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**REQUEST FOR STATEMENTS OF QUALIFICATIONS**  
**FOR**  
**PROFESSIONAL CONSULTING SERVICES**  
**MASTER PLAN STUDY**

Truckee Tahoe Airport District  
10356 Truckee Airport Road  
Truckee, CA 96161  
(530) 587 4119  
[www.truckeetahoeairport.com](http://www.truckeetahoeairport.com)

# REQUEST FOR STATEMENTS OF QUALIFICATIONS

**Mission Statement:** The Truckee Tahoe Airport is a community airport that provides high-quality aviation facilities and services to meet local needs. We strive for low impact on our neighbors while enhancing the benefit to the community-at-large.

The Truckee Tahoe Airport District (District or TTAD) is interested in securing the services of a qualified professional consulting firm and/or team of consultants to complete the Truckee Tahoe Airport Master Plan Project, pursuant in part to receiving a grant from the Federal Aviation Administration (FAA) to fund the project. Firms and/or teams responding to this request for Statements of Qualifications (SOQ) are expected to have extensive experience in the planning elements anticipated for this project. Firms may present project teams consisting of the responding Firms and appropriate Sub-Consultants to insure the teams have the necessary experience appropriate for the project. All work shall be accomplished in accordance with FAA Advisory Circular 150/5070-6B. The anticipated Scope of Services for the proposed project is attached for your consideration. **Firms interested in being considered for the project are requested to submit five (5) copies of their SOQ in an envelope marked "Qualifications for Professional Consulting Services – Master Plan Study" by \_\_\_\_ PM (Pacific), \_\_\_\_\_, \_\_\_\_\_, 2011.** SOQs must include the following information:

1. Name, size, description, and history of firm.
2. Location of main office and office where work will be accomplished.
3. Qualifications and previous experience, including a list of former airport clients on similar projects within the past five years; and on-time/within budget performance of the similar projects.
4. Provide a listing of all sub-consultants to be used, including responsibilities and qualifications for each sub-consultant.
5. List experience and methodology regarding civic engagement and community outreach in the airport master planning process. As part of experience, list participation levels of citizens, stakeholders, residents, etc. which you were able to successfully engage in the Master Plan process?
6. List experience integrating guiding documents into Master Plans. (See *Guidance and Reference Documents* list in Scope of Work)
7. Provide an organization chart with all identified firms and resumes of key personnel who will be assigned to complete the proposed project, listing their roles and responsibilities and project approach.
8. List current workload by identifying other projects key personnel will be working on simultaneously with this project and how much time is projected to be dedicated to this project.
9. Proposed methodology to achieve Disadvantaged Business Enterprise (DBE) participation in accordance with project funding requirements.
10. Provide any additional comments, which you may believe to be relevant.

SOQs must be organized in the following format. Responses are limited to 30 pages maximum, including an Executive Summary. Elements listed under each part must be included in the submittal:

1. Transmittal Letter.

- 1 2. Executive Summary. The Statements of Qualifications shall be prefaced by an Executive Summary  
2 of five (5) pages or less, which gives in brief concise terms, a summation of the submittal.
- 3 3. Required Experience. Describe the background and experience of the primary consultant. This  
4 section should be a concise document, which shall include the following information:  
5
- 6 a. Relevant experience of the engineering/architectural firm. A brief summary of work  
7 accomplished by the firm and sub-consultants in similar engagements at similar airports  
8 in the United States within the past five (5) years. The summary must include contact  
9 name and number, where the work was performed, and the disciplines performed at  
10 each location. The summary shall include any unique problems and the solutions  
11 thereto, as seen by the firm in performing the work at similar airports.
  - 12 b. Assigned Staff. A statement of the project manager and key personnel that would be  
13 assigned to the project by the primary firm and sub-consultants team members. Include  
14 an organization chart, a description of the interface between the primary firm and the  
15 project team if applicable, job description of key positions, and resumes of key  
16 personnel who would be performing the work. Each resume or biography must describe  
17 the person's current professional capabilities, experience, education, training, and  
18 anticipated work commitments.

19 Submission of questions concerning this Request for Qualifications should be directed to:

20  
21 Kevin Smith, General Manager  
22 Truckee Tahoe Airport District  
23 10356 Truckee Airport Road  
24 Truckee, CA 96161  
25 Telephone: (530) 587 4119 ext. 105 Fax: (530) 587-4117  
26 E-Mail: [ksmith@fly2trk.com](mailto:ksmith@fly2trk.com)  
27

28 If questions concerning the Request for Qualifications are deemed to indicate a need for  
29 clarification of the documents it will be done in the form of an addendum to the Request for  
30 Qualifications. Should a proposer find a discrepancy in, or omission from, the general terms and conditions  
31 included in the Request for Qualifications documents, or should there be any doubt as to their meaning,  
32 proposer shall notify the District in writing no later than 4:00 PM on August 30, 2011.  
33 Instructions/clarifications will be provided, in writing, to all prospective known proposers of record.  
34

35 The selection process shall be in accordance with Chapter 2 of the FAA Advisory Circular  
36 150/5100-14D. Fee information will not be considered in the selection process and should not be  
37 submitted with the statement of qualifications.

38 Fees will be negotiated for projects as federal funds become available.

39 Proposers are advised that applied overhead rates must be in accordance with the cost principals  
40 established within Federal Regulation 48 CFR Part 31, Contract cost Principles and Procedures. The  
41 successful firm will be required to submit a copy of their current overhead rate audit certification.

42 The process of evaluation of the responses to this request may also include an interview of

1 candidates selected from the list of all respondents. Candidates of this pre-selection list may be asked to  
2 make an oral presentation of 30-45 minutes on their services and then respond to questions by a review  
3 panel.

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5 Disadvantaged Business Enterprises (DBE's) are encouraged to respond to this solicitation.  
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7 The Truckee Tahoe Airport is owned by the Truckee Tahoe Airport District and serves as the  
8 primary airport for eastern Placer and Nevada Counties, Truckee, and north Lake Tahoe communities.  
9 The Airport is located in the Martis Valley, an environmental and noise sensitive area, 7 miles north of  
10 Lake Tahoe's north shore. The airport is situated among residential neighborhoods on three sides.  
11 Currently the Airport has no schedule air carrier services and no apparent community interest in pursuing  
12 commercial service and Part 139 Certification. The Airport District desires to maintain its General Aviation  
13 status and continue to serve and provide resources to the General Aviation community. The Master Plan  
14 effort will need to balance the District's mission of providing high quality aviation facilities and services  
15 while balancing community needs, quality of life, and safe guard the authenticity of Truckee and the north  
16 Lake Tahoe communities.

17 The Airport last completed a master plan study in 1998. Since that time, the Truckee and north  
18 Lake Tahoe region experienced ample growth in residential and commercial development. Areas in close  
19 proximity to the airport experienced some of this growth.

20 The Airport District is poised to take a fresh look at its role in serving its constituency and reassess  
21 services and airport facility needs for the next 15 years. This planning effort will offer a focused emphasis  
22 on outreach, community awareness, and a defined public involvement campaign. For more guidance on  
23 the District's expectation regarding outreach, please review *Community Outreach, Coordination, and*  
24 *Documentation* in the attached Scope of Work.

25 Other important issues to note are that approximately 50% of the airport's 36000 annual  
26 operations are turboprop and turbine traffic. A large percentage of these operations are fractional jet  
27 operators. The remainder of our fleet mix is small single engine and light twin aircraft. Approximately 150  
28 of these aircraft are based at TRK and account for roughly 30% of operations. The region which the Airport  
29 District serves also sees a substantial year round visitor and tourist population which is very important to  
30 the local economy.

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33 Major projects completed or in process include:  
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- 35 • New airport administration building – Completed in 2011
- 36 • Security access gate system – 2010
- 37 • New self service fuel facility- 2011
- 38 • Pavement rehabilitation of primary service runway 10/28 – 2009/2012
- 39 • Pavement Management Plan - 2011
- 40 • Installation of multi-lateration Flight tracking system and WASP Camera System
- 41 • Collection/input of airport data for uploading into the FAA's Airport Geographic Information  
42 System (AGIS), and assembly of an electronic Airport Layout Plan (e-ALP) (in process)

43  
44 The Truckee Tahoe Airport District reserves the right to waive any irregularities or formalities and  
45 award the contract in the best interest of the District; and to reject any or all proposals. If a firm is

1 selected by the District, the selected firm shall execute an agreement with the District within thirty (30)  
2 days after notification of selection, unless the time for execution has been extended for good cause at the  
3 sole discretion of the District. Failure of the selected firm to meet agreement submission requirements  
4 (i.e. insurance) or failure to timely execute an agreement with the District may result, in the sole discretion  
5 of the District, a decision to select from the remaining proposers or to advertise for new Statement of  
6 Qualifications. The District reserves the right to approve all proposed Sub-Consultants, modify roles of  
7 proposed Sub-Consultants and/or require additional Sub-Consultants in the performance of this contract.

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9 **Qualifications sent in response to this solicitation should be directed to Kevin Smith, General**  
10 **Manager, Truckee Tahoe Airport District, 10356 Truckee Airport Road, Truckee CA 96161.**

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1 THE TRUCKEE TAHOE AIRPORT DISTRICT  
2 TRUCKEE CA  
3 MASTER PLAN STUDY  
4 PROFESSIONAL CONSULTING SERVICES  
5 ANTICIPATED SCOPE OF SERVICES  
6 JULY 5, 2011  
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9 The Truckee Tahoe Airport District desires to select a professional consulting firm for the purposes  
10 of completing a Master Plan Study. The selected firm will perform all services in accordance with FAA  
11 Advisory Circular 150.5070-6B as well as other services as identified by sponsor.  
12

13 **Scope of Services**  
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15 The Scope of Services to be included in the contract shall include but not be limited to the  
16 following work elements:

17 1 Inventory: Collect and assemble relevant data on existing airport facilities and operations; local  
18 economic and demographic data; community profile; community observations (safety, annoyance, etc.);  
19 demographic data to define local growth trends; environmental conditions; and how the airport fits into  
20 the regional transportation plan.

21 2 Administration: Examine airport staffing, District governance, and community advisory  
22 committees. Apply and integrate strategies and objectives of the current Tentative Airport Strategic  
23 Plan.

24 3 Aviation Demand Forecasts: Examine the potential demand for aviation activity at the airport by  
25 analyzing community needs assessment and local socioeconomic information, and national air  
26 transportation trends. The results are used to determine the types and sizes of facilities required to meet  
27 the projected aviation demands on the airport through the planning period. This will be balanced with  
28 the community goals and objectives as identified through master plan process.

29 4 Facility Requirements: Compare the existing facility capacities to forecast aviation demand to  
30 determine deficiencies/excesses in facility capacities. If deficiencies exist, the size and type of new  
31 facilities to accommodate the demand are identified. Facilities to examine include the passenger facilities,  
32 general aviation hangars, apron, and airfield needs. The airfield analysis should focus on improvements  
33 needed to serve the type of aircraft expected to operate at the airport in the future as well as navigational  
34 aids to increase the safety and efficiency of aircraft operations.

35 5 Airport Development Alternatives: Develop a variety of solutions to accommodate the projected  
36 facility needs. Complete analysis of strengths and weaknesses of each development alternative to identify  
37 the best direction for development and improvements. Provide development alternatives that explore  
38 airport connectivity with the regional transportation plan and model.

39 6 Airport Layout Plan: Revise and update Airport Layout Plan (ALP) and develop a graphic and  
40 narrative description of the recommended plan for the use, development, and operation of the airport.  
41 Update airport data and Airport Layout Plan for uploading into the FAA's Airport Geographic Information  
42 System (AGIS), and electronic Airport Layout Plan (e-ALP) in accordance with FAA AC 150/5200-16A, 17B,  
43 and 18B.

- 1 7 **Environment:** Perform environmental overview on airport development concept to identify actions  
2 that may trigger a detailed Environmental Assessment. Prepare updated noise exposure contours.  
3 Develop elements to address emissions, noise, air quality, water quality, open space, and forest  
4 management.
- 5 8 **Financial Plan:** Develop a plan for the airport’s financial development including a business plan and  
6 capital needs program to define the timing, costs, and funding sources for the recommended  
7 development projects including State and Federal funding options.

8

9 **Community Outreach, Coordination, and Documentation**

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11 Civic Engagement and collaboration is of highest priority in the Master Plan effort. Adapting the  
12 guidelines of the International Association of Public Participation, the District commits itself to these  
13 standards for each of these approaches:

- 14 • **Inform** – “We will provide the public with balanced and objective information to assist them in  
15 understanding a problem, alternatives, opportunities and/or solutions.”
- 16 • **Consult** – “We will collect public feedback on analysis, alternatives and/or decisions from our  
17 community.”
- 18 • **Involve** – “We will work directly with the public throughout the process to ensure that public  
19 concerns and aspirations are consistently understood and considered.”
- 20 • **Collaborate** – “We will partner with the public in each aspect of the decision including the  
21 development of alternatives and identification of the preferred solution.”

22 The Master Plan public outreach efforts should include significant citizen engagement activities where  
23 opportunities are provided for interchange and learning between staff, consultants and District  
24 constituents. Methods should be devised to reach out and engage unrepresented segments of our  
25 community. The Districts ultimate aim is to have citizens and stakeholders connected to the process with a  
26 sense of investment in the results of the Plan. Of paramount importance will be that citizen’s feel the  
27 District listened and took action based on their comments and that the Master Plan process was worth  
28 their time and energy. A focus of this effort will be to understand the community’s current and future  
29 desires of what services the airport should provide and what it should become over the next 10 to 15  
30 years. An equally important question to ask as part of this process is what the community does not want  
31 the airport to become.

32 With assistance from Airport staff, Board of Directors and Airport Community Advisory Committee  
33 (ACAT), selected consultant will be expected to conduct a series of workshops and open houses for the  
34 public to engage in the process and provide comment. Consultant will work with Staff and Board to  
35 identify a group of community members and aviation interests to act in an advisory role in the  
36 development of the master plan.

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38 **Guidance and Reference Documents**

- 39
- 40 • Advisory Circular 150/5070-6 Airport Master Plans
  - 41 • Advisory Circular 150/5300-16A, -17B, and -18B Electronic Data Submissions
  - 42 • Current Airport Layout Plan and Exhibit A Update
  - 43 • 1998 Airport Master Plan
  - 44 • TTAD Forest Management Plan

- 1 • 2011 Pavement Management Plan
- 2 • TTAD Tentative Strategic Plan
- 3 • Runway and Taxiway 10/28 Rehabilitation Plan
- 4 • Nevada County Regional Transportation Plan
- 5 • Placer County Regional Transportation Plan
- 6 • Town of Truckee General Plan
- 7 • Martis Valley Community Plan
- 8 • Truckee Tahoe Airport Comprehensive Land Use Plan
- 9 • Airport Capital Improvement Program
- 10 • 2009 Godbe Research – Survey of Residents, Pilots and Businesses
- 11 • Connected Communities: Local Governments as a Partner in Citizen Engagement and Community
- 12 Building. Published by the Alliance for Innovation 2010.
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