



TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

(530) 587-4119 tel

(530) 587-2984 fax

WWW.TRUCKEETAHOEAIRPORT.COM

DIRECTORS

KATHLEEN EAGAN

MARY HETHERINGTON

JOHN JONES

JAMES W. MORRISON

J. THOMAS VAN BERKEM

Request for Statement of Interest and Qualifications Airport Planning, Engineering, and Consulting Services

The Truckee Tahoe Airport District in Truckee, California, is formally requesting Statements of Interest and Qualifications for professional engineering services of qualified airport consulting firms. The Truckee Tahoe Airport District (TTAD) wishes to retain these services for a 3-year period with a 2-year optional addition to the contract period to assist the District with the maintenance and improvement of the Truckee Tahoe Airport. The types of services may include, but are not limited to the following: general engineering services; preparation and administration of the necessary applications and documents for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding; providing airport planning services as required by the District; providing engineering design and other services as required by The Truckee Tahoe Airport District; providing construction administration, inspection, and testing services during construction projects; and attendance at meetings as required by The Truckee Tahoe Airport District.

A statement of your firm's interest in and qualifications for these projects is herein solicited.

The District is requesting qualifications for two engineering services: These are:

1. **General Engineering Services:** to include project management, basic engineering design services, assist staff with maintenance and implementation of Capital Facility Plans including Airport Facilities Plan, Storm Water and Utilities Plan, and Pavement Maintenance Plan. General Engineering Services contractor will be expected to attend Airport District Board Meetings once per month along with special meetings as scheduled and provide staff support to Senior Management and Board of Directors for engineering related projects on a monthly basis.
2. **Specialized Engineering Services:** FAA AIP project design, AIP grant administration, Airport Capital Improvement Program (ACIP maintenance), advanced and large project design services for both FAA grant eligible and non-FAA grant eligible projects.

Interested firms and individual are invited to submit RFQs for either service 1 or 2 or both services.

The Statement of Interest and Qualifications should include detailed information about the consultant's interest; qualifications; current relevant experience with the planning, design, and engineering of airports and airfield improvement projects funded by FAA AIP grants; and

resumes of key personnel. Selection criteria contained in FAA Advisory Circular 150/5100-14, as amended, will be considered:

1. Understanding of the tasks to be performed.
2. Qualifications of the project manager and other senior personnel to be assigned.
3. Familiarity with and proximity to the Airport. Indicate the office location where work will be performed. Also describe the ability to attend meetings in a timely manner and/or on short notice.
4. Experience with airport construction projects over the past 3 years, including award amount, engineer's estimate, final construction costs, and initial and final construction period.
5. Process used for design and construction projects by the consultant.
6. Familiarity with California Special Districts and experience working with appointed and/or elected officials.
7. References.

Please note that this is a request for a Statement of Interest and Qualifications; a detailed cost proposal is not being requested at this time. Final project costs will be determined through negotiations with the selected firm. If project cost negotiations with the selected firm are unsuccessful, the Truckee Tahoe Airport District reserves the right to enter into negotiations with other firm(s).

Consultant submittals should be brief, concise, and contain no more than 35 pages. Submittals in excess of 35 pages will be deemed non-responsive.

The Truckee Tahoe Airport District assumes no obligation in the solicitation of the general statement of interest and qualifications, and all costs of responding to the solicitation shall be borne by the interested consultants.

Time is of the essence; therefore, the Truckee Tahoe Airport District will evaluate all pertinent information and will endeavor to make a selection from those firms submitting statements. If a selection cannot be made on the basis of the qualification statements alone, the most qualified firms may be contacted to provide additional information and, if warranted, detailed interviews.

This project is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity), and the provisions of Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to submit.

Questions regarding this request and the proposed projects should be directed to:

Kevin Smith
General Manager

Truckee Tahoe Airport District
10356 Truckee Airport Road
Truckee, CA 96161
530-587-4119 ext 105.

Five copies of the Statement of Interest and Qualifications should be submitted to the Truckee Tahoe Airport District at the above address no later than **5:00 P.M.**,
_____, _____, **2012.**