



Commissioners of Ross County

THE GREAT SEAL COUNTY OF OHIO • THE STATE'S FIRST CAPITAL

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

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

Issue Date: January 16, 2026

I. INTRODUCTION

The Board of County Commissioners of Ross County, Ohio (the “Board”) is requesting proposals from qualified Economic Development Land Planners and Facilities Planning firms (“Respondents”) to provide airport property planning services for Shoemaker Airport (KRZT). The selected consultant will prepare an economic development plan for the airport. The plan shall include an inventory of all existing airport property including the runway, taxiways, aprons, and T-hangars. The inventory should also include adjacent and surrounding properties as possible development sites. The plan should guide sustainable airport growth, facility improvements, new construction, and economic development opportunities on and around the airport.

II. AIRPORT DESCRIPTION

Shoemaker Airport is a 350-acre general aviation airport located six miles northwest of Chillicothe in Ross County, Ohio. The Airport is publicly owned by the Board of County Commissioners. Ross County is a primarily rural community with a 2023 population of approximately 73,500.

Established in 1965, the Airport serves corporate, military, and general aviation users. It has recently undergone runway rehabilitation and blast pad construction funded through FAA and ODOT grants. Additional growth and improvements are anticipated over the next 5–10 years.

III. SCOPE OF SERVICES

The selected consultant will provide, at minimum:

- A master plan assessing existing conditions, facilities, future growth, and infrastructure needs.
- A long-term vision and strategies for economic development.
- Evaluation of compatibility with surrounding properties and jurisdictions.
- Phased, actionable recommendations for improvements, expansion, and strategic initiatives.
- Engagement with community stakeholders.

IV. SUBMISSION REQUIREMENTS AND EVALUATION

Proposal Requirements

Proposals must include:

1. Cover letter with Respondent's contact information.
2. Description of the Respondent's team, qualifications, and relevant experience.
3. Identification of key personnel, including resumes.
4. Proposed project approach, methodology, and timeline.
5. At least one reference from similar projects.
6. Fee structure and proposed budget.

Evaluation Criteria

Proposals will be evaluated on:

1. Experience with airport and economic development planning and visioning projects.
2. Quality and clarity of the proposed approach and deliverables.
3. Qualifications and experience of assigned personnel.
4. Feasibility of the proposed timeline.
5. Budget and cost-effectiveness.

The Board may reject any proposal that fails to meet RFP requirements or includes costs deemed excessive or beyond available funding.

V. SUBMISSION INSTRUCTIONS AND DEADLINES

Submit **three (3) hard copies** to:

Ross County Board of Commissioners

ATTN: Bradford M. Cosenza, County Administrator
2 North Paint Street, Suite H
Chillicothe, Ohio 45601

Mark submissions: **“Consulting Services for Ross County’s Shoemaker Airport RFP.”**

- **Submission Deadline:** February 17, 2026
- **Pre-Submission Questions Deadline:** January 30, 2026
 - Submit questions via email to Bradford M. Cosenza at bradcosenza@rosscountyohio.gov.

VI. TERMS AND CONDITIONS

The Board reserves the right to take any action deemed in its best interest, including cancellation or reissuance of this RFP. Proposals must remain valid for 90 days unless withdrawn in writing prior to the Board’s decision. Respondents may withdraw proposals at any time before the decision date through written notification.