

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Airport Master Plan Scope and Fee Approval

Purpose	Information:	Guidance:	Decision: X
Recommendation	<p>Approve Scope and Fee proposal from Mead & Hunt for Airport Master Plan Services. Authorize Board President to approve and sign contract with Mead & Hunt as advised by District Attorney and General Manager.</p> <p>Approve \$45,698 in additional funding for the Master Plan from Unrestricted Net Assets. Staff recommends 50% funding from Non-Grant eligible projects and 50% from annoyance reduction and community outreach designations. The additional \$45,698 will be used to meet contract obligations and provide contingency funds.</p>		
Last Action	<p>On July 26, 2012 the Board of Directors selected Mead Hunt as the successful consultant to complete the Airport Master Plan Project. Staff and consultant have worked together to create a scope, budget, and timeline for this project. C&S Companies was the runner up in the selection process.</p> <p>Original fee estimates from Mead & Hunt were significantly more than the budgeted funds for this project. The Board approved staff to solicit a second scope and fee from C&S and to solicit a revised scope and fee from Mead & Hunt, more in line with available funding.</p>		
Discussion	<p>Staff received fee proposals from both C&S Companies and a revised proposal from Mead & Hunt. Since the Sept. 27, 2012 Board Meeting, the General Manager has meet with both Mead & Hunt and C&S in person and reviewed in detail the scope and fee proposals. Mead & Hunt was very anxious to continue negotiations and committed to provide a revised proposal that will meet District needs and budget. After various meetings with the General Manager Mead, Hunt proposed a fee of \$319,783. They also provided a detailed scope of work which is attached to this report. Cost reductions came primarily from the following:</p> <ul style="list-style-type: none">• Better understanding and refinement of expectations between consultant and District on the public outreach portion of the project.• Grouping and scheduling meetings more efficiently to reduce travel costs and the number of consultants necessary at meeting.• Removal of CEQA tasks.• Tightened schedule of project to 13 to 15 months in lieu of 24.• Eliminated video production• Removed various placeholders for studies such as		

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geotechnical work, forest management, GIS mapping, facilities inventories. Many of these studies are either complete or included in this year's budget.

Both consultants were asked to remove all cost projections related to CEQA (California Environmental Quality Act) compliance. Expenditures to comply with CEQA will be budgeted in FY2014. The CEQA process begins when a final draft is complete which will not occur until the fall of 2013. Cost projections for CEQA compliance vary greatly depending on the final airport layout and facility plan. These costs are estimated at \$20,000 to \$70,000. As the final draft of the master plan comes together this summer, staff will be able to estimate CEQA cost more accurately and include these costs in the FY2014 Budget.

C&S also provided a Scope and Fee. Their proposal was \$374,807. Both proposals were received independent of each other. The consultant teams did not review one another's proposals. The C&S proposal is similar to the Mead & Hunt proposal and no doubt could be refined to a similar price point. C&S is a quality company with good credentials but it is still staff's opinion that Mead & Hunt has the more attractive consultant team and proposal. To proceed with the C&S proposal would require additional funding for AtGeo and Bridgenet. The Bridgenet VOLANS noise modeling tool is not part of the C&S proposal. This is included in the Mead & Hunt proposal.

It should be noted that 1/3 of project costs from both proposals are for the Community Outreach component of the project. This is the primary cost driver for our Master Plan. Staff's original project cost estimates from various sources did not take this into account. It was our assumption that Airport sponsors (Cities, Counties, Authorities, etc) conducted more aggressive community outreach programs as part of their Master Plan updates. Most Master Plan projects do not conduct an aggressive public outreach campaign. There could be a substantial cost saving if the community outreach campaign were scaled back. Staff does not recommend any changes to the community outreach scope and fee.

Based on the facts presented and the revised more competitive scope and fee from Mead & Hunt, staff maintains its recommendation as per the July 2012 Board Meeting to award Master Plan consulting services to Mead & Hunt. This recommendation is based on the following findings:

1. Mead Hunt provided a well-organized and impressive RFQ Statement and presentation that addressed the issues identified in the RFQ and scope of work.
2. Mead Hunt has extensive experience with airport master plans including resort communities such as Hailey Idaho,

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- Aspen Co., Jackson Hole WY, and Big Bear CA.
3. Mead Hunt completed the TTAD Comprehensive Land Use Plan (CLUP) in 2006 which will have a significant influence in preparing the Master Plan. In creating the CLUP, Mead Hunt has significant familiarity with the District including the challenges and opportunities before us.
 4. Mead Hunt is partnering with Freshtracks Communications to be our local community outreach and public engagement coordinator. Seana Doherty brings an inviting and necessary local component to the project which staff feels will increase community engagement in the process.
 5. ATGeo Systems is a team partner. Staff feels they will contribute significantly to the process. They are the Airport District's current GIS (geographic information systems) consultant. ATGeo Systems has significant experience with TTAD GIS data including projects we are currently working on.
 6. Bridgenet International is also a team partner. The District is a current Bridgenet customer. Bridgenet has significant experience with District flight track data and the potential to implement flight track and noise modeling as part of the Master Plan process using VOLANS Software which they support. Among other things, this could be an invaluable tool to inform the public regarding operational impacts around the airport.

After reviewing both proposals in detail, staff is confident in Mead Hunt's ability to complete the project and provide a useful and valuable Master Plan. It is staff's judgment and opinion that scope and fee refinements will not substantially affect or alter final expectations of the final Master Plan product.

Fiscal Impact

The FY 2012-2013 includes \$265,000 for the Master Plan. Staff recommends the Board allocate an additional \$25,698 to complete programmed work per the Mead & Hunt proposal plus a contingency fund of \$20,000. This will allow completion of all work programmed for FY2013. In addition to CEQA costs, the Board will need to budget an additional \$29,085 in funding for FY2014 to complete the Mead & Hunt contract.

Staff proposes to use funds from Unrestricted net assets. Staff recommends 50% (\$22,849) funding from Non-Grant eligible projects and 50% (\$22,849) from annoyance reduction and community outreach designations.

Non-Grant Eligible Projects has a fund balance of \$585,600. Annoyance Reduction and Community Outreach has a fund balance of \$1,000,000.

The \$20,000 Contingency fund will be used to cover expenses

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	related to workshop and open house mailings, printing and postage, local advertising expenses in the Sierra Sun, and any costs associated with meeting locations such as room fees and refreshments. The contingency also provides a small pad to the budget if additional work is desired outside the provided Scope and Fee.
Communication Strategy	The full communication strategy for the Master Plan will be finalized after final consultant selection. This process will be carefully guided by the District General Manager and the Steering Committee. The Communication strategy outline is detailed in Element 3 (page 5) of the proposal.
Attachments	Final Scope and Fee – Mead & Hunt
