

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL CONSULTING SERVICES
TRUCKEE TAHOE AIRPORT MASTER PLAN PROJECTS
UPDATE AND REFRESH OF CURRENT 2015 MASTER PLAN

Truckee Tahoe Airport District

10356 Truckee Airport Road
Truckee, CA 96161
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October 2021

Mission Statement: The Truckee Tahoe Airport aims to provide safe, high-quality services and facilities, reduce impact on airport neighbors and the environment, and invest in opportunities that increase community safety and provide sustained benefit to the entire Truckee Tahoe region.

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 ensure 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), December 3, 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. Time is of the essence on this Project; it is the intent of the District to hold the 3 community master plan workshops in March 2022 with delivery of draft Master Plan Elements/chapters to the District by June 15, 2022. Schedule of project timeline including kickoff Meeting, key milestones, outreach meeting schedule, and final delivery of Product.

11. Cost to complete the Study. TTAD is asking for a cost proposal for this project as this is not a federal funded Master Plan project.
12. Delineate the time and cost for each section of the Master Plan to be performed. Certain sections may be removed by the District if the timing associated with those sections would cause the timing to be extended.
13. Provide any additional comments, which you may believe to be relevant.

Aviation Forecast: This document was recently updated in 2021 and will be provided to the successful bidder. A new Aviation Forecast should not be included in your bid price.

The RFP 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 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 Proposal 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 November 17, 2022. 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 selection 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 needs to align with the District's Mission to provide safe, high-quality services and facilities, reduce impact on airport neighbors and the environment, and invest in opportunities that increase community safety and provide sustained benefit to the entire Truckee Tahoe region. The Airport is one of nine Airport Special Districts in the State of California, and approximately half of its operating budget is received through property taxes. As such, the Airport is cognizant of addressing the concerns of the surrounding neighborhoods.

The Airport last completed a master plan study in 2015. Since that time, the Truckee and north/west Lake Tahoe region has experienced significant growth in residential and commercial activity along with increases in aircraft operations. Since plan adoption in 2015, aircraft operations have increased from 25,000 in 2015 to 39,000 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 the Alternatives Analysis section of the Master Plan and the update of the Airport Layout Plan. A review of the Facility Requirements may be considered

and the Inventory may need additional work. 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 25% of the airport's 39,000 annual operations are turboprop and turbine traffic. A large percentage of these operations are fractional and commercial jet operators. The largest portion of the fleet mix is small single engine and light twin aircraft, and there are gliders and helicopters as well. According to the recently finished Forecast Study, there are 110 FAA validated based aircraft at the Airport, and there are 238 hangars. The region which the Airport District serves also sees a substantial year-round visitor and tourist population.

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)
- On field charter operator

(Some 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.

Community Outreach, Coordination, and Documentation

Civic Engagement and collaboration is a 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 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://truckee-tahoe-airport.com/administration/publications>

UPDATE AND REFRESH OF CURRENT 2015 MASTER PLAN

ANTICIPATED SCOPE OF SERVICES

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. Some additional work may be required for this section.
- 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 or excesses. Consultant will consider how to balance facility requirement needs with the impact that the airport has on the local community. The airfield analysis should focus on (1) potential improvements associated with future aircraft technologies that could operate at the airport, such as electric aircraft and their associated service and charging needs, sustainable aviation fuels, urban air mobility, etc., (2) how the Air Traffic Control Tower and ADS-B can be integrated into the system to reduce impacts on the surrounding communities, and (3) how to increase the safety and efficiency of aircraft operations. In addition, and as stated in Section 801.a. "In some cases, the airport sponsor may decide that it is in the community's best interest for the airport not to continue to grow to accommodate forecast activity, or to accommodate forecast activity only up to a point. In these cases, the master plan should document this decision and indicate the probable consequences of the decision (e.g., demand will be capped, the demand will go unmet, or the demand will be diverted to another airport.)" Furthermore, as stated in Section 803.b.2), the Orientation of the runways (current and proposed) is a function of wind coverage requirements. The existing ALP indicates that the wind study was based on data obtained between January 1, 2000 and December 31, 2009. Consultant shall update the wind study data. Section 803.b.3) discusses the Length of the runways and how that distance is tied to the "design aircraft and the longest nonstop distance to be flown by the design aircraft from the airport...Aircraft manufacturers may be able to provide airport-specific runway length requirements for their aircraft, especially at airports with severe conditions such as high temperatures or high airport elevations." As stated in the Forecast, "The existing and future critical aircraft is the Pilatus PC-12." Consultant shall address the lengths of the current and proposed runways in the context of the design aircraft.

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. To be considered is the review of a New Runway Option: Consultant will review options for new runway development. Generally, the runway alignment would be established to 1) minimize residential overflight, 2) provide clear arrival and departure paths avoiding mountainous terrain, and 3) optimize airport property usage to obtain sufficient runway length to maximize its utilization. The District has preliminary design work for Runway 16/34 that will be provided to bidders.

- 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 will be necessary. Some items currently defined on the ALP may need to be removed. The District also recently completed a Wind Analysis which will be provided.
- 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.
- Environmental Assessment: As stated in AC 150/5070-6B, "Planners should develop each chapter of the master plan with environmental considerations in mind" and not be a stand-alone chapter. Furthermore, it states that "planners should try to identify any potential short-term capital development projects...that are known to trigger additional environmental processing...the airport sponsor should consider beginning the environmental processing before the master planning process is completed." Current expectation is that cultural and biological assessments in the area of the runway 16/34 could be required; a cost and timeline associated with these efforts should be included in the RFP.