

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Master Plan RFQ and Scope of Work – 2nd Review

Purpose	Information:	Guidance:	Decision:
Recommendation	Review and provide guidance on re-draft of <i>Request for Qualifications (RFQ) and Scope of Work</i> for new Airport District Master Plan.		
Last Action	<p>Over the past year, the District has discussed the necessity and benefit of revising and updating the 1998 Master Plan. Much has changed since this original plan was adopted. Staff has received notice of tentative FAA approval of AIP funding for this effort. Currently we have funding from the FAA in the sum of \$200,000. We have also received a commitment from the Nevada County Transportation Commission for an additional \$30,000 to \$40,000. We anticipate final project cost to be approximately \$300,000.</p> <p>The Board reviewed the first draft of the Master Plan RFQ at the July Board meeting. Staff has modified the draft to incorporate language requested by the Board and public in attendance.</p>		
Discussion	<p>Per FAA instruction, the first step in this process is to draft an RFQ and Scope of Work for the project. This RFQ will then be reviewed by our FAA program manager and FAA Airport planner.</p> <p>The RFQ provides submittal requirements, deadlines, reference materials and general information about the Airport District. Dates and deadlines are listed but are subject to change depending on FAA funding availability.</p> <p>The second section of the RFQ is the Scope of Work. These individual categories will serve as elements or chapters of the Master Plan. They may be altered or amended as we move through the process, but this gives some general guidance as consultants make their proposals.</p> <p>Per our discussion, staff has modified the RFQ to incorporate the following:</p> <ul style="list-style-type: none">Page 2 - District Mission statement,Page 2 - Additional language regarding guiding documentsPage 4 – New and revised District and community summaryPage 6 – Additional language regarding the Strategic PlanPage 7 – New and revised Community Outreach framework.Page 8 – Addition of “Connected Communities” to Guiding document list. <p>All these modifications and changes are highlighted in RED.</p>		

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	<p>In summary, please review the revised RFQ and Scope of Work and be prepared to discuss thoughts, ideas, and additional elements necessary to make the Master Plan effort a success.</p>
Fiscal Impact	<p>Fiscal impact is expected to be \$30,000 to \$60,000, depending on FAA funding availability and the status of other funding sources.</p>
Communication Strategy	<p>Board acceptance of the draft RFQ and Scope of work is the next step in setting in motion the Master Plan process. Staff anticipates active dialogue with ACAT and airport users including AOPA, EAA, Plane Talkers, 99s, CAP, Truckee Tahoe Airport Land Use Commission, and others. Review and comment will also be solicited from community members and organizations as per the attached Stakeholder list. The RFQ and Scope of Work will be delivered to these organizations and agencies with a cover letter explaining the process and importance of this effort and their participation in it. This is the same list with a few additions that we used for the Strategic Plan effort.</p> <p>An involved community outreach and communication plan will be an important element of the consultant's submittal response to the RFQ.</p>
Attachments	<p>Revised RFQ and Scope of Work Stakeholder list.</p>