

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Review Statement of Qualifications (SOQ) Solicitation for Airport District Engineer

Purpose Information: Guidance: **X** Decision:

Objective Review and comment on draft SOQ for Airport Planning, Engineering, and Consulting Services. If draft is agreeable, Staff plans to issue SOQ on or before May 30, 2012.

Last Action The Board of Directors last solicited SOQs for general airport engineering services in the summer of 2008. After the solicitation and review of responders, the Board selected PBS&J to continue providing consulting services. PBS&J, which was acquired by Atkins Engineering last year, has provided airport consulting engineering services to TTAD for approximately 14 years. The current contract for Atkins ends in October of 2012.

Discussion With the current contract with Atkins Engineering ending in October of this year, staff feels it prudent to begin the selection process for airport engineering services. With the Master Plan process before us, staff recommends accelerating the timeline to select an engineer to assist in the facilitation and dissemination of information for this important project. The timeline for this process is as follows:

1. May 30, 2012 – Issue RFQ
2. June 27, 2012 – RFQs are due
3. June 28, 2012 – Board will form Engineer Selection Ad Hoc Committee
4. Early July – Ad hoc Committee to select 2 or 3 consultants to present to Board of Directors.
5. July 26, 2012 – Engineers present to Board of Directors, staff and public in regular Board Meeting. Board and staff discuss candidates and make final selection.

We also have the option to defer final selection to the August 23, 2012 Board Meeting if more information is necessary or consensus has not been reached on July 26th.

Please review the attached RFQ for details regarding the scope of services to be provided and requested information to be provided by SOQ responders.

Fiscal Impact Annual expenditures for engineering services is significant. In FY 2011 the District spent \$195,000 on professional engineering services. These funds were categorized as general engineering services or expenditures for design and management of specific capital projects.

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Communication
Strategy

This RFQ will be distributed primarily through the Aviation Consultants Council, American Society of Civil Engineers, the Association of California Airports, and other appropriate professional organizations. We will also post the RFQ on the District Website.

Attachments

Draft Statement of Qualifications.