



## TRUCKEE TAHOE AIRPORT DISTRICT

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## DIRECTORS

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### TRUCKEE TAHOE AIRPORT DISTRICT REQUEST FOR PROPOSALS CONSTRUCTION PROJECT MANAGEMENT SERVICES Issued June 7, 2017

#### **Services Requested**

The General Manager of the Truckee Tahoe Airport District (TTAD) invites interested firms and individuals with experience in construction project management to submit written proposals to provide project management services to TTAD. As the Airport District's Construction Project Manager (CPM), the selected firm or individual will be expected to provide a wide range of general construction management services to the District including acting as the Owners Representative on District construction projects.

#### **History of the Position**

The current TTAD CPM has served the District since 2011. As a private contractor the CPM may attend Board meetings as needed and provides advice and counsel to the Board of Directors and Staff on an as needed basis hourly for approximately 5 to 15 hours a month or as needed based on construction project work load.

#### **Submittal Guidelines**

Firms or individuals interested in submitting proposals for Airport District CPM shall submit 3 complete copies of the proposal in a sealed envelope bearing the caption "TTAD – Construction Project Management Services". The envelope shall be addressed to:

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

Proposals may be submitted in person or by mail to the Administrative Office but must be received in the office no later than 4:00 PM on June 29, 2017. Late proposals will not be considered. All proposals are deemed confidential and will be retained by TTAD.

The General Manager and Staff reserves the right to reject all proposals, to request additional information concerning any proposal for purpose of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any

irregularities if such would serve the best interests of the District as determined by the General Manager.

All inquiries regarding the Request for Proposals and Construction Project Management Services of the District should be directed to Kevin Smith at the above address or by telephone at 530-587-4119 ext. 105 or email at [ksmith@fly2trk.com](mailto:ksmith@fly2trk.com).

## **Background**

The Truckee Tahoe Airport is owned by the Truckee Tahoe Airport District and serves as the primary airport for eastern Placer and Nevada Counties, Truckee, and north Lake Tahoe communities. The Airport is located in the Martis Valley, an environmental and noise sensitive area, 7 miles north of Lake Tahoe's north shore. The airport is situated among residential neighborhoods on three sides. Currently the Airport has no scheduled air carrier services and no apparent community interest in pursuing commercial service and Part 139 Certification. The Airport District desires to maintain its General Aviation status and continue to serve and provide resources to the General Aviation community. The District's mission is to providing high quality aviation facilities and services while balancing community needs, quality of life, and safe guarding the authenticity of Truckee and the north Lake Tahoe communities.

## **Requested Information**

The proposal must provide specific and succinct answers to all questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the applicant. Submission of individual resumes is optional but encouraged, although resumes alone will not be considered responsive to any specific questions.

1. Please describe the nature of your experience and your qualifications for providing construction project management services for the District.
2. Please provide the overall capabilities, qualifications, training and areas of expertise for each of the principals, partners who will provide services to the District.
3. Describe how you would structure the working relationship between the appointed CPM and the Board of Directors, the General Manager, Department Heads and other members of District staff.
4. Define the standard time frames for response by the CPM to direction and/or inquiry from the General Manager or other District staff.
5. Describe the systems or mechanisms that would be established for monthly reporting of status of projects and requests.

## **Current Clients/Conflict of Interest**

1. Please list all public clients for which you or your firm currently provide services under a fee for services basis or on a retainer basis within TTAD boundaries. Please identify any foreseeable or potential conflicts of interest which could result from such representation and the manner in which you would propose to resolve such conflicts.

## **Compensation or Reimbursement**

Please describe how the individual or firm intends to provide CPM services, either on a flat-rate monthly retainer (state the amount of the retainer), or on an hourly or different basis. Basic services, for the purpose of this proposal, shall include those construction project management services generally understood within the field of Special District as well as airport capital construction and facility maintenance, and shall include, but not necessarily be limited to, the following:

- Routine construction management advice, telephone and personal consultations with District staff, Board of Directors, contractors, and consultants.
- Assistance in the preparation and review of construction plans and specifications, document preparation, project bidding, solicitation of quotes, cost estimating, land development entitlements, and other CPM services as determined by the District.
- Assist District Facility Maintenance Manager in meeting the needs and completing projects in the District Facility Maintenance Plan.
- Act as Owner Representative of District construction projects.
- Attendance at Board and committee meetings as required. Board meetings are on the 4<sup>th</sup> Wednesday of each month at 4:30 PM.
- Attendance at staff meetings and meetings with District staff as needed.
- The rendering of advice and opinions concerning complex construction management issues that affect the District.

Please define what type of work you would consider to be extra or special work which would be billed in addition to basic services. Please state the hourly rates for the designated Airport District CPM and/or associates for such specialized services.

If hourly billing is preferred, please state the hourly rates for designated Airport District CPM and associates for general work and for special services, if such services will be billed at a different hourly rate.

Please define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents, work processing charges, etc.

## **Professional References**

Please provide three professional references. Please include for each reference an address and work telephone number.

## **Evaluation and Selection Process**

All proposals must be received in the Airport Administrative Office by 4:00 pm on June 29, 2017. Proposals will be screened and the top candidates will be selected by the General Manager and Director of Operations and Maintenance for an in person interview. The District Senior Staff consisting of the General Manager, Director of Finance and Administration, Director of Aviation and Community Services, and Director of Operations and Maintenance will make the final selection. The qualifications for the top candidates will be verified and references may be checked.

Thank you for your interest and consideration of this opportunity.