



Truckee Tahoe Airport District
10356 Truckee Airport Road
Truckee, California 96161
Ph. (530) 587-4119
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**REQUEST FOR PROPOSALS FOR
AIRPORT GREENHOUSE GAS EMISSION INVENTORY STUDY**

The Truckee Tahoe Airport District (the District) is hereby requesting proposals from firms qualified to conduct a Greenhouse Gas (GHG) Emission Inventory related to the activities and operation of the Truckee Tahoe Airport. Firms are invited to submit a proposal outlining their experience and qualification in performing work directly related to the services required.

Proposers are invited to submit their proposals at their own risk. Materials submitted in response to this competitive procurement shall become the property of the District.

This Request for Proposals (RFP) will be available on the Truckee Tahoe Airport District's website, www.truckeetahoeairport.com, on March 30, 2016 at 11:00 AM. Other formats are available at the Truckee Tahoe Airport District's Administration office, if necessary. The RFP includes details on the scope, schedule, submittal requirements, and selection process.

The submittal must be presented at the following address no later than 5:00 PM Wednesday, April 27, 2016.

ATTN: Kevin Smith
General Manager
Truckee Tahoe Airport District
10356 Truckee Airport Road
Truckee, CA 96161

Proposals should be clearly marked on the outside: "Airport Greenhouse Gas Emissions Inventory."

Submittal of responses before Wednesday, April 27, 2016 at 5:00 PM is encouraged.

Questions pertaining to this RFP should be directed to Kevin Smith, General Manager at 530-587-4119 ext. 105 or kevin.smith@truckeetahoeairport.com

Kevin Smith

General Manager
Truckee Tahoe Airport District

Introduction

The Truckee Tahoe Airport District (the District) was founded in 1958 under the State of California's Public Utility District Act. The District provides aviation services for the eastern portion of Placer and Nevada Counties in California. The District's mission is as follows: *"The Truckee Tahoe Airport is a community airport that provides high-quality aviation facilities and serves to meet local needs. We strive for low impact on our neighbors while enhancing benefit to the community-at-large."*

The District is governed by a five-member Board of Directors, locally elected to four-year overlapping terms. The Board of Directors determines the policies and sets the agenda for the District. The Board hires a General Manager, who in turn hires and supervises the staff. The General Manager serves as the District's chief executive officer and oversees the day to day operations of the District. Under the direction of a General Manager, 21 full time employees provide services to airport users and constituents. Employees serve in 3 departments:

- Operations and Maintenance
- Aviation and Community Services
- Finance and Administration

The Project

There is consensus within the global scientific community that the earth's climate is changing due in part to atmospheric changes attributable to human activity. In addition, there is consensus that our energy supply and infrastructure is entering a period of transformation in response to increasing uncertainty in the availability and expense of fossil fuels. Climate change and energy are inter-related because the burning of fossil fuels for energy is the greatest source of "greenhouse gases" or "carbon emissions" that are affecting our atmosphere. The Truckee Tahoe Airport District recognizes the need to operate a high quality aviation facility that meets local needs in a way that burns less fossil fuels, both to reduce production of greenhouse gases, to minimize future changes in the global climate, and to prepare for a world where cheap and readily available fossil fuels may be scarcer.

GHG Inventories are voluntary on a national level and strongly encouraged at a state level. California is the source of substantial amounts of GHG emissions has been recognized by Assembly Bill 32 (AB 32), the California Global Warming Solutions Act of 2006 (Nunez). AB 32 establishes a state goal of reducing GHG emissions to 1990 levels by the year 2020 (a reduction of approximately 25 percent from forecast emission levels) with further reductions to follow.

The benefits of preparing an inventory for the District include: being prepared for future legislation and related requirements, understanding emissions and fuel consumption-related efficiencies, demonstrating environmental leadership, and assisting in identifying mitigation measures such as open space acquisition to combat GHG emissions. By preparing a GHG inventory, over time the District can consider trends and compare these inventories against other airport inventories as well as other emission sources.

Scientific consensus, growing public awareness, and AB 32 has also placed increased focus on the California Environmental Quality Act (CEQA) review process as a means to address the effects of GHG emissions from proposed projects on climate change. However before this can be done it is necessary to have a complete

baseline inventory of Air Emissions/GHG. It is anticipated that the baseline inventory will be the first step that will lead to a District-wide Sustainability Plan at a later time.

Scope of Services

Describe in detail the methodology, scope of work, and description of work tasks. This will be of major importance during the proposal evaluation process to indicate the Consultant's degree of understanding of the requested work on the GHG Inventory. The proposal should identify any task that Consultant assumes will be conducted by District staff. Optional tasks, not specifically mentioned in this request for proposal, may be added. Optional tasks should be clearly identified and budgeted separately from other tasks.

The District will use the Greenhouse Gas Emissions Inventory to do the following:

1. Demonstrate environmental leadership.
2. Prepare the District for future legislation at the Federal, State, and local level related to GHG and carbon emissions.
3. Look for fuel consumption related efficiencies
4. Look for ways to mitigate direct and indirect GHG by the Airport.
5. Use data to identify current and future trends and compare against other airport inventories to benchmark progress.
6. Assist Board and Staff in airport policy and decision making.
7. Complete the first critical step in preparation of an Environmental Sustainability Plan and Environmental Management System.

The scope of services shall include, but not be limited to, the following:

1. Meet with District staff to determine and agree upon a methodology and framework for conducting the Greenhouse Gas Emission Inventory including protocols used, explanation of data inputs and emissions.
2. It is anticipated that *ACRP Report 11 – Guidebook on Preparing Airport Greenhouse Gas Emissions Inventories*, will be used as a principle guide in establishing the primary methodology and framework for this study.
3. GHG Emission results should be broken down by sector including:
 - a. Aircraft (Approach and Departure Emissions)
 - b. Auxiliary Power Units
 - c. Ground Power Units
 - d. Ground Access Vehicles
 - e. Stationary Sources (Airport structures, emergency generators, etc)
 - f. Electricity Usage
 - g. Waste Management Activities
 - h. Construction Activities
 - i. Other Airport Sources
4. Identify Direct, Indirect GHG sources as well as define ownership and control of GHG sources.
5. Meet with District staff up to three (3) times during the project. Make one presentation to Board of Directors and public at a regular scheduled Board Meeting.

6. Based on comments received from the District and other parties, prepare a final GHG Inventory. Emission factor shall be in a spread sheet and final report in a form clearly understandable by District staff. The spread sheet shall be formatted and information provided that allows District staff to periodically update the GHGI. All assumptions and methodologies for GHGI shall be clearly laid out in the report and or bibliography.

The consultant or the District may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the consultant's contract with the District.

Proposed Timeline

March 30, 2016	Advertisement and Release of Proposals
April 27, 2016	Deadline for Submission of Proposals
May 9-12, 2016	Interviews (if necessary)
May 25, 2016	Award of Contract
June 1, 2016	Commencement of Services
August 31, 2016	Targeted Completion Date for the Study

Note: The District reserves the right to modify this schedule at the District's discretion. Proper notification of changes will be made to all interested parties.

Submission Requirements

Submit seven (7) complete copies of your response to the RFP. Proposals and acknowledgement of any addendums must be signed and submitted with the proposal. Proposals must be submitted in a sealed envelope and designated with proposal title. The name and address of the proposer should appear on the outside of the envelope. The submittal must be presented at the following address no later than **5:00 PM Friday April 27, 2016**.

ATTN: Kevin Smith, General Manager,
Truckee Tahoe Airport District
10356 Truckee Airport Road
Truckee CA 96161

It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. The District shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modification or late withdrawals may not be considered accepted after the stated bid opening date and time and may be returned unopened. Facsimile and electronic (email) proposals shall not be accepted.

The submission and signing of a proposal shall indicate the intention of the consultant to adhere to the provisions described in this RFP.

A Signature Page must be submitted with the Proposal. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in the RFP.

The RFP does not commit the District to paying any costs incurred by Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

All questions regarding this project proposal shall be submitted to Kevin Smith, General Manager, at ksmith@truckeetahoeairport.com or by phone at (530) 386-4138. If necessary, interpretations or clarifications in response to such questions will be made by issuance of any "Addendum" within a reasonable time prior to proposal closing. The District may, at its discretion, extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged on the Signature Page with proposal.

Only questions answered by formal written addenda will be binding. Oral and other interpretations of clarifications will be without legal effect.

Upon award of the proposal, consultant shall complete a W-9 form for the District.

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Opening Date.

A copy of the standard Professional Services Agreement, which the District expects the successful firm or individual to execute, is included as **Attachment "A"**. The contract will incorporate the terms and conditions from this RFP document and the submitted proposal. **Consultants taking exception to any of the Professional Services Agreement terms shall submit a request for change WITH THEIR PROPOSAL or the exceptions will be deemed waived.** The District's Legal Counsel will review all requests for changes and may or may not accept the requested exceptions.

All proposal material submitted by proposer shall become the property of the District and a public record, subject to public disclosure as provided under California's Public Records Law. During the evaluation and selection process, District shall treat proposal materials as exempt from public inspection. After the selection process is completed and notice of intent to award a contract has been issued, District shall treat proposal materials as open to public inspection, unless exempt from public inspection by provision of applicable state or federal law.

If it is necessary to submit trade secrets or other confidential information in order to comply with the terms and conditions of the RFP, submit the trade secret or other confidential information in a separate, sealed envelope marked "Trade Secret and or Confidential Information – Do not disclose except for the purpose of evaluating this proposal."

The Consultant agrees that, in performing the work called for by this proposal, Consultant shall comply with all Federal, State and local civil rights and rehabilitation laws prohibiting discrimination because of race, sex, national origin, religion, age or disability.

PROPOSAL CONTENT AND FORMAT

1. Format

To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposal in the standard format specified below.

a. Title Page

Proposer should identify the RFP subject, name and title of contact person, address, telephone number, fax number, email address and date of submission.

- 215 b. Transmittal Letter
- 216 The transmittal letter should be not more than two (2) pages long and should include as a
- 217 minimum the following:
- 218 i. A brief statement of the Proposer's understanding of the project and services to be
- 219 performed.
- 220 ii. A positive commitment to perform the services within the time period specified, starting
- 221 and completing the project within the deadlines stated in the RFP, the names of persons
- 222 authorized to represent the Proposer, their title, address and telephone number (if
- 223 different from the individual who signs the transmittal letter).
- 224 c. Table of Contents
- 225 The table of contents should include a clear and complete identification by section and page
- 226 number of the materials submitted.
- 227 d. Experience
- 228 Provide a description of the firm's experience in performing similar studies that address the key
- 229 elements of the proposed scope of work. Proposer must have five+ years experience in
- 230 compensation and position description administration or consulting.
- 231 e. References
- 232 Provide a list of up to five references that may be contacted about the firm's qualifications and
- 233 the experience. Include the contact name(s), address, and telephone number for each
- 234 reference.
- 235 f. Cost Proposal
- 236 Sealed fee proposal shall include the total hours and dollar amounts, including out-of-pocket
- 237 costs for the total project.
- 238
- 239 2. Proposer Qualifications
- 240 Interested firms should submit statement of qualifications including the following:
- 241 a. Background of the firm. This should include a brief history of the firm and types of services the
- 242 firm is qualified to perform.
- 243 b. Qualifications of the firm in performing this type of work. This should include examples of
- 244 related experience and references for similar studies and projects.
- 245 c. Project team and their individual qualifications. Identify individuals and sub consultants who
- 246 will complete this work, their experience and their individual qualifications. Pertinent resume
- 247 of assigned personnel should be included.
- 248 d. Description of project approach, proposed work elements, deliverables for all phases.
- 249 Consultant shall also provide a fee estimate by work task.
- 250
- 251 3. Approach to the Project
- 252 a. Submit a work plan to accomplish the scope of work defined in the section entitled "Scope of
- 253 Services" in this RFP. The work plan should include time estimates (in hours) for each significant
- 254 segment of the project and the staff level to be assigned. Where possible, individual staff
- 255 members should be named and their titles provided. The planned use of specialists (if any)
- 256 should be described.
- 257 b. Indicate the extent to which District personnel would be expected to contribute to the project
- 258 work effort.
- 259
- 260 4. Time Requirements

- 261 Demonstrate a practical approach to meeting the District's specific deadlines by providing detailed
262 information as to how the firm proposes to meet the targeted completion date of August 24, 2016.
- 263 5. Disputes
264 Should any doubt or difference of opinion arise between the District and the Proposer as to the items to
265 be furnished hereunder or the interpretation of the provisions of this RFP, the decision of the District
266 shall be final and binding upon all parties.
- 267 6. Signature Page
268
269
270

271 PROPOSAL EVALUATION PROCEDURES

- 272
- 273 1. Selection and Evaluation Process: A Steering Committee assembled by the District will review the
274 submitted proposals. Committee members will evaluate proposals to determine which firm best meets
275 the needs of the District. The proposals will be evaluated on both their technical and fee aspects.

276
277 Typically proposals are evaluated in accordance with the following factors. The District reserves the
278 right to modify alter or adjust the review and evaluation process.

279 Weighting Factor

281	a. Pertinent experience and past performance of firm	30%
282	b. Articulated understanding of the project and project approach	30%
283	c. Quality of experience of the key personnel	25%
284	d. Overall quality of the proposal/references	15%
285		Total: 100%

286
287 Each of the scoring areas has a possible minimum to maximum score of one (1) to four (4) points.
288

- 289 2. Interview: At the District's option, the top two or three firms may be required to make a presentation
290 of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not,
291 in any way, provide an opportunity to change any fee amount originally proposed. The District's Clerk
292 will schedule the time and location of these presentations (if necessary) and notify the selected firms.
- 293 3. Investigation of References: The District reserves the right to investigate references and the past
294 performance of any proposer with respect to its successful performance of similar projects,
295 compliance with specifications and contractual obligations, its completion or delivery of a project on
296 schedule and its lawful payment of employees and workers.
- 297 4. Clarification of Proposals: The District reserves the right to obtain clarification of any point in a firm's
298 proposal or to obtain additional information necessary to properly evaluate a particular proposal.
299 Failure of a Proposer to respond to such a request for additional information or clarification could
300 result in rejection of the firm's proposal.
- 301 5. Reservation in Evaluation: The Steering Committee reserves the right to either: (a) select a firm
302 directly from the written proposals to best meet the overall needs of the District or (b) request "Best
303 and Final Offers" from the two finalist firms and award to the lowest priced.
- 304 6. Intent of Award: Upon review of the proposals submitted, the District will negotiate a scope of work
305 and Professional Services Agreement with one firm.

306 7. Award Recommendation: The District's recommendation shall be contained in the District's Board
307 Agenda. Agenda for Board meetings are posted on the District website at
308 www.truckeetahoeairport.com

309 8. Proposal Rejection

310 The District reserves the right:

- 311 a. To reject any or all proposals not in compliance with all public procedures and requirements;
- 312 b. to reject any proposal not meeting the specifications set forth herein;
- 313 c. to waive any or all irregularities in proposals submitted;
- 314 d. to reject all proposals;
- 315 e. to award any or all parts of any proposal; and
- 316 f. to request references and other data to determine responsiveness.