

TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	General Engineering Consultant Selection Ad Hoc Committee Appointments		
Purpose	Information:	Guidance:	Decision: <b>X</b>
Recommendation	Appoint two members from the Board of Directors to form an ad hoc committee to review and select the most qualified consultants to present to the full Board and the public.		
Last Action	The Airport District's contract with Akins Engineering for general civil engineering services expires in October of 2012. The Board of Directors approved the General Manager to solicit and Statements of Qualifications (SOQ) from the engineering community at their June 28, 2012 Board Meeting.		
Discussion	<p>The SOQ provided for a two pronged approach to engineering services. Services to be provided are divided into two parts; General Engineering Services and Specialized Engineering Services. Interested parties were invited to bid on one or both services. Bifurcating the RFQ in this manner allowed local qualified engineers to bid on services and assist the District on projects that may not require detailed or specialized aviation skill sets. This proposal is also consistent with our Local Business Preference Policy in PI 303. (PI 303 can be found in Dropbox under Policy Instructions).</p> <p>Specialized Engineering Services includes administering the Districts participation in the FAA AIP program, included grant administration, ACIP management, aviation specific design work, ALP updates, etc.</p> <p>Interested firms were informed that they could bid on one or both services.</p> <p>Please review the attached SOQ for details, scope of services to be provided and requested information to be provided by RFQ responders.</p> <p>Ad Hoc Committee members will be asked to review various RFQ proposals and work with the General Manager and Director of Operations and Maintenance to select between 2 and 4 candidates to present to the full Board. The District received 9 submittals. Engineering consultant presentations are scheduled for the October 25, 2012 Board Meeting. Final engineer consultant selection is scheduled for the Nov/Dec. 2012 Board Meeting. Date of this meeting is still to be decided.</p>		
Fiscal Impact	Annual expenditures for engineering services are significant. In FY 2011 the District spent \$195,000 on professional engineering services. These funds were categorized as general engineering		

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	services or expenditures for design and management of specific capital projects.
Communication Strategy	The RFQ was widely distributed to the local engineering community as well as California and nationally through the Aviation Consultants Council. The District received a great response of notification efforts based on the number of responses received.
Attachments	Engineering RFQ

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