



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

AGENDA TITLE: Airport Planning and GIS Services Consultant Selection and Approval

MEETING DATE: February 28, 2018

PREPARED BY: Hardy Bullock, Director of Aviation & Community Services

RECOMMENDED ACTION: Approve Staff recommended selection of Mead & Hunt Corporation to provide airport planning and geographic information services for the District and authorize the General Manager to execute a contract services agreement.

DISCUSSION: In November 2017 the District advertised a request for qualifications for Airport Planning and Engineering Services. The three part request allowed a firm to propose on either general engineering services, airport wide aeronautical engineering services and/or planning. Qualified firms were encouraged to submit proposals for one discipline or all three. The current vendors for these services include Acumen Engineering, Brandley Engineering, and Mead & Hunt.

In January of 2018 the District advertised a request for proposal for geographic information services (GIS). These services relate closely to planning and engineering and share functional work such as the creation of map exhibits, surveying, and property data analysis. The District's current vendor for GIS services is AT-Geo Services of San Luis Obispo.

Both the GIS and Engineering/Planning RFQ's were distributed to the airports engineering/GIS communities as well as posted on the District website. In January the Board approved selection of Auerbach Engineering Corporation of Tahoe City, CA to provide general engineering services leaving the Airport Planning, Aeronautical Engineering, and GIS Services unawarded.

The District received proposals from Mead & Hunt for both Airport Planning and GIS services. Mead & Hunt currently contracts with the District on various aeronautical and airport planning functions including building and hangar design, master planning, environmental planning, as well

as demand driver analysis and community outreach related to airspace and noise. Mead & Hunt has also provided support for GIS services including map and exhibit creation as well as property analysis for noise and annoyance mitigation. Staff recommends awarding both the Airport Planning and GIS Services contract to Mead & Hunt for the following reasons:

- Mead & Hunt completed the comprehensive master plan in 2015.
- A broad and detailed understanding of the District mission and vision allows Mead & Hunt to perform multiple functions.
- Mead & Hunt is currently retained to complete the Hangar 2 planning work as well as the Executive Hangar project.
- Using the Master Plan Mead & Hunt will be able to leverage existing work to complete smaller tasks efficiently and timely adding value for the District.
- Mead & Hunt's team approach pairs a professional project lead with District Staff allowing efficient use of Staff time and shared knowledge from previous work experiences.
- Mead & Hunt's past performance, experience and horsepower have proven to offer the District the best overall value.
- Combining Planning and GIS functions will reduce overall Staff time and cost.

FISCAL IMPACT: The Board typically budgets \$30,000 for GIS services. The expenditure for planning service is project specific on an as needed basis.

CONSENT MOTION(S): I move to approve Mead & Hunt Corporation to provide Planning and Geographic Information Services to the District for a period of 4 years and authorize the Board President to sign contract documents.

ATTACHMENTS:

Mead & Hunt Engineering/Planning Proposal

Mead & Hunt GIS Proposal Submittal