



TRUCKEE TAHOE AIRPORT DISTRICT

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REQUEST FOR QUALIFICATIONS (RFQ) CONSULTING ARCHITECTURAL/ENGINEERING (A/E) SERVICES MULTI-PURPOSE HANGAR/OFFICE PROJECT ISSUED ON JUNE 7, 2017

The Truckee Tahoe Airport District ("District") is requesting Statements of Qualification (SOQ) from qualified Architecture /Engineering (A/E) consulting firms/teams for services pertaining to the District's proposed MULTI-PURPOSE HANGAR/OFFICE Project (often referred to as Hangar 2).

Statements of Qualification will be received by the Truckee Tahoe Airport District until 2:00 p.m. on **Thursday, June 29, 2017**. Following a review of the proposals received, the Selection Committee may establish a short list of firms and invite those firms to make an oral presentation. Alternatively, the Committee may opt to select the most qualified firm directly following review of proposals. The District may also reject all submittals and re-publish the RFQ in the same form or as may be amended.

BACKGROUND

The hangar space is proposed to be approximately 11,000 square feet, with a hangar door height of 18-feet and width of 65-feet constructed directly adjacent to the existing aircraft apron. The building is intended to meet the following aeronautical needs:

- Ground Service Equipment Storage Space.
- Hangar and office lease space for aeronautical tenant (65x65 hangar with an additional 1700 sq. ft. of office space). Tenant will be responsible for all tenant improvements for both hangar and office. A/E firm is responsible for design of shell space for this future tenant.
- Transient terminal (approximately 1200 sq. ft.).
- Offices and multiuse room for non-profit aviation tenants such as Civil Air Patrol and Experimental Aircraft Association as well as other community gatherings and events.
- Potentially additional District staff offices on second floor over multiuse room and Transient terminal.

The hangar structure is anticipated to be a pre-engineered metal building. The building's utility systems will include domestic water, fire protection, 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 selected consulting firm/team will effectively demonstrate their leadership and expertise in industrial building design, including aircraft hangars, with in-depth technical expertise and proven internal processes for effective development and coordination, cost control, and schedule management.

PROGRAM ISSUES AT A GLANCE

Agency Requesting Qualifications:	Truckee Tahoe Airport District
Location:	Truckee Tahoe Airport, 10356 Truckee Airport Road
Approximate Size of Bldg. (ROM ¹):	11,000 SF Hangar/multipurpose uses
Construction Cost (ROM):	\$3.5 to 4.5 million
Programing and Design Budget:	Approximately \$150,000. (Phase 1 and 2)
Funding:	Reserve funds from TTAD. No FAA funding.
Construction Delivery Method:	Conventional Design/Bid/Build
Schedule for Project Completion:	100% complete plans and specifications and all land use and building permit(s) complete by May 2018. Construction should begin by fall 2018.

PRIMARY CHALLENGES AND OPPORTUNITIES

- Assist Airport Staff with coordinated community outreach on programing of aircraft and public uses of space, i.e. multi-purpose nature building and hangar. Work closely with community, local pilots, airport staff, and elected Board on programming and design of project.
- Firm/Team will support District efforts of public/pilot outreach process. Transparency and communication will be expected as part of this project.

HANGAR/OFFICE LOCAITON: The Project will be constructed on the previous site of Hangar 2 which was demolished in April 2017. The site is just east of the current administration building Next to the District park and playground.

SUBMITTAL REQUIREMENTS

Six (6) printed and one (1) electronic copy of the Statement of Qualifications (SOQ) must be provided. The Statement of Qualifications shall be no more than 15 double-sided pages (including attachments and appendices) in length. Each printed copy shall be signed and clearly marked on the cover:

Consulting Architectural/Engineering Services for Multi-Use Hangar/Office Project and shall include the name of the lead firm responding to this RFQ.

Truckee and North Lake Tahoe area based A/E firms are encouraged to submit an SOQ either individually or as part of a project team.

CLARIFICATIONS

All clarifications or modifications to this RFQ will be provided in writing by the Truckee Tahoe Airport District General Manager. Any request for clarifications must be made in writing and must be received by the District at least three (3) business days prior to the submittal deadline. Address clarifications to Kevin Smith at ksmith@fly2trk.com. The selected consultant will execute a Professional Services Agreement with the District.

¹ ROM – Rough Order of Magnitude

SELECTION CRITERIA & CONTENT

Submittals shall respond to each criteria listed below. Submittals should be clear and concise and formatted as outlined below to provide the Selection Committee with the following information and allow for consistent evaluation of each submittal.

Transmittal Letter

Provide a transmittal letter that introduces the firm or team members. Discuss services offered, size, and office location(s) of the firm(s).

Qualifications and Capabilities

Describe the qualifications and capabilities of the firm or team to complete all anticipated aspects of the project.

Specific Relevant Experience

Describe any specific experience in completing similar work at an operating airport. Provide contacts for each experience listed. Discuss the firm or team's understanding of Airport-specific design issues such as aircraft and building security, line of sight, aviation easements, etc.

Organization Chart

Provide an organizational chart, indicating project team organization, and list key personnel for each element of the project. Describe qualifications and experience of key personnel. Describe the responsibilities, time commitment and availability of each of the key personnel for the proposed project.

Project Administration

Provide description of your proposed approach to project administration. Describe methods used and experience in coordinating projects with public and governmental agencies.

References

Provide a list of three (3) references that have specific knowledge of similar work performed by the firm and/or team members.

EVALUATION AND SELECTION

All proposals received will be evaluated and ranked based upon the responsiveness to the request for qualifications. Firms may be shortlisted for further analysis. Firms selected for further evaluation may be requested to participate in a formal interview as part of the selection process. One firm will be selected for negotiation of a contract.

SCOPE OF SERVICES AND FEE PROPOSAL

Following the selection process, the District will enter into contract negotiations with the selected firm. District and firm will meet to discuss the proposed project and scope of work. The selected firm will be expected to prepare and submit a detailed breakdown of work items in the scope of services and fee proposal. Detailing hourly rates, anticipated expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. If a price cannot be agreed upon between the District and the firm, negotiations will be terminated. The District will then enter into negotiations with the next highest qualified firm.

PROJECT PHASING

The District intends to follow a phased programming and design process. The scope of work shall include a project timeline for each phase. The District may opt to discontinue entirely, modify, or alter the scope of the project at any phase in the process. The expected phases are:

Phase 1 – Preliminary building programming and design with draft floor plan layouts, building sketches, architectural renderings and analysis on building aesthetic illustrating views from surrounding area.

Phase 2 – Design Development drawings, preliminary construction cost estimate and value engineering

Phase 3 – Submittal of application package to land use regulatory agencies

Phase 4 – Construction drawings, specifications and cost estimate (90% complete)

Phase 5 – Construction drawings, specifications, bidding documents and cost estimate (100% complete).

The scope of each phase, number of phases and timelines are subject to negotiation with the successful A/E firm to meet the District's goals as well as the recommendations of the selected firm.

QUALIFICATION SUBMITTALS

Statements of Qualification should be submitted to:

TRUCKEE TAHOE AIRPORT DISTRICT
Attn: Kevin Smith, General Manager
10356 Truckee Airport Road
Truckee, CA 96161
(530) 587-4119 Ext. 105
ksmith@truckeetahoeairport.com

THE DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMITTALS, TO WAIVE ANY IRREGULARITIES IN THE SUBMITTALS RECEIVED, AND TO ACCEPT THE SUBMITTAL DEEMED MOST ADVANTAGEOUS TO THE INTERESTS OF THE DISTRICT. ALL PROPOSALS BECOME THE PROPERTY OF THE DISTRICT. THE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES THE USE OF LOCAL BUSINESSES, SMALL BUSINESSES, AND DBE PARTICIPATION.