

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Master Plan RFQ - Review

Purpose	Information:	Guidance: X	Decision:
Recommendation	Review and provide guidance on content of Request for Qualifications (RFQ) and Scope of Work 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>		
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 project manager and FAA project planner. The General Manager has a meeting with these individuals on August 18, 2011. The District does not need to have a finalized RFQ ready for August 18th meeting with the FAA, but a first draft with Staff and Board comments will be helpful to start guiding this process.</p> <p>Attached to the staff report is the RFQ first draft. This portion of the proposal details 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. The Board may want to pay particular attention to the paragraph starting on line 42 of page 3. This section of the RFQ provides some basic orientation and background regarding the District. It also establishes an emphasis on community outreach.</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. These elements or chapters should be of particular focus to Staff and the Board to assure the District adequately captures the big picture of what we're trying to accomplish.</p> <p>A specific section related to community outreach(line 9 page 6), coordination, and documentation has been included. Staff will be very involved in this portion of the effort but the consultant will be expected to provide logistical support, facilitation, and summarization of outreach efforts.</p>		

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	In summary, please review the various components of the RFQ and Scope of Work and be prepared to discuss thoughts, ideas, and additional elements necessary to make the Master Plan effort a success.
Fiscal Impact	Fiscal impact is expected to be \$30,000 to \$60,000, depending on FAA funding availability and the status of other funding sources.
Communication Strategy	Board review of the draft RFQ is the first 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 organizations such as the Town of Truckee, North Tahoe TMA, local PUDs, and the Nevada County Transportation Commission, to finalize language and scope before RFQ is advertised. An involved community outreach and communication plan will be an important part of the consultant's submittal response to the RFQ.
Attachments	RFQ and Scope of Work