

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Airport Master Plan Update - Consultant Selection

Purpose	Information: X Guidance: Decision: X
Recommendation	<p>Hear and consider presentations from Mead Hunt and C&S Consultants on Statements of Qualifications to provide Master Planning Services.</p> <p>Select consultant to provide services to update and revise Truckee Tahoe Airport District Master Plan. The Board of Directors may select a consultant at the June 28th Board meeting or defer the decision to the July 26th meeting if more information and deliberation is desirable.</p>
Last Action	<p>The last Airport Master Plan was adopted in 1998. Last year Staff, ACAT, and the Board of Directors agreed to begin the important effort to update the Master Plan. The Board last discussed the Master Plan at the January 26, 2012 and April 26, 2012 Board Meeting. The Board considered community comments on the Statement of Qualifications (SOQ) and Scope of Work at the April meeting. These comments were included in the final RFQ.</p>
Discussion	<p>The Airport District solicited RFQs in late April and received 4 responses by the May 17, 2012 submittal deadline. The 4 responders were Mead Hunt, C&S, Reinard W Brandley Consulting Airport Engineer, and Coffman and Associates. The Master Plan Consultant Selection Ad Hoc Committee reviewed all submitted proposals and selected Mead Hunt and C&S to present to the Board. Both Firms assembled impressive teams to assist in completing the Master Plan project. Both Mead Hunt and C&S included local businesses in their project team.</p> <p>The Agenda for this portion of the meeting will be as follows unless otherwise amended by the Board:</p> <ol style="list-style-type: none">1. Presentation by Mead Hunt – 15 to 20 minutes2. Questions by Board of Directors and Staff3. Public Comment4. Presentation by C&S – 15 to 20 minutes5. Questions by Board and Staff6. Public Comment7. Board of Director and Staff deliberations and discussion regarding Qualifications of consultants8. Public Comment9. Final decision on selection of Master Plan consultant. <p>If more information or consideration is necessary, final consultant selection could be continued to July 26th Board Meeting.</p>

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Fiscal Impact	After selection of the preferred consulting team, the General Manager will negotiate a contract and cost for services. If the selected consultant and District Staff cannot agree to terms, the District will engage the next most qualified bidder.
Communication Strategy	A key component of the consultant's presentation will be their plan to communicate the Master Plan process to our community and find interesting ways to engage constituents. The full communication strategy for the Master Plan will be finalized after the consultant is selected.
Attachments	Master Plan RFQ and Scope of Work RFQ Submittal – Mead Hunt RFQ Submittal – C&S