



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

**AGENDA TITLE:** Discussion and Possible Action on Selection of Consultant for Airport Economic Impact Study.

**MEETING DATE:** August 24, 2016

**PREPARED BY:** Kevin Smith, General Manager

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**RECOMMENDED ACTION:** The Ad Hoc Committee (Directors Hetherington & Van Berkem) along with staff recommends selecting Economics & Planning Systems (EPS) to conduct the Airport Economic Impact Study pending refinement of the Scope of Work and Contract with consultant by Staff and Ad Hoc Committee.

**DISCUSSION:** The District issued the Request for Proposals (RFP) on April 23, 2016 with proposals due on June 3, 2016. The Board formed the Airport Economic Impact Study 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.

The District received 3 proposals in response to the RFP issued by the District. The 3 RFP submitters with their associated fee are as follows:

- Mead & Hunt - \$54,825
- EPS - \$49,970 up to \$63,460 if District chooses Direct Mail Survey.
- Beacon Economics – \$40,100 + \$4,000 for data and \$2,000 per study presentation.

The Committee met first on June 29, 2016 to review proposals. At that meeting the Committee formulated 6 additional supplemental questions for the candidates to answer to provide further information and clarity to the Committee (See attached Supplemental Question Responses). The Committee met again on August 16, 2016 to review Supplemental Question Responses.

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

- Extensive experience conducting similar studies at various airports and other transportation agencies across the country.
- Experience working with airports, cities, and transportation agencies on Airport Economic Impact and modeling studies.
- RFP includes Hansford Economic Consulting as sub consultant based in Truckee.
- Office is in Sacramento.
- Quality and detail of the Proposal.
- They provided the best detailed and thorough response to the 6 Supplemental Questions. (See attached)
- The Ad Hoc Committee felt that EPS did their homework and understood the desire of the District to assure balance between benefit and impact in their research and analytics. They also referenced that they would use the GHG Study and other research underway or completed such as Demand Drivers, Master Plan, etc.
- A competitive fee proposal. While they were the highest fee proposal, their fee is very competitive when you add in the “additional services” of the other proposals.

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

**WHAT’S NEXT:** If the Board selects EPS 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 2 to 3 weeks. 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 EPS 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 \$50,000 for the Economic Impact Study for fiscal year 2016. The District has not expended any of these funds this fiscal year. The FY2017 Budget will include \$65,000 to accommodate the full range of EPS options plus a small contingency.

**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 and organizations both private and public that have completed similar studies to assure we are not duplicating work already performed.

**SAMPLE MOTION(S):** I move to select EPS to conduct the Airport Economic Impact Study 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:**

EPS RFP submittal

Supplemental Question Responses

Note: The Board previously received hard copies of all 3 proposals. These are available to the public for review upon request.