

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL CONSULTING SERVICES
TRUCKEE TAHOE AIRPORT MASTER PLAN UPDATE

Truckee Tahoe Airport District

10356 Truckee Airport Road
Truckee, CA 96161
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March 2021

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.

The Truckee Tahoe Airport District (District or TTAD) is interested in securing the services of a qualified professional consulting firm and/or team of consultants to provide an update to the 2015 Truckee Tahoe Airport Master Plan. Firms and/or teams responding to this request for Request for Proposals (RFP) are expected to have extensive experience in the planning elements anticipated for this project. Firms may present project teams consisting of the responding Firms and appropriate Sub-Consultants to insure the teams have the necessary experience appropriate for the project. While not an FAA funded update, FAA Advisory Circular 150/5070-6B is considered a relevant reference for project deliverables. The anticipated Scope of Services for the proposed project is attached for our consideration. **Firms interested in being considered for the project are requested to submit five (5) copies of their RFP in an envelope marked "Request for Proposal – Master Plan Update" by 5:00 PM (Pacific), April 30, 2021.** RFPs must include the following information:

1. Name, size, description, and history of firm.
2. Location of main office and office where work will be accomplished.
3. Qualifications and previous experience, including a list of former airport clients on similar projects within the past five years; and on-time/within budget performance of the similar projects. Information regarding work performed in communities with population less than 30,000 and in high altitude or alpine climates is welcomed.
4. Provide a listing of all sub-consultants to be used, including responsibilities and qualifications for each sub-consultant.
5. List experience and methodology regarding civic engagement and community outreach in the airport master planning process. As part of experience, list participation levels of citizens, stakeholders, residents, etc. which you were able to successfully engage in the Master Plan process?
6. List experience integrating guiding documents into Master Plans. (See *Guidance and Reference Documents* list in Scope of Work)
7. Provide an organization chart with all identified firms and resumes of key personnel who will be assigned to complete the proposed project, listing their roles and responsibilities and project approach.
8. List current workload by identifying other projects key personnel will be working on simultaneously with this project and how much time is projected to be dedicated to this project.
9. Proposed methodology to achieve Disadvantaged Business Enterprise (DBE) participation in accordance with project funding requirements.
10. Provide any additional comments, which you may believe to be relevant.

RFPs must be organized in the following format. Responses are limited to 35 pages maximum, including an Executive Summary. Elements listed under each part must be included in the submittal:

1. Transmittal Letter.

2. Executive Summary. The Request for Proposals shall be prefaced by an Executive Summary of five (5) pages or less, which gives in brief concise terms, a summation of the submittal.
3. Required Experience. Describe the background and experience of the primary consultant. This section should be a concise document, which shall include the following information:
 - a. Relevant experience of the firm. A brief summary of work accomplished by the firm and sub-consultants in similar engagements at similar airports in the United States within the past five (5) years. The summary must include contact name and number, where the work was performed, and the disciplines performed at each location. The summary shall include any unique problems and the solutions thereto, as seen by the firm in performing the work at similar airports.
 - b. Assigned Staff. A statement of the project manager and key personnel that would be assigned to the project by the primary firm and sub-consultants team members. Include an organization chart, a description of the interface between the primary firm and the project team if applicable, job description of key positions, and resumes of key personnel who would be performing the work. Each resume or biography must describe the person's current professional capabilities, experience, education, training, and anticipated work commitments.

Submission of questions concerning this Request for Request for Proposals should be directed to:

Kevin Smith, General Manager
Truckee Tahoe Airport District
10356 Truckee Airport Road
Truckee, CA 96161
Telephone: (530) 587 4119 ext. 105
Fax: (530) 587-4117
E-Mail: ksmith@fly2trk.com

If questions concerning the Request for Request for Proposals are deemed to indicate a need for clarification of the documents it will be done in the form of an addendum to the RFP. Should a proposer find a discrepancy in, or omission from, the general terms and conditions included in the Request for Proposals documents, or should there be any doubt as to their meaning, proposer shall notify the District in writing no later than 4:00 PM on April 16, 2021. Instructions/clarifications will be provided, in writing, to all prospective known proposers of record.

The selection process shall generally follow the process outlined in Chapter 2 of the FAA Advisory Circular 150/5100-14D. As this Master Plan update is not an FAA or federally funded project, the District reserves the right to tailor the section process to meet local needs.

The process for the evaluation of the responses to this request may also include an interview of candidates selected from the list of all respondents. Candidates of this pre-selection list may be asked to make an oral presentation of 20 to 30 minutes regarding their services and then respond to questions by a review panel.

Partnering or teaming with local businesses and firms which provide public relation, outreach, engineering, planning or other products and skills pertinent to the Master Plan update, and where appropriate, will be considered favorably but is not required.

Disadvantaged Business Enterprises (DBE's) are encouraged to respond to this solicitation.

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 Master Plan effort will need to balance the District's mission of providing high quality aviation facilities and services while balancing community needs, quality of life, and community concern regarding aircraft noise and annoyance.

The Airport last completed a master plan study in 2015. Since that time, the Truckee and north/west Lake Tahoe region experienced ample growth in residential and commercial activity along with increases in aircraft operations. Since plan adoption in 2015, aircraft operations have increased from 25000 in 2015 to 36000 in 2021. There continues to be community concern regarding aircraft noise and annoyance.

Due to these factors the Airport District proposes to take a new look at its role in serving its constituency, reassess services, airport facility needs, and annoyance mitigation measures looking ahead for the next 10 years and beyond. Emphasis will be given to facility requirements and Alternatives Analysis sections of the Master Plan. This planning effort will offer a focused emphasis on outreach, community awareness, and a defined public involvement campaign.

Other important issues to note are that approximately 50% of the airport's 36,000 annual operations are turboprop and turbine traffic. A large percentage of these operations are fractional and commercial jet operators. The remainder of our fleet mix is small single engine and light twin aircraft. Approximately 170 of these aircraft are based at TRK and account for roughly 30% of operations. The region which the Airport District serves also sees a substantial year-round visitor and tourist population which is very important to the local economy.

Major projects completed or in process include:

- New year round Air Traffic Control Tower installed in 2017
 - Security access gate system upgraded since 2015
 - Increases in Non-Aviation tenants and local non-profits
 - Installation of ADS-B ground Station on Airport in 2020
 - Pavement Management Plan updated in 2021
 - Construction of 10 new Executive Hangars
 - Construction of non-aviation office building and Rental Car Facilities
 - Significant upgrades to local SASO facilities (Aircraft repair, flight school, and aircraft rental)
- (many of these items were called out for construction and implementation in the 2015 Master Plan)

The Truckee Tahoe Airport District reserves the right to waive any irregularities or formalities and award the contract in the best interest of the District; and to reject any or all proposals. If a firm is selected by the District, the selected firm shall execute an agreement with the District within thirty (30) days after notification of selection, unless the time for execution has been extended for good cause at the sole discretion of the District. Failure of the selected firm to meet agreement submission requirements (i.e. insurance) or failure to timely execute an agreement with the District may result, in the sole discretion of the District, in a decision to select from the remaining proposers or to advertise for new Statements of Qualifications. The District reserves the right to approve all proposed Sub-Consultants, modify roles of proposed Sub-Consultants and/or require additional Sub-Consultants in the performance of this contract.

Qualifications sent in response to this solicitation should be directed to Kevin Smith, General Manager, Truckee Tahoe Airport District, 10356 Truckee Airport Road, Truckee CA 96161.

**THE TRUCKEE TAHOE AIRPORT DISTRICT
TRUCKEE CA
MASTER PLAN STUDY
PROFESSIONAL CONSULTING SERVICES
ANTICIPATED SCOPE OF SERVICES
March 24, 2021**

The Truckee Tahoe Airport District desires to select a professional consulting firm for the purposes of completing a Master Plan Update. The selected firm will perform all services in accordance with FAA Advisory Circular 150.5070-6B as well as other services as identified by sponsor.

Scope of Services

The Scope of Services to be included in the contract shall include but not be limited to the following work elements:

- Chapter 1 - Inventory of Existing Conditions: This section has been recently (2021) updated and will be provided to selected consultant.
- Chapter 2 - Aviation Demand Forecasts: This section has been recently (2021) updated and will be provided to selected consultant.
- Update of Chapter 3 - Facility Requirements: Consultant will examine and look critically at the existing facility capacities of airport and provide recommended updates related to runway and taxiway systems, aircraft storage facilities, aviation support facilities, airport property, and landside and parking to address any deficiencies. Consultant will consider how to balance facility requirement needs with impact airport has on local community. The airfield analysis should focus on improvements needed to serve the type of aircraft expected to operate at the airport in the future as well integration of Air Traffic Control Tower and ADS-B to reduce impact on communities surrounding the airport as well as increase the safety and efficiency of aircraft operations.
- Update Chapter 4 – Alternatives Analysis: Consultant will examine and critically review past solutions to accommodate the facility needs described in the 2015 Master Plan as well as propose new options to address aviation needs as well as reduce airport impacts on local community. Complete analysis of strengths and weaknesses of each development alternative to identify the best direction for development and improvements. Provide development alternatives that explore airport connectivity with the regional transportation plan and model. Consultant will consider how to balance proposed alternatives with impact airport has on surrounding community and neighborhoods.
- Airport Layout Plan: This section has been recently updated (2021) and will be provided to selected consultant. Based on analysis and adoption of new Alternatives or Facility Requirements Chapters, updates to ALP may be necessary.
- New Addition of Sustainability Chapter: Perform environmental overview of Master Plan and on airport development as well as future projects to identify actions that may trigger a detailed Environmental Assessment. Prepare updated noise exposure contours. Develop strategies and policy to address emissions, noise, air quality, water quality, open space, and forest management, and environmental sustainability. Incorporate elements and Goals of District Greenhouse Gas Inventory and

Reduction Plan.

- Update Chapter 5 - Adoption and Implementation: Update plan for the airport’s financial development including a business plan and capital needs program to define the timing, costs, and funding sources for the recommended development projects including State and Federal funding options.

Community Outreach, Coordination, and Documentation

Civic Engagement and collaboration is of highest priority in the Master Plan Update effort. Adapting the guidelines of the International Association of Public Participation, the District commits itself to these standards for each of these approaches:

- **Inform** – “We will provide the public with balanced and objective information to assist them in understanding a problem, alternatives, opportunities and/or solutions.”
- **Consult** – “We will collect public feedback on analysis, alternatives and/or decisions from our community.”
- **Involve** – “We will work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.”
- **Collaborate** – “We will partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.”

The Master Plan public outreach efforts should include significant citizen engagement activities where opportunities are provided for interchange and learning between staff, consultants and District constituents. Methods should be devised to reach out and engage unrepresented segments of our community. The District’s ultimate aim is to have citizens and stakeholders connected to the process with a sense of investment in the results of the Plan. Of paramount importance will be that citizens feel the District listened and took action based on their comments and that the Master Plan process was worth their time and energy. A focus of this effort will be to understand the community’s current and future desires of what services the airport should provide and what it should become over the next 10 to 15 years. An equally important question to ask as part of this process is what the community does not want the airport to become.

With assistance from Airport staff and Board of Directors, selected consultant will be expected to conduct 3 in person workshops/open houses for the public early in the process. The Board and staff may also require a virtual workshop format in addition to the in-person workshops. Consultant will work with Staff and Board to identify a group of community members and aviation interests to act in an advisory role in the development of the master plan. Consultant will also be required to provide a website/microsite to inform, consult, involve, and collaborate with the public.

Guidance and Reference Documents

- Advisory Circular 150/5070-6 Airport Master Plans
- Advisory Circular 150/5300-16A, -17B, and -18B Electronic Data Submissions
- Current Airport Layout Plan and Exhibit A Update
- 2015 Airport Master Plan
- Flight Procedures Microsite

- Noise and Annoyance Handbook Document (2020 revision)
- Greenhouse Gas Inventory and Management Plan
- Economic Impact Study, September 2018
- 2016 Airport Trails Master Plan
- TTAD Land Management Plan
- 2021 Pavement Management Plan
- Nevada County Regional Transportation Plan
- Placer County Regional Transportation Plan
- Town of Truckee General Plan
- Truckee Tahoe Airport Comprehensive Land Use Plan
- Proposed New Instrument Flight Procedure Feasibility Study 10.2020

Many of these documents can be found at: <https://truckeetahoeairport.com/administration/publications>