

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Airport Master Plan Scope and Fee Proposal

Purpose	Information:	Guidance:	Decision: X
Recommendation	While Mead & Hunt was the selected consultant by both staff and Board of Directors, staff recommends soliciting a scope and fee proposal from C&S Companies. In light of the significant difference between funds budgeted and the Mead & Hunt proposal, staff feels it prudent to solicit a second scope and fee proposal.		
Last Action	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 been working together to create a scope, budget, and timeline for this project. C&S Companies was the runner up in the selection process.		
Discussion	<p>Mead Hunt has assembled a detailed Master Plan scope overview and preliminary schedule. They propose to begin work in October 2012 with final completion in Sept. 2014. This will essentially be a 2 year project to fully complete the Master Plan, including California Environmental Quality Act (CEQA) compliance.</p> <p>Mead & Hunt's fee proposal totals \$495,000 to be paid over FY 2012-2013 and FY 2013-2014. They propose expending \$352,700 in FY 2012-2013 and an additional \$142,300 in FY2013-2014. The original cost estimate was \$517,000. Staff worked with consultant to modify and reduce costs where capable. Mead & Hunt indicates that they do not see any additional areas where costs could be cut at this point in the process. This would be a not to exceed price assuming the District does not alter or change the scope.</p> <p>This price is substantially more than projected \$265,000 estimate. In discussions with Mead & Hunt, they indicated that their price is in line with the going rate for master plans except for the Community/Stakeholder Outreach portion of our scope of work. Typically their clients do not do outreach to the extent we are proposing. As is indicated in the Scope and Fee, Community Outreach totals \$170,000. Among other things, this includes 12 steering committee meetings (over 2 years), 6 open houses, and 2 follow-up community meetings when the Draft Master Plan is ready for review.</p> <p>Staff's original price estimate was based on cost estimates provided by the FAA San Francisco Airport District Office and conversations early in the process with various master planning consultants. Over the past week, staff has contacted the FAA Airport District Office and various Airport Managers who are in process, or have recently completed a Master Plan. This comparative shopping effort has</p>		

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confirmed that the Mead & Hunt cost proposal appears to be aggressive for the type of work the Airport District is proposing. While Mead & Hunt is well qualified and our desired choice, its staff's recommendation to solicit a scope and fee from C&S Companies. Original conversations with this project team during the RFQ process gave indications that they could complete the project at, or under our budget estimate. As our Master Plan budget was discussed in various public meetings, C&S was aware of our cost estimate and price point.

Fiscal Impact

The FY 2012-2013 includes \$265,000 for the Master Plan. The Board will need to allocate an additional \$87,700 in FY 2012-2013 to complete programmed work per the Mead Hunt proposal. The District will also need to budget an additional \$142,300 for FY 2013-2014 for final project completion.

The \$265,000 Budget includes funding from the Nevada County Transportation Commission.

Communication Strategy

Both consultants emphasize communication and community outreach as a key component of their proposals. The full communication strategy for the Master Plan will be finalized after the consultant is selected. This process will be carefully guided by the District General Manager.

Attachments

No attachments at this time.

Note: Final detailed scope and fee documents will be made available publicly as soon as competing firms have provided their final scope and fee proposals.