

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Hangar 3 Architect & Engineer Consultant Approval

Purpose	Information:	Guidance:	Decision: X
Recommendation	Approve scope of consultation services and fee proposal from Mead & Hunt.		
Last Action	The Ad Hoc Committee along with staff reviewed 8 Requests For Qualifications (RFQs) as received by the District. Four of the selected consultants were interviewed. The Ad Hoc Committee and staff recommended selection of Mead & Hunt as the most qualified candidate to provide architect and engineer services for the Hangar 3 project at the July 23, 2014 Board Meeting. The Board considered this recommendation and requested the Ad Hoc Committee to pursue a scope and fee proposal from Mead & Hunt and report back to the Board at the August 2014 Board Meeting.		
Discussion	<p>The Ad Hoc Committee and staff met with Mead & Hunt on August 14, 2014 to review the draft scope and fee proposal. Various clarifications, additions, and revisions were requested. The attached scope and fee represents these requested changes.</p> <p>This scope and fee proposal is Phase I of the project and consists of programming, design, and preliminary budgeting. Once completed, the District will receive a Concept and Budget Report, which will provide conceptual layouts, building elevations, projected costs, and various options for the hangar for consideration by the full Board of Directors. This first phase of the project also includes various community outreach efforts to airport users, pilots, community groups, and emergency service agencies to gain a full understanding of potential uses for the facility and to assure needs are considered as much as practical.</p> <p>Is anticipated that this first phase will take approximately 8 weeks.</p> <p>Please review the attached Scope Of Work. Staff and the Ad Hoc Committee will provide additional information and answer any questions in the meeting.</p>		
Fiscal Impact	<p>The cost for this first phase of the project is estimated at \$142,000.</p> <p>In working with Mead & Hunt, it is estimated that full programming, schematic design, and architecture and engineering services through permitting will be approximately \$400,000 (includes \$142,000 above).</p> <p>Staff also estimates \$5,000 for a media and outreach campaign. Staff will contract with Freshtracks Communications to assist with this effort.</p>		

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Communication
Strategy

Staff will work with Freshtracks Communications to launch an outreach and media campaign appropriate to the project to assure the community, pilots, and airport users are aware of the project and have an opportunity to comment and participate in the process.

Attachments

Scope and Fee Proposal from Mead & Hunt.

DRAFT

EXHIBIT A

SCOPE OF CONSULTATION SERVICES

BUSINESS AIRCRAFT/MULTI-PURPOSE HANGAR

FOR

TRUCKEE/TAHOE AIRPORT DISTRICT (TTAD)

AT

TRUCKEE TAHOE AIRPORT

Truckee, California

PROJECT UNDERSTANDING

TTAD desires to design and construct a hangar for general aviation aircraft. The hangar space is proposed to be approximately 14,000 SF, with a door height of 28 feet and width of 110 feet. The ultimate size of the hangar will be determined as part of this study based on the needs of Truckee Tahoe airport and the critical aircraft that will likely utilize the facility. A multipurpose room and ancillary office space of about 4,000 SF along with an equipment bay of about 1,600 SF may also be considered as part of the building scope. While the primary purpose of the hangar is to house aircraft, the structure will also serve a multi-purpose role hosting local events and functions such as non-profit fundraisers, banquets, large public gatherings, community events, etc.

The hangar structure is anticipated to be a pre-engineered metal building. The building's utility systems will include domestic water, fire protection (water), power, sanitary sewer, natural gas and communications and be of sufficient capacity for aircraft deicing. The hangar structure will be designed for the appropriate snow loading as determined by Nevada County, the airport receives approximately 205 inches of snow per year and an architectural design that functions year-round is required. Civil site design will include the area surrounding the hangar and provision for adjacent parking for up to 60 vehicles along with integrated access to the landside of the airport. Design of the facility will be subject to California Environmental Quality Act (CEQA) review.

The project is being funded by the airport, with no financial assistance from the Federal Aviation Administration (FAA).

Three sites will be considered for the location of the hangar and community area. See exhibit C. Sites will be reviewed for site access, utility and infrastructure support, site improvement costs and operational efficiency.

Site Alternative I

Alternative I positions the proposed hangar, GSE storage area and community area just south of the current ramp area, east of the existing General Aviation Terminal Building and adjacent to the current park/play area.

Site Alternate II

Alternative II would locate the proposed hangar and community area adjacent to the existing T-hangars in the underdeveloped area along the western edge of the current taxi-lane.

Site Alternative III

Alternative III would locate the proposed hangar and community area to the west of the existing administrative building, adjacent to the self-fueling area.

PROJECT OBJECTIVE

This scope is for a Concept and Budget Report. The CBR will establish the scope, conceptual layout for the project, site and the projected project cost for budgeting and funding purposes. The objectives are to clarify the project program, to explore alternatives and conceptual solutions, and to arrive at a clearly defined feasible concept to provide a reasonable basis for analyzing the cost of the project. The resulting program parameters will provide a basis for subsequent design efforts.

At the end of the CBR, documents will be provided to the Owner for review, comment, and approval. Owner comments will be incorporated and the CBR phase will be considered complete. Any Owner requested additions or deletions after the CBR phase approvals will be considered modified work and a corresponding fee and/or time adjustment will be presented to amend the Agreement.

Building Design, Construction Administration Services and Civil Design Resident Engineering Services will be provided under a separate proposal.

SCHEDULE

We estimate the schedule to be as follows:

Concept and Budget Report: 8 weeks (after kickoff meeting)

SCOPE OF SERVICES

In the following Scope of Services, Architect/Engineer designations are PM for Project Manager; A for Architect; LA for Local Architect; S for Structural; M for Mechanical; P for Plumbing; FP for Fire Protection; E for Electrical; CE for construction estimating; PL for aviation planner; and C for Civil.

1.1 Project Management and Coordination

- 1.1.1 Prepare Owner/Architect agreement, communicate project progress and findings with the Airport, manage the team's activities, provide oversight and quality control, and organize project information.
- 1.1.2 Project invoicing and accounting.
- 1.1.3 Owner communications.
- 1.1.4 Direction/coordination of in-house personnel.
- 1.1.5 Manage project budget.

2.0 Concept and Budget Report (CBR)

The CBR will establish the scope, conceptual layout for the project, site and the projected project cost for budgeting and funding purposes. The objectives are to clarify the project program, to explore alternatives and design solutions, and to arrive at a clearly defined feasible concept to provide a reasonable basis for analyzing the cost of the project. The resulting program parameters will provide a basis for subsequent design efforts.

2.1 Meeting with Airport, TTAD

A kickoff meeting will be held with the Airport and TTAD board to establish initial project goals, airport operational procedures, schedule, and construction delivery methods/alternates. A review of the three sites will occur during the meeting to establish the priorities in siting criteria, and potentially reduce the number of site options in advance of the community meeting. The goal of the meeting will be to prioritize the work in the C&S report, and to obtain the necessary information to prepare presentations for community outreach. Three (3) progress phone meetings are also planned for on-going review of project progress with the Ad-Hoc committee.

Attendees: PM, LA, PL, CE

2.2 Local Community Outreach

A Community Open House will be held to engage the communities and stakeholders comprising the entire district, with the purpose of educating and obtaining feedback about the site selection, design, program and amenities of the Multi-Use Hangar. If TTAD determines a second session is required, it will be provided at an additional cost.

The work effort will be concentrated early in the project with the goal of educating and collaborating so that the feedback may be incorporated into a summary report and preliminary hangar design, for eventual TTAD Board acceptance. Outreach and publicity for the event will be conducted by Freshtracks, the Airport's consultant.

Prepare graphics, documents, and other visual media for presentation at the Community Open House session. Consultant will provide up to four (4) mounted boards. Preparation to include setup, staffing, visual aids, handouts, and community overview and understanding.

Attendees: PM, LA, PL

Tasks not included - responsibility of the Airport or Freshtracks:

- Easels for boards will be provided by the Airport or Freshtracks
- Venue, refreshments and video/audio support to be provided by the Airport as needed.
- Documentation of public input data garnered from the Open House session on the use, design, and site of the multi-use hangar. It is assumed Freshtracks will compile this data in a manner similar to what was produced for the recent Airport Master Plan.

2.3 Aviation Community Outreach

Outreach efforts will be made to the aviation community to better understand who will be using the hangar and what support services they desire. The Airport will provide contacts for existing airport tenants and known users that may benefit from use of the hangar. The Consultant will contact them via phone and/or email to obtain and prioritize a list of hangar amenities. This outreach is expected to reach approximately 20 stakeholders. The Consultant will also reach out to some of its own contacts in the aviation community to further develop this list. Upon creating the list of support services, the consultant will advise the airport on the costs and benefits of various options for the hangars.

- A phone meeting will be held between the Consultant and the Airport to review the costs and benefits of various options for the hangars, with the goal of creating a prioritization of amenities and services.

2.4 Jurisdictional Review

Local and Federal agencies will be contacted to ascertain regulatory requirements for the completion of the project. Reviews will be conducted for:

- California Building Code
- CEQA
- Nevada County Zoning Ordinances
- FAA requirements

2.5 CBR Draft

Prepare preliminary finding for hangar siting and program to the Airport. Draft will include:

- 2.5.1 Aircraft / Hangar Sizing Analysis
- 2.5.2 Narrative of Airport priorities and goals.
- 2.5.3 Narrative of local community priorities and goals.
- 2.5.4 Narrative of aviation community priorities and goals.
- 2.5.5 Narrative of jurisdictional reviews.
- 2.5.6 Three (3) site studies (max), with benefits and Rough order of magnitude (ROM) costs associated with each, including landside and airside improvements required by new hangar.
- 2.5.7 Preliminary plan options of hangar.
- 2.5.8 Preliminary renderings (2) of the preferred alternate to communicate general exterior massing and materials

- 2.5.9 Narratives of structural, mechanical, electrical, special systems and plumbing systems.
- 2.5.10 Narrative of fire suppression options
- 2.5.11 Narrative of deicing options
- 2.5.12 Narrative of hangar amenity options, including hangar door options
- 2.5.13 A meeting will be held between the Consultant and the Airport to review the CBR draft. The Airport will then select the preferred site and prioritize programming goals (such as hangar amenities).

2.6 PROJECTED PROJECT COSTS

Prepare a projected project budget based on the selected facility concept, including:

- A. Site Development Costs.
- B. Utility Costs.
- C. General Building Construction Costs:
 - 1. Architectural
 - 2. Structural
 - 3. Fire Protection
 - 4. Plumbing
 - 5. Mechanical
 - 6. Electrical
 - 7. Deicing
 - 8. Special Systems
- D. Additive Alternate Bid Items
- E. Fixtures, Furniture and Equipment.
- F. Architectural/Engineering Fees.
- G. Plan Approval Fees.
- H. Bidding Costs.
- I. Contingencies.

2.7 CBR Submittal

The CBR will be submitted to the Airport for review and comment. The acceptance of this report by the Airport will be the basis for the subsequent design and construction documents.

- Submit four (4) copies of CBR for Airport review
- In-person meeting with Airport to obtain any final feedback and establish schedule and goals for the design and construction documents.

Meeting Summary (based on scope above)

- One (1) kick-off meeting - Attendees: PM, LA, PL, CE
- Community outreach meeting – Attendees: PM, LA, PL, CE
- Aviation Community Summary (phone meeting) - Attendees: PM, CE
- CBR draft meeting - Attendees: PM, LA, PL, CE

- CBR presentation - Attendees: PM

Owner Responsibilities

- A. Provide access to existing facilities.
- B. Provide copies of available data on existing facilities and equipment and proposed site, such as:
 - 1. Existing drawings and data on existing facilities
 - 2. Legal descriptions of property and easements at proposed site
 - 3. Previous related studies and investigations
 - 4. Lists and data on equipment and vehicles to be accommodated
- C. Provide contact information for local utilities and agencies.
- D. Provide copies of local ordinances and covenants pertinent to this project, other than those included with state and Nevada County zoning review.
- E. Provide a representative with complete authority to transmit instructions, receive information, and provide directives.
- F. Provide timely review, feedback and directives to maintain project schedule.
- G. Protect Mead & Hunt-supplied digital information, if any, from contamination, misuse or alteration.
- H. Coordinate with other project stakeholders.

Work not included

- A. Environmental studies or specialty subconsultants for construction cost estimating due to unique archeological site conditions. This can be provided as an additional service, if required.
- B. NEPA compliance documentation or other related work.
- C. Storm water management studies. Preliminary concepts are included, but detailed analysis will follow during design phase work.
- D. Public meetings.
- E. Detailed building code or zoning analysis. This will follow during design phase work.
- F. Design of building systems. This will follow during design phase work.
- G. Drawings or specifications beyond those specifically noted. This will follow during design phase work.
- H. Site visits or meetings beyond those specifically noted.
- I. Geotechnical investigations. These will follow during design phase work.
- J. Site survey. This will follow during design phase work.
- K. Agency submittals, except for FAA AIP Eligibility analysis. Other agency submittals will follow during design phase work.

END OF ATTACHMENT B

**Truckee Tahoe Airport
Hangar Concept and Budget Report
Tentative Project Schedule and Fees**

August 19, 2014

1.1 Project Management

October-December 31, 2014

- Ongoing Services 7% \$9,316

2.1 Meeting with Airport, TTAD

September 21, 2014

- Prepare for Meeting / CEQA review \$4,396
- Meet with Airport \$10,419
- Summary \$2,109
- 3 Phone Meetings \$5,034
- Total 15% \$21,958

2.2 Local Community Outreach

October 14, 2014

- Prepare for Meeting \$5,432
- Meet with Community \$10,210
- Summary \$1,900
- Total 12% \$17,542

2.3 Aviation Community Outreach

October 1, 2014

- Questionnaire and Outreach \$6,304
- Summary \$2,274
- Total 6% \$8,578

2.4 Jurisdictional Review

October 1, 2014

- CBC \$627
- CEQA \$1,728
- Nevada County \$627
- FAA \$830
- Summary \$1,302
- Total 4% \$5,104

2.5 CBR Draft

November, 2014

• Aircraft / Hangar Sizing Analysis		\$3,360	
• Building Narratives		\$14,000	
• 3 studies		\$18,280	
• 2 Renderings		\$9,308	
• Meeting		\$10,419	
• Total	39%		\$55,367

2.6 Opinion of Probable Construction and Project Costs

December, 2014

• Total	9%		\$13,158
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2.7 CBR Submittal

December, 2014

• Finalize Submittal		\$7,206	
• Meeting		\$4,359	
• Total	8%		\$11,565

Concept and Budget Report Total

\$142,588

The work described under the Scope of Services will be performed on a lump-sum basis. The Truckee Tahoe Airport District (TTAD) will pay Mead & Hunt, Inc. (MEAD & HUNT) \$142,588 as consulting fees for the work performed under this contract. The total contract fee will control until it is amended. Mead & Hunt, Inc. will bill TTAD monthly with net payment due in thirty (30) days.