



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

AGENDA TITLE: Aviation 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 Aviation Engineering Master Services Agreement to Brandley Engineering, Inc 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 Airport Engineering on November 23, 2022, revised December 5, 2022 (Attached). The District received two qualified statements of qualifications for Specialized Aviation Engineering Services (Attached). The scope of services may include FAA AIP project design, AIP grant administration, airfield pavements, Airport Capital Improvement Program (“ACIP”) maintenance, advanced and large project design services for both FAA grant eligible and non-FAA grant eligible projects, and Pavement Maintenance 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. 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 Brandley Engineering a Master Service Agreement as drafted (Attached).

FISCAL IMPACT: Annually the District budgets \$120,000 for airport engineering expenses along with sufficient Airport Sponsor matching funds for approved FAA Airport Improvement Program Grants.

SAMPLE MOTION: I move to approve awarding the Aviation Engineering Services Master Service Agreement to Brandley Engineering, Inc 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: Brandley Engineering, Inc

Statement of Qualifications: Wood Rogers

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