



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Discussion and Possible Action on Selection of Consultant for Green House Gas (GHG) Emissions Inventory.

MEETING DATE: June 22, 2016

PREPARED BY: Kevin Smith

RECOMMENDED ACTION: The Ad Hoc Committee (Directors Wallace & Hetherington) along with staff recommend selecting First Environment to conduct the Green House Gas Emissions Inventory subject to a final interview and refinement of the Scope of Work by the Staff and Ad Hoc Committee with consultant.

DISCUSSION: The District issued the Request for Proposals (RFP) at the March 23, 2016 Board meeting with proposals due at the end of April. The Board formed the Green House Gas Emissions Inventory Ad Hoc Committee at the May 25, 2016 Board Meeting. The Board authorized the Ad Hoc Committee and Staff to review the proposals and recommend a consultant to the full Board of Directors for approval at the June 22, 2016 Meeting. The Committee met on June 15, 2016 and after analysis and discussion recommends First Environmental. The District received 5 proposals in response to the RFP issued by the District. The 5 RFP submitters with their associated fee are as follows:

- Weston Solutions - \$41,443
- First Environment - \$42,755 (They provided an option at \$32,645)
- Mead & Hunt - \$48,045 (lower fee option dependent on community outreach expiation)
- Good Company - \$24,732 (lower fee option also provided based on travel and training expenses)
- Sierra Business Council - \$31,900

While all candidates demonstrated competency, desire, and knowledge to conduct the study per the Scope of Work presented in the RFP, First Environment stood out to the Committee and staff as the best qualified based on the following findings:

- Extensive experience conducting similar studies at various airports across the country.
- Experience working with Airports, Cities, and Counties on GHG and Climate Action planning.
- Experience working with aircraft engine manufactures as well as airlines on GHG reduction strategies.
- Their participation in the Airport Cooperative Research Program (ACRP) reports.
- Office is in Sacramento.
- Quality and detail of the Proposal.
- A competitive fee proposal.

Due to these findings, the Ad Hoc Committee and staff recommend selecting First Environment as the preferred consultant subject to a final interview and refinement of the Scope of Work. First Environment provided two separate fee proposals based on which aircraft GHG inventory methodology the District selects. The Ad Hoc Committee would like to meet with First Environment and discuss options and work toward a final detailed Scope of Work.

WHAT'S NEXT: If the Board selects First Environment as the preferred vendor, the Ad Hoc Committee will conduct a final interview and work toward a refined the Scope or Work and Contract. Staff anticipates this process will require 30 to 45 days. The finalized Scope and Contract will then be submitted to the Board President for final signatures. If the Ad Hoc Committee and staff cannot come to an agreement with First Environment on a final scope, fee, and Contract, the Ad Hoc Committee will return and report back to the Board.

FISCAL IMPACT: The District has budgeted \$100,000 for the GHG Inventory and other sustainability initiatives for fiscal year 2016. The District has not expended any of these funds this fiscal year.

PUBLIC COMMUNICATIONS: Staff will work with Marc Lamb to notify the public of this important project through our regular channels. We will also communicate with neighboring agencies that have completed similar studies to assure compatibility with other GHG and climate action planning by these agencies.

SAMPLE MOTION(S): I move to select First Environment to conduct the GHG Inventory for the Truckee Tahoe Airport subject to a final interview and refinement of the Scope of Work with staff and the Ad Hoc Committee. I also authorize the Board President to sign final contract documents.

ATTACHMENTS:

First Environment, Inc. RFP submittal.

Note: The Board previously received hard copies of all 5 proposals. These are available to the public for review upon request.