



## TRUCKEE TAHOE AIRPORT DISTRICT REQUEST FOR PROPOSALS

### Warehouse Building Fire Sprinkler Installation – 2026 DIR Project No.: To Be Determined

#### I. BACKGROUND AND INTRODUCTION

Truckee Tahoe Airport is a community-minded medium-sized General Aviation airport serving the needs of the Truckee Tahoe area. The Airport is governed by a California Government Special District titled the Truckee Tahoe Airport District (“District”). The District is requesting proposals from qualified firms (“Proposers”) for Fire Sprinkler System Installation & Design Services (“Services”).

#### II. DISTRICT CONTACT

The principal contact for the District will be Matt Warren, Facilities Maintenance Manager, 530-718-3502, matt.warren@truckeeatahoeairport.com or a designated representative, who will coordinate the assistance to be provided by the District to the Proposer.

Peter Beaupre of Prosser Building & Development (CSLB# 946189) will act as the Construction Manager on this project and will coordinate the prime contractors and apply for all permits with AHJs with documents provided by the prime contractors. He can be reached at 530-401-6085 and [peter@pbd-inc.com](mailto:peter@pbd-inc.com).

#### III. REQUEST FOR PROPOSALS

##### A. **Scope of Services**

The Services sought under this Request for Proposals (“RFP”) are set forth in more detail in **Exhibit “A,”** attached hereto and incorporated herein by this reference. Notwithstanding the inclusion of such Services in **Exhibit “A”** the final scope of Services negotiated between District and the successful Proposer shall be set forth in the Agreement (“Agreement”) executed by and between District and the successful Proposer. A copy of the sample Agreement is attached hereto as **Exhibit “B”** and incorporated herein by this reference.

##### B. **Pre-Proposal Meeting**

Each Proposer is invited to attend a non-mandatory pre-proposal meeting to be held on April 15, 2026, from 9:00 am to 10:00 am at 12166 Chandelle Way, Truckee, CA 96161. Failure to attend this

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meeting will not preclude a firm from submitting a proposal. Attendance at the pre-proposal meeting will ensure the Proposer understands the full scope of the Services requested.

### **C. Content and Format of Proposal**

1. Cover Letter. Provide a cover letter and introduction, including the name and address of the organization and individual submitting the proposal, together with the name, address, telephone and e-mail address of the contact person who will be authorized to represent the organization, and an expression of the Proposer's ability and desire to meet the requirements of this RFP. The letter must be signed by an individual authorized to bind the firm contractually.

a. Proposer Statement Of Qualifications. Describe the Proposer's resources, experience, and capabilities as they relate to providing the Services. Submit in the order identified below:

b. Executive Summary. An executive summary should briefly describe the Proposer's qualifications and ability to perform the Services.

(i) Qualifications and Experience. The proposal should:

(a) Provide a description of how the Proposer's experience, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP.

(b) Any key staff members who would be involved in the performance of the scope of work. Provide their resumes, describe their experience, and identify their proposed role for the Project.

(c) State the number of years the firm has conducted business.

(d) Provide a description of the three most relevant contracts held within the last five years.

(ii) Evidence Of California Licensing. The proposal should include appropriate documentation showing the Proposer is a licensed C-16 Fire Protection Contractor in the State of California and is qualified to perform the Services requested in the scope of work.

(iii) References. The Proposer should provide a minimum of four (4) client references, preferably District, county, or special district



governments for whom the Proposer has previously performed services of similar type and scope within the last 5 years.

- (iv) Subcontractors. The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor that is anticipated to perform each function, if known at this time.
  - c. Proposed Method to Accomplish the Work. Describe the technical and management approach to providing the Services to District. Proposer should take into account the scope of the Project, goals of District, and general functions required. Include a draft schedule of tasks, milestones, deliverables and project phasing that addresses that will provide for timely provision of the Project. Describe how work will be phased across various tenant spaces, including a rough timeframe for work conducted in each tenant space. In reviewing the scope of work, the Proposer may identify additional necessary tasks and is invited to bring these to District's attention within the discussion of its proposed method to accomplish the Project.
  - d. Sealed Fee Proposal. Please provide a lump sum, not-to-exceed fee proposal for the Project. The fee proposal shall be broken down by task and further broken down by staff, subconsultant costs, and expenses for each task. The fee proposal shall include hourly rates for all personnel.
2. Insurance: (limit: two page not including supporting documentation) See the Agreement, attached hereto as **Exhibit "B,"** for a description of the insurance requirements.
  3. Litigation: (limit: two pages) Provide litigation history for any claims filed by your firm or against your firm related to the provision of Services in the last five (5) years. State any previous or current litigation between your firm and the Truckee Tahoe Airport District.
  4. Other Information: (limit: three pages) This section shall contain all other pertinent information regarding the following:
    - a. Demonstration of record of staffing tasks efficiently and completing projects on time and within the allocated budget.
    - b. Description of community involvement.
    - c. Description of any previous involvement with the District.
    - d. A statement that the Proposer has no conflicts of interest in connection with providing the Services.

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5. Certification of Proposal: This section shall state:

“The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the District in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.”

6. Appendices: (limit: four pages)

**D. No Deviations from the RFP**

In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Agreement. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the sample Agreement and, in particular, the insurance and indemnification provisions therein.

**E. Selection Process**

1. The District will evaluate proposals based on the following criteria:

- a. Qualifications and Familiarity – Proposer’s competence, experience, qualifications, and familiarity with Project – 20%
- b. Fee Proposal – Reasonableness and competitiveness of proposed fee; clarity of breakdown by task and staff; not-to-exceed structure and hourly rates – 20%
- c. Methodology and Technical Approach – Understanding of project scope; proposed approach to delivering services; proposed schedule and milestones – 20%
- d. Cooperative District Relationship and Absence of Conflict – Both parties work collaboratively with aligned goals, clear communication, and no competing interests or disputes that hinder successful delivery of services – 20%
- e. Cover Letter and Proposal Completeness – Clarity, responsiveness, and overall organization of the proposal, including submission of all required items – 10%
- f. References – Quality and relevance of references from similar clients (preferably cities, counties, or special districts) During the evaluation process, the District reserves the right, where it may serve the District's



best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions – 10%

2. It is the District’s intent to select a Proposer to perform the Services based on the above criteria. The District reserves the right to reject all proposals, select by proposal review only or interview as needed. Certain Proposers may be selected to make a brief presentation and oral interview after which a final selection will be made. The successful Proposer will be selected on the basis of information provided in the RFP, in-person presentations, and the results of the District’s research and investigation. Upon selection of a Proposer, the District will endeavor to negotiate a mutually agreeable Agreement with the selected Proposer. In the event that the District is unable to reach agreement, the District will proceed, at its sole discretion, to negotiate with the next Proposer selected by the District. The District reserves the right to contract for services in the manner that most benefits the District including awarding more than one contract if desired.

3. After negotiating a proposed Agreement that is fair and reasonable, District staff will make the final recommendation to the District General Manager concerning the proposed Agreement. The District General Manager has the final authority to approve or reject the Agreement.

#### **F. Protests**

1. Protest Procedures: Submitted proposals will be made available for review in accordance with the California Public Records Act and after a submission of a Public Records Act Request to the District Clerk’s Office.

Proposers may file a protest with the District Clerk. In order for a Proposer’s protest to be considered valid, the protest must:

- a. Be filed in writing not later than 5:00 p.m. (local time) on the fifth business day after the District issues a Notice of Intent to Award for the subject project, based on one of the following criteria:
  - (i) The Proposer’s disagreement with the determination or recommendation by the District regarding the Proposer’s proposal;
  - (ii) Non-compliance with RFP;
  - (iii) Non-compliance with District policy; or
  - (iv) Non-compliance with state or federal law.
- b. Clearly identify the specific irregularity or basis for the protest;

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- c. Specify, in detail, the factual and legal grounds for the protest;
- d. Include all relevant supporting documentation with the protest at time of filing.

2. District Review: The District will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. The District shall provide the Proposer submitting the protest with a written statement concurring with or denying the protest. Action by the District relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this Section are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

All protests filed with the District Clerk shall be delivered to the following address:

District Clerk  
Tahoe Truckee Airport District  
10356 Truckee Airport Road  
Truckee, CA 96161

#### **G. Proposal Schedule**

The tentative schedule is as follows:

- RFP Publication – April 1, 2026
- Optional Pre-Proposal Meeting – April 15, 2026
- Last Day for Questions – April 20, 2026
- Proposal Due Date – May 14, 2026
- Notice of Selection – May 15, 2026
- Beginning construction - To Be Determined

The above scheduled dates are tentative and District retains the sole discretion to adjust the above schedule. Nothing set forth herein shall be deemed to bind District to award a contract for the Services and District retains the sole discretion to cancel or modify any part of or all of this RFP at any time.

#### **H. Submittal Requirements**

1. General: It is strongly recommended that the Proposer submit proposals in the format identified in this RFP to allow the District to fully evaluate and compare the proposal. All requirements and questions in the RFP should be addressed and all requested data shall be supplied. The District reserves the right to request additional information which, in the District's opinion, is necessary

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to assure that the Proposer's competence, number of qualified employees, business organization and financial resources are adequate to perform according to the Agreement.

2. Preparation: Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform the Services. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach to providing the Services and work plan should be forwarded as part of the proposal. Emphasis should be concentrated on completeness, approach to the work and clarity of proposal. Proposals should be kept to twenty (20) pages or less.

3. Site Examination: Proposers may visit District and its physical facilities to determine the local conditions which may in any way affect the performance of the work; familiarize themselves with all federal, state and local laws, ordinances, rules, regulations, and codes affecting the performance of the Services; make such investigations, as it may deem necessary for performance of the work at its proposal price within the terms of the Agreement; and correlate its observations, investigations, and determinations with the requirements of the Agreement.

4. Prevailing Wage and Contractor Registration:

Proposer is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Proposer agrees to fully comply with such Prevailing Wage Laws. District shall provide Proposer with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Proposer shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Proposer's principal place of business and at the project site. It is the intent of the Parties to effectuate the requirements of sections 1771, 1774, 1775, 1776, 1777.5, 1813, and 1815 of the Labor Code within this Agreement, and Proposer shall therefore comply with such Labor Code sections to the fullest extent required by law. Proposer shall defend, indemnify and hold the District, its officials, officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

Registration/DIR Compliance. If the Services are being performed on a public works project of over \$25,000 when the project is for construction, alteration, demolition, installation, or repair work, or a public works project of over \$15,000 when the project is for maintenance work, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the Proposer and all subconsultants must be registered with the Department of Industrial Relations ("DIR"). Proposer shall maintain registration for the duration of the Project and require the same of any subconsultants This Project may



also be subject to compliance monitoring and enforcement by the DIR. It shall be Proposer's sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR. Any stop orders issued by the DIR against Proposer or any subconsultant that affect Proposer's performance of services, including any delay, shall be Proposer's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Proposer caused delay and shall not be compensable by the District. Proposer shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the DIR against Proposer or any subconsultant.

Labor Certification. By its signature hereunder, Proposer certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

5. Confidentiality of Proposal: Proposals submitted in response to this RFP shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 7920.000 *et seq.*) until after either District and the successful Proposer have completed negotiations and entered into an Agreement or District has rejected all proposals. All correspondence with the District including responses to this RFP will become the exclusive property of the District and will become public records under the California Public Records Act. The District will have no liability to the Proposer or other party as a result of any public disclosure of any proposal or the Agreement.

If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Proposer submits trade secret information, the Proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary" ("Proprietary Information") the District will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. Proposer shall have five (5) working days after receipt of such notice to give District written notice of Proposer's objection to the District's release of Proprietary Information. Proposer shall indemnify, defend and hold harmless the District, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information.

Proposals which indiscriminately identify all or most of the proposal as exempt from disclosure without justification may be deemed unresponsive and disqualified from further participation in this RFP.

6. Submittal Instructions.

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The proposal must be received no later than 4:00 pm local time, on or before April 29, 2026 at the office of the:

District Clerk  
Tahoe Truckee Airport District  
10356 Truckee Airport Road  
Truckee, CA 96161

The envelope should clearly indicate "**Proposal for Warehouse Building Fire Sprinkler Installation – 2026**" and Proposer's name and address shall appear in the upper left-hand corner of the envelope. If more than one envelope is required, each envelope shall be legibly numbered below the name of the Proposer, e.g. Envelope 1 of 3, as required.

The District will not be responsible for proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the District.

#### **I. Miscellaneous**

1. Amendments to RFP: The District reserves the right to amend the RFP or issue to all Proposers addenda to answer questions for clarification.

2. Non-Responsive Proposals: A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.

3. Amendments to Proposals: Unless specifically requested by the District, no amendment, addendum or modification will be accepted after a proposal has been submitted to District. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to District prior to the deadline stated herein for receiving proposals.

4. Costs for Preparing: The District will not compensate any Proposer for the cost of preparing any proposal, and all materials submitted with a proposal shall become the property of the District. The District will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.

5. Cancellation of RFP: The District reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP.

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6. Price Validity: Prices provided by Proposers in response to this RFP are valid for 90 days from the proposal due date. The District intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete and the contract is awarded.

7. No Commitment to Award: Issuance of this RFP and receipt of proposals does not commit the District to award a contract. District expressly reserves the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or part of this RFP.

8. Requests for Clarification: All questions, requests for interpretations or clarifications, either administrative or technical must be requested in writing and directed to the District Contact, identified above. All written questions, if answered, will be answered in writing, conveyed to all interested firms, and posted on the District's website. Oral statements by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received in writing by 2:00 p.m. local time on the date identified in the Key Information.

9. Right to Negotiate and/or Reject Proposals: District reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of District, such action shall serve its best interests and those of the tax-paying public. The Proposers are encouraged to submit their best prices in their proposals, and District intends to negotiate only with the Proposer(s) whose proposal most closely meets District's requirements at the lowest estimated cost. The Agreement, if any is awarded, will go to the Proposer whose proposal best meets District's requirements.

10. Non-Discrimination: The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.

Publication Date of RFP: April 1, 2026