



**Grand Junction Regional Airport
2828 Walker Field Drive
Grand Junction, CO 81506**

**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY
REQUEST FOR PROPOSALS**

Executive Recruitment Search Airport Executive Director

RESPONSES DUE:

June 16, 2017 prior to 3:30 PM MDT

PURCHASING REPRESENTATIVE:

Interim Airport Manager
Grand Junction Regional Airport Authority
2828 Walker Field Drive
Grand Junction, CO 81506

970-244-9100

The Request for Proposal document may be obtained at www.gjairport.com.

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous Grand Junction Regional Airport Authority solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting.

OVERVIEW

The Grand Junction Regional Airport Authority is seeking proposals from qualified consultants for Airport Executive Director Recruitment Services. The Airport Authority seeks to procure the services of an Executive Search Firm, capable of conducting a search for candidates qualified to serve as the Airport Executive Director in Grand Junction, Colorado.

SCOPE OF WORK

The Grand Junction Regional Airport Authority seeks proposals from executive search consultants experienced in recruiting professional airport executives.

The Consultant shall work with the Grand Junction Regional Airport Board and Interim Airport Manager to actively source, recruit, evaluate suitability of, interview, and refer qualified candidates for the position of Airport Executive Director.

The scope of work will include, but not limited to, a process which includes the following:

- Facilitate, in partnership with the Airport Board and leadership team, the solicitation of valuable community input and feedback regarding a new Executive Director.
- Assist the Airport Board in establishing selection criteria for evaluating Airport Executive Director candidates.
- Work with the Airport Board, Interim Airport Manager, and HR Generalist to develop descriptive documents for prospective candidates (position profile, background information, marketing materials, etc.) using the community feedback.
- Conduct networking and other search activities to generate a diverse pool of highly qualified prospective candidates who meet the Airport Board's selection criteria. These activities shall include, at a minimum, publishing the vacancy using regional and national means. Consultant shall focus on identifying potential candidates, screening candidates for suitability with the Grand Junction Regional Airport Authority, and motivating candidates to interview for the position of Airport Executive Director.
- Work with Airport Board, Interim Airport Manager, and HR Generalist to review qualified applicants, recommended finalists and schedule interviews. Consultant shall provide best practices and legal requirements and instructions applicable through the process.
- Facilitation of on-site interview process.
- Conduct reference and background checks on finalists, review benefits, and generally assist in the hiring process in ways and at the times requested by the Airport Board.
- Provide sufficient notification to all candidates who applied but were not selected for initial interviews and to those interviewed but not offered the position.

- Work with the Airport Board and Airport Authority Attorney to coordinate/negotiate an offer of employment and related details with the final candidate, if requested.
- Consultant shall act at all times in an attentive, ethical, and responsible manner so as to represent the Airport Authority with the utmost concern for its interests, goals, and image with candidates, other communities, and members of the general public.

SUBMITTAL REQUIREMENTS

Elements to be included in the Proposal:

A. Letter of Interest, including the firm's history and the name of the principal and/or key personnel who will be assigned to work directly with the Airport Authority on this search. It is expected that the same key personnel be assigned to this contract for the duration of the search process, through and including the hiring of an Airport Executive Director for the Grand Junction Regional Airport Authority.

B. Detailed qualifications and previous executive search experiences, especially for airport management roles. Provide specific detail on experience and results with Airport Manager searches.

C. Description of the approach and plan for performing services outlined in the Scope of Work (see above), including:

1. Description of how the Proposer will specifically identify and target the needs of the Airport Authority in the search for a new Airport Executive Director;
2. Description of proposed candidate recruitment strategies and implementation plan including but not limited to the screening, interviewing, and assessment processes;
3. Proposed timeline with specific milestones;
4. List of recent contracts, including name and contact information;
5. Communities/organizations for which the firm has provided similar executive search services during the past five (5) years, include any unsuccessful searches;
6. Sample Promotional Material, include advertisements, brochures, or other recruitment materials used in similar searches or promotional literature about the firm;
7. Proposed techniques to identify candidate suitability (IE: technical skills, leadership style, organizational culture, and community match).

D. Provide a detailed fee schedule outlining the services as presented in your proposal. If proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses. Additionally, if any employment or candidate retention guarantee is provided, include the appropriate details.

SELECTION CRITERIA/EVALUATION OF PROPOSALS

In addition to providing the information outlined in the submittal requirements, the proposals will be evaluated on:

Networking Strategies – how networks of professional contacts will be used in the search process and recruitment process to attract a broad range of highly qualified candidates.

Experience/Key Personnel – experience in conducting successful executive searches with commercial airports.

Implementation Plan – demonstrated ability (with examples) of successful recruitment strategies, interviewing, and selection processes.

Timeline/Schedule – clearly delineated timeline with specific milestones.

References – references were satisfied with the Proposer's work and stated that all executive search tasks were completed within the time frame required.

Sample Recruitment Materials – samples of advertisements, brochures, and other forms of candidate outreach.

Price/Fee Schedule – detailed fee schedule and expected expenses.

The Airport Board and/or their designees will invite select Proposers to be interviewed who submitted the most advantageous proposals. Please note the schedule outlined below and plan accordingly.

CONTACT AND SUBMITTAL TIMELINE

Responses are due by **3:30 PM MDT on Friday, June 16, 2017** at the Grand Junction Regional Airport Authority Office by mail, email, or hand delivery.

Rick Taggart
Chairman of the Board
Grand Junction Regional Airport Authority
2828 Walker Field Drive
Grand Junction, Colorado, 81506
Email: rtaggart@gjairport.com

The Request for Proposals (RFP) will be available on the Airport Authority website (<http://www.gjairport.com/airport-authority.html>) under RFP/RFQ. There will be no public opening of proposals.

PROPOSED RFP SELECTION SCHEDULE

Deadline for Responses: June 16, 2017

Review of Responses: June 2017

Interviews of Select Respondents: June 2017
Tentative Meeting with Selected Consultant: July 2017

GENERAL PROVISIONS

Limitations and Award

This RFP does not commit the Airport Authority to award or contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The Grand Junction Regional Airport Authority reserves the right to reject all or any submittals received as a result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFP. The Airport Board reserves the right to not hire any of the candidates provided by the consultant. Additionally, the Airport Board reserves the right to hire a candidate not recommended by the consultant.

Equal Employment Opportunity

The selected consultant team will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or other protected class.

Professional Services Agreement

The selected consultant will be expected to sign a Professional Services Agreement.