Firm Qualifications and Overview
3. Relevant Experience (three comparable GA airports)
4. Key Personnel and Resumes
5. Approach to Comprehensive Airport Consulting Services
6. Experience with State and Local Grant Procurement
7. Fee Schedule (hourly rates and markups)
8. References (three public-sector airport clients)

6. Selection Process

Selection will be based on qualifications in accordance with applicable state and local procurement requirements for aviation engineering services.

The County reserves the right to conduct interviews prior to final selection.

7. General Provisions

- The County reserves the right to reject any or all proposals.
- This RFP does not obligate the County to award a contract.
- The selected consultant must comply with all applicable federal, state, and local laws.
- Proof of insurance and professional liability coverage will be required prior to contract execution.