



**Truckee Tahoe Airport District**  
**REQUEST FOR INFORMATION (RFI)**  
**AIR TRAFFIC CONTROL EQUIPMENT AND SERVICES**  
**December 2, 2020**



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## Air Traffic Control Equipment and Service RFI

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## Air Traffic Control Equipment and Service RFI

### 1. REQUEST FOR INFORMATION DEFINITION

An RFI defines the situation or object for which the goods and/or services are required, how they are expected to be used and/or problems that they are expected to address. Vendors are invited to propose solutions that result in the satisfaction of the Airport's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria, price may not be the primary consideration.

Closing date for this RFI is 3:00 p.m., Pacific Daylight Time, on January 30, 2021.

E-mail or hard copy responses will be accepted at the following location(s):

*Hardy Bullock*  
*Director of Aviation and Community Services*  
**MAIL** 10356 Truckee Airport Road  
Truckee, CA 96161  
**EMAIL** [hardy.bullock@truckeetahoeairport.com](mailto:hardy.bullock@truckeetahoeairport.com)

#### 1.2.1 AIRPORT OVERVIEW

Truckee Tahoe Airport (KTRK) is a towered, regional general aviation airport. The airport serves the Truckee North Tahoe Region. Annual operations total approximately 32,000. KTRK sits in a unique mountainous environment offering aviators of all types a challenging and demanding flight environment. Changes in the fleet mix have affected the airports ability to keep pace with demand. The airport is organized as a California Special District, it has taxation authority and acts as an enterprise agency capturing revenue as overseen by the elected Board of Directors. The airfield has a diverse composition of aeronautical and non-aeronautical activities occurring simultaneously including gliders/soaring, general aviation piston single, twin engine aircraft, turbo prop, turbine, skydiving and balloon activity.

The airport has an FAA approved Master Plan:

<https://truckeetahoeairport.com/administration/publications>

#### 1.2.2 Mission Statement

The Truckee Tahoe Airport is a community airport that provides high-quality aviation facilities and services to meet local needs. We strive for low impact on our neighbors while enhancing the benefit to the community-at-large, **"Connected"**.

The following value statements have been adopted by the Board of Directors:

- C** Community-oriented in our focus; always striving to be a good neighbor.
- O** Outreach to aviators and community to understand and balance needs and priorities.
- N** New ways of evaluating opportunities and challenges by creating innovative solutions.
- N** Nurture and guide employee(s) growth and wellbeing.



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- E** Environmental stewardship to minimize negative impacts.
- C** Conscious of safety and security in our operations.
- T** Transparent environment based on integrity, trust, and respect.
- E** Excellence in customer service with fair, responsive, and courteous treatment of all.
- D** District financial responsibility to utilize public funds fairly and equitably, maintain affordability for local pilots, scrutinize costs, and evaluate rates and charges.

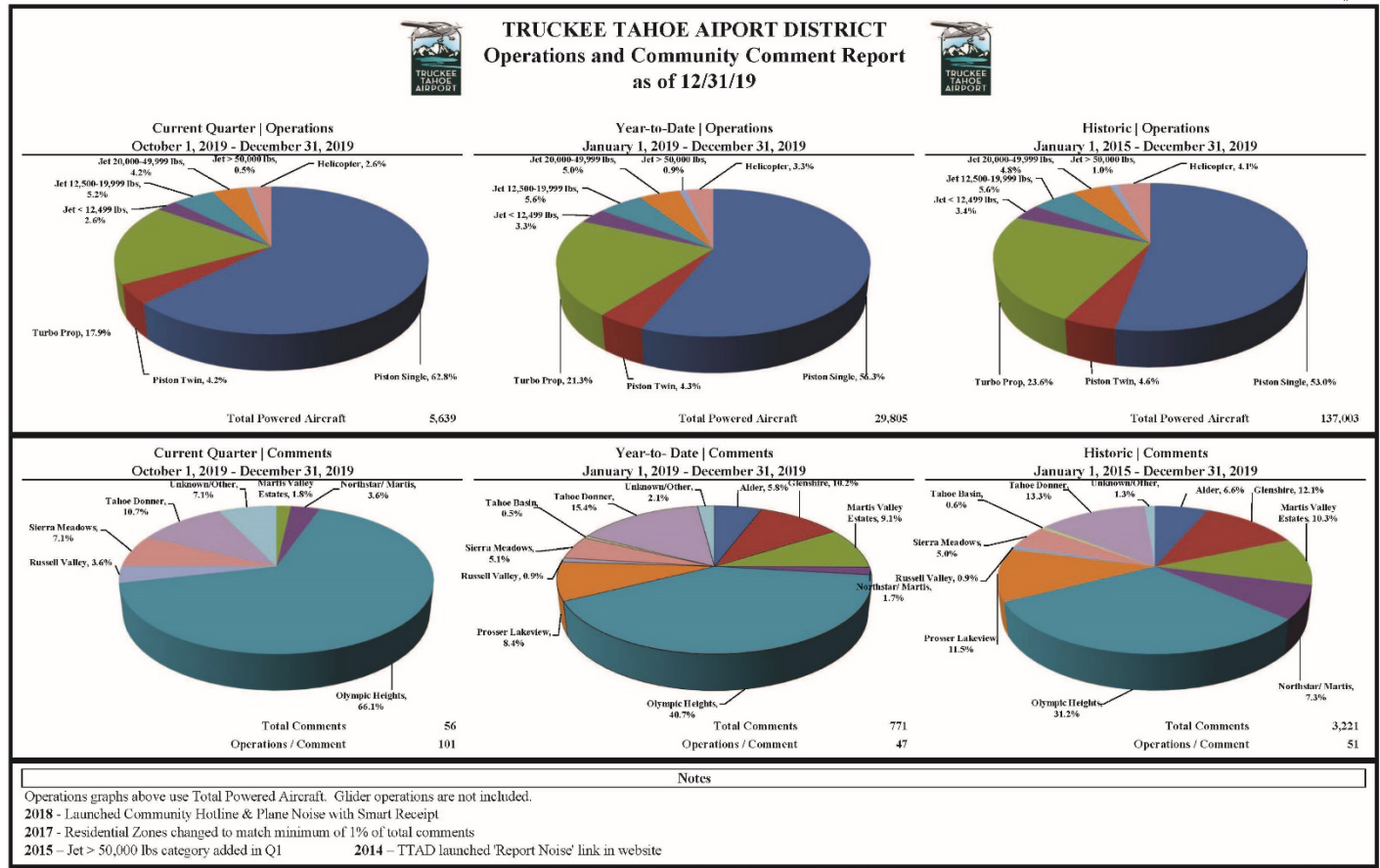
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### 1.2.3 KTRK Aircraft Operations Report



Detailed annual operation analysis for 2019 can be found here:

[https://truckeetahoeairport.com/board\\_meetings/220/view\\_file?file=tab+09a++ktrk+-+operations+and+community+comment+tracking+charts.pdf0](https://truckeetahoeairport.com/board_meetings/220/view_file?file=tab+09a++ktrk+-+operations+and+community+comment+tracking+charts.pdf0)

### 1.2.4 RFI TERMINOLOGY

Throughout this RFI the following terminology is used:

- **"Mandatory"**- a requirement that must be met in a substantially unaltered form. The terms **"must"**, **"required"**, and **"will"** are also used to indicate mandatory requirements.
- **"Desirable"**- a requirement has a high degree of importance to the objectives of this RFI. The term **"should"** also indicates a desirable requirement.
- **"Optional"**- a requirement that is not considered essential, but for which evaluation credit is given. The terms **"may"** and **"can"** also indicate option requirements.



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### **1.2.5 CLOSING DATE**

Closing date for this RFI is 3:00 p.m., Pacific Daylight Time, on January 30, 2021.

**Send all materials to:**

***Hardy Bullock***

***Director of Aviation and Community Services***

***MAIL 10356 Truckee Airport Road***

***Truckee, CA 96161***

***EMAIL [hardy.bullock@truckeetahoeairport.com](mailto:hardy.bullock@truckeetahoeairport.com)***

### **1.2.6 FORMAT OF INFORMATION**

1. All copies of the informational response should be arranged as follows:
2. Title Page: showing RFI name; name, address, and telephone number, fax number, name of contact person and responsive firm.
3. Vendor Information
4. Letter of Introduction: one page, introducing the company and signed by the person(s) authorized to sign on behalf of, and bind the company to, statements made in response to this RFI.
5. Company Profile
6. Informational overview and details of proposed solutions.
7. References: provide a minimum of two (2) references for similar projects completed; include contact name, telephone number, date of contract, date of completion, and dollar value of contract.
8. Cost Information - addressing all costs.

### **1.2.7 CONFIDENTIALITY**

Submissions or any portion thereof, may not be used for any purpose other than the submission of information. All information submitted to the Truckee Tahoe Airport District or its authorized representatives is in confidence prior to the signing of contractually binding documents. Firms should be aware that pertinent facts relating to their information, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful firm.

### **1.2.8 GENERAL**

After the submission of requested information, interviews, and negotiations may be conducted with some of the proposers, but there shall be no obligation to receive further information, from any proposer.



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### **1.2.9 PRICE AND TIME**

Prices quoted in the information shall be firm for a period of at six (6) months after the submission deadline.

### **1.2.10 CURRENCY AND TAXES**

Prices are to be in U.S. dollars.

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### 2. INFORMATIONAL EVALUATION

The District will review all information and choose the firm whom the District deems to be the most capable of providing the services sought herein. The District may consider other factors in addition to the costs for such services, including, but not limited to the firm's credentials and experience. Consideration will also be taken for the District Board's assessment of the firm's ability based upon the submissions made, subsequent inquiries or interviews.

#### 2.2.1 QUESTIONS/ ANSWERS

Send all questions in writing to:

*Hardy Bullock*

*Director of Aviation and Community Services*

**MAIL** 10356 Truckee Airport Road

*Truckee, CA 96161*

**EMAIL** [hardy.bullock@truckeetahoeairport.com](mailto:hardy.bullock@truckeetahoeairport.com)

#### 2.2.2 DETAILED COSTS & PAYMENTS

Respondent shall provide a detailed outline of any and all costs and/or payments to the District to supply the items/services listed.

#### 2.2.3 IMPORTANT AIRFIELD INFORMATION RELATED TO FIRM QUALIFICATIONS AND REQUIREMENTS

The District operates a regional, general aviation airport. The airport is utilized by light sport, single, twin piston engine, turboprop, corporate jet aircraft, helicopters, gliders and skydivers; with approximately 32,000 operations a year. Traffic at the airport is generally moderate during the off-season from late September through late April, with the bulk of traffic on weekends. Traffic during the prime resort season from Memorial Day through Labor Day increases dramatically, with approximately 350 operations per day, resulting in the need for positive control over arriving and departing aircraft to increase safety at the airport and reduce community annoyance. A District-owned terminal building with restroom facilities, a sitting area and vending machines is located on the airport property. The airport offers fixed base operator services and fuel sales.

#### 2.2.4 CONTRACTOR'S QUALIFICATIONS AND REQUIREMENTS CLIN 0001

1. The Contractors must be experienced in the provision of necessary physical structures, improvements, communications, and other equipment necessary for the implementation of a self-contained control tower environment at the Truckee Tahoe Airport. The Contractor shall submit to the District such information as the Contractor deems appropriate to be established as experienced in the provision of the foregoing.



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2. The Contractor must supply the control tower cab facility for the duration of the agreement, together with such equipment as may be necessary to provide air traffic control services.
3. The Contractor shall supply and maintain professional staff, qualified and authorized by the Federal Aviation Administration to provide air traffic control services. Services must be provided for the following approximate periods:

January – March	7AM - 6PM
April - May	7AM - 7PM
June – September	7AM – 8PM
October – December	7AM – 6PM

4. The Contractor shall develop all necessary documentation for submission to the Federal Aviation Administration, establishing/continuing a designated Class D airspace for the Truckee Tahoe Airport and establishing/continuing a tower/ground control frequency.
5. The Contractor shall provide all workers compensation, disability and general liability insurance covering its employees while providing services at the Truckee Tahoe Airport according to the minimum limits specified by the State of California.
6. The Contractor shall be responsible for maintenance and security of the control facility, both during periods of operation and when the airfield is closed due to weather or after normal hours of operations.

**THE CONTRACTOR SHALL MANDATORILY PROVIDE SOLUTION, IN RANK  
ORDER OF IMPORTANCE FOR THE FOLOWING:**

7. The Contractor must assist the Airport Manager in developing appropriate traffic pattern procedures and restrictions that comply with the Federal Aviation Regulation and Aeronautical Information Manual to ensure safe operations at the Airport.
8. The Contractor must assist the Airport Manager in developing appropriate traffic pattern procedures and restrictions to reduce community annoyance while providing compliance with the above stated regulatory framework.
9. The Contractor must assist the Airport Manager and the controlling authority over neighboring airspace to use certified flight procedures to enhance safety and reduce annoyance wherever possible.



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### 3. CONTRACTOR'S TECHNICAL DISPLAY REQUIREMENTS

The Truckee Tahoe Airport District will potentially incorporate two technical solutions for tower display technology in the use of controlling aircraft position. This two-step process is outlined below. The technology combined with the type of tower, non-federal or federal contract tower, forms the basis of the type of personnel, certifications, training, and required technology in the tower. The KTRK Tower is currently a Non-Federal Contract Tower. The surveillance systems currently installed at KTRK consist of a FAA Approved Automatic Dependent Surveillance Broadcast Service Volume (ADSB) and a Wide Area Multilateration System. Both surveillance systems with their flight tracks are fused and displayed on the current non-certified Tower display.

#### 3.2.1 Technology Scenarios:

The following technology scenarios represents Truckee Tahoe Airport District current and potential future upgrades to the Control Tower.

#### 3.2.2 CLIN 0002 Non-Federal Contract Tower with Non-Certified Tower Display:

The KTRK tower is currently using a non-certified tower display workstation and is used only as an aid to assist controllers in visually locating aircraft or in determining their spatial relationship to known geographical points. General information may be given in an easy to understand manner, such as "to your right" or "ahead of you." The custom design non-certified display is for situational awareness. A letter of agreement (LOA) and a memorandum of agreement (MOA) allows personnel to use the current non-certified display. Please describe how your company would staff and use the current technology installed in the KTRK tower to ensure safety of flight within the Truckee- Tahoe Airspace.

**Using non-certified Display EXAMPLE** – "Follow the aircraft ahead of you passing the river at the stacks." "King Air passing left to right."

#### 3.2.3 CLIN 0003 Non-Federal Contract Tower with Certified Radar Star-Lite Display:

As per FAA JO 7110.65W, Local controllers may use certified tower radar displays for the following purposes:

1. To determine an aircraft's identification, exact location, or spatial relationship to other aircraft.
2. To provide aircraft with radar traffic advisories.
3. To provide a direction or suggested headings to VFR aircraft as a method for radar identification or as an advisory aid to navigation.

The following PHRASEOLOGY is an example found within the referenced documents that can be used in the type of tower scenario; *(Identification), PROCEED (direction)–BOUND, (other instructions or information as necessary).* Reference FAAO JO 7210.3, Para 10–5–3, Functional Use of Certified Tower Radar

**NOTE**–This authorization does not alter visual separation procedures. When employing visual separation, the provisions of para 7–2–1, Visual Separation, apply unless otherwise authorized by the Vice President of Terminal Service.



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### **3.2.4 CLIN 0004 Federal Contract Tower with Certified Radar Star-Lite Display**

If the Truckee Tahoe Airport District elects to apply and is accepted into the Federal Contract Tower Program. KTRK requests the bidder to provide a pricing option for this scenario as identify in title of this section and in accordance with the requirements and references. This includes all aspects of, personnel, training, and certifications to properly staff the KTRK Control Tower for ATC terminal arrivals and departures.

### **3.2.5 References:**

FAAO JO7110.65W Airport Air Traffic Control Terminal

*FAAO JO 7210.3, Para 10-5-3, Functional Use of Certified Tower Radar Displays*

FAAO JO7210.78 FAA Contract Tower Program

*FAAO JO 7110.65, Para 5-3-2, Primary Radar Identification Methods.*

*FAAO JO 7110.65, Para 5-3-3, Beacon Identification Methods.*

*FAAO JO 7110.65, Para 5-3-4, Terminal Automation Systems Identification Methods.*

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### 3.2.6 Contract Line Item Detail Pricing

This section shall be used by the Contractor for pricing based upon the requirements and tower technology scenarios identified within this RFI.

Supplies or Services Costs and/or Prices  
Contractor

#### Control Tower Pricing

CLIN	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE
0001	Control Tower Cab			\$ - \$
	Tower / Ground Communications Equipment / Frequency			\$ - \$
	Documentation to FAA for Designated / Continued Class D Airspace			
	Operations			\$ - \$
	Training			\$ - \$
	Maintenance			\$ - \$
	Security			\$ - \$
	Sub-Total			

CLIN	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE
0002	Non Federal Contract Tower with Non-Certified Tower Display			\$ -
	Labor - FFP			
	Base Period 12 Months			\$
	Sub-Total			\$

CLIN	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE
0003	Non-Federal Contract Tower with Certified Radar Display Stars Lite			\$ - \$
	Labor - FFP			\$
	Base Period 12 Months			
	Sub-Total			

CLIN	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE
0004	Federal Contract Tower with Certified Radar Display Star Lite			\$
	Labor - Staffing			\$
	Base Period 12 Months			\$
	Sub-Total			

TOTALS  
CLIN 0001 &  
0002  
CLIN 0001 &  
0003  
CLIN 0001 &  
0004



## Air Traffic Control Equipment and Service RFI

### **4. DISTRICT'S RESPONSIBILITIES**

1. The District will provide the Contractor with an appropriate tower structure for the control tower cab facility and all necessary power and communications connections for proper operation.
2. The District will provide restroom facilities to the Contractor's employees at the District Terminal building on the airport premises.

#### **4.2.1 LOCATION OF TOWER**

The location is south of runway 11-29 and west of runway 02-20.

#### **4.2.2 PROPOSED STAFFING**

The Contractor shall submit to the District its proposed staffing for the control tower facility. The Contractor shall, at all times of operation provide staffing in compliance with the minimum requirements of the Federal Aviation Administration. All staff at the facility shall be employees of the Contractor only and in no way employees of the District.

#### **4.2.3 SUBMITTALS**

The Contractor shall submit to the District: details on the proposed facility, proposed staffing and any other information the Contractor wishes the District to consider in determining the qualifications deemed relevant.

#### **4.2.4 DURATION**

The Contractor's information shall be valid for a minimum term of one (1) year.

#### **4.2.5 REVIEW OF INFORMATION**

In reviewing submissions to the District for services requested herein, the District will consider the following factors:

1. The total cost to the District for proposed facilities and services.
2. The Contractors ability to supply facilities necessary for operation and the Contractors ability to support the requirements listed herein.
3. The ability of the Contractor to supply adequate staffing.

#### **4.2.6 PRE-INFORMATION CONFERENCE CALL**

A pre-informational conference call has been scheduled for December 1st at 11:00 A.M. PDT. Respondents are urged to prepare and submit their questions in writing, five calendar days in advance of the meeting to expedite the proceedings.

**END**