



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

AGENDA TITLE: General Engineering Services Master Service Agreement

MEETING DATE: January 25, 2023

PREPARED BY: Robb Etnyre, General Manager

RECOMMENDATION: The Master Service Agreement Selection Committee recommends awarding the General Engineering Master Services Agreement to Auerbach Engineering Corporation from February 1, 2023, thru January 31, 2026, with two option years thereafter.

DISCUSSION: The District issued a request for statement of interest and qualifications for General Engineering on November 23, 2022, revised December 5, 2022 (Attached). The District received one qualified statement of qualifications for General Engineering Services (Attached). The scope of services may include: project management, basic engineering design services, local agency project permitting, assist staff with maintenance and implementation of Capital Facility Plans including Airport Structures Facility Plan, and Storm Water and Utilities Plan.

The FAA requires Airport Sponsors to issue a Request for Statement of Interest and Qualifications (common know as an RFQ or SOQ) at least every 5 years for consultants to be eligible to provide engineering services for FAA funded projects. While General Engineering services are not typically related to FAA Airport Improvement Program projects, the District is following the same FAA guidelines for contracting. A selection committee comprised of the General Manager, Director of Operations, and Director of Finance & Accounting was established to review statements of qualifications and make a recommendation to the board of directors for final selection. The Selection Committee recommends awarding Auerbach Engineering Corporation a Master Service Agreement as drafted (Attached).

FISCAL IMPACT: Annually the District budgets \$120,000 for airport engineering expenses along with sufficient District funds approved annually for Replacement Reserve and Development Fund projects.

SAMPLE MOTION: I move to approve awarding the General Engineering Services Master Service Agreement to Auerbach Engineering Corporation from February 1, 2023, thru January 31, 2026, with two options years.

ATTACHMENTS:

Request for Statement of Interest and Qualifications Airport Engineering, General Engineering, and Airport Planning

Statement of Qualifications: Auerbach Engineering Corporation

Airport Engineering Services Master Service Agreement between Truckee Tahoe Airport District and Auerbach Engineering Corporation.