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27 Truckee Tahoe Airport District

28 10356 Truckee Airport Road

29 Truckee, CA 96161

30 (530) 587 4119

31 www.truckeetahoeairport.com
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REQUEST FOR STATEMENTS OF QUALIFICATIONS

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 4:00 PM (Pacific), Friday, September 9, 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. Include experience with CEQA and working with Airports in California.
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.
6. 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.
7. 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.
8. Proposed methodology to achieve Disadvantaged Business Enterprise (DBE) participation in accordance with project funding requirements.
9. 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.
2. Executive Summary. The Statements of Qualifications shall be prefaced by an Executive Summary of five (5) pages or less, which gives in brief concise terms, a summation of the submittal.
3. Required Experience. Describe the background and experience of the primary consultant. This section should be a concise document, which shall include the following information:
 - a. Relevant experience of the engineering/architectural firm. A brief summary of work

1 accomplished by the firm and sub-consultants in similar engagements at similar airports
2 in the United States within the past five (5) years. The summary must include contact
3 name and number, where the work was performed, and the disciplines performed at
4 each location. The summary shall include any unique problems and the solutions
5 thereto, as seen by the firm in performing the work at similar airports.

- 6 b. Assigned Staff. A statement of the project manager and key personnel that would be
7 assigned to the project by the primary firm and sub-consultants team members. Include
8 an organization chart, a description of the interface between the primary firm and the
9 project team if applicable, job description of key positions, and resumes of key
10 personnel who would be performing the work. Each resume or biography must describe
11 the person's current professional capabilities, experience, education, training, and
12 anticipated work commitments.

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

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15 Kevin Smith, General Manager
16 Truckee Tahoe Airport District
17 10356 Truckee Airport Road
18 Truckee, CA 96161
19 Telephone: (530) 587 4119 ext. 105 Fax: (530) 587-4117
20 E-Mail: ksmith@fly2trk.com
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22 If questions concerning the Request for Qualifications are deemed to indicate a need for
23 clarification of the documents it will be done in the form of an addendum to the Request for
24 Qualifications. Should a proposer find a discrepancy in, or omission from, the general terms and conditions
25 included in the Request for Qualifications documents, or should there be any doubt as to their meaning,
26 proposer shall notify the District in writing no later than 4:00 PM on August 30, 2011.
27 Instructions/clarifications will be provided, in writing, to all prospective known proposers of record.
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29 The selection process shall be in accordance with Chapter 2 of the FAA Advisory Circular
30 150/5100-14D. Fee information will not be considered in the selection process and should not be
31 submitted with the statement of qualifications.

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

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

36 The process of evaluation of the responses to this request may also include an interview of
37 candidates selected from the list of all respondents. Candidates of this pre-selection list may be asked to
38 make an oral presentation of 30-45 minutes on their services and then respond to questions by a review
39 panel.
40

41 Disadvantaged Business Enterprises (DBE's) are encouraged to respond to this solicitation.
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43 The Truckee Tahoe Airport is owned by the Truckee Tahoe Airport District and serves as the

primary airport for eastern Placer and Nevada Counties and north Lake Tahoe communities. The Airport is located in the Martis Valley, an environmental and noise sensitive area, 7 miles north of Lake Tahoe's north shore. The airport is a busy general aviation facility with no schedule air carrier services. The airport serves a wide array of general aviation needs with approximately 50% of its 36000 annual operations being turboprop and turbine traffic. The Airport last completed a master plan study in 1998. Since that time, the north Lake Tahoe region has seen extensive growth in residential and commercial development. The region which the Airport District serves also sees a substantial year round visitor and tourist population.

With significant changes expected in the near future for aircraft fleet mixes and other changes to the National Airspace System, the airport is poised to take a fresh look at its role in serving its customers and its role in serving the larger north Lake Tahoe community. This planning effort will offer a focused emphasis on community outreach and will reassess services and airport facility needs for the next 15 years.

Major projects completed or in process include:

- New airport administration building – Completed in 2011
- Security access gate system – 2010
- New self service fuel facility- 2011
- Pavement rehabilitation of primary service runway 10/28 – 2009/2012
- Pavement Management Plan - 2011
- Installation of multi-lateration Flight tracking system and WASP Camera System
- Collection/input of airport data for uploading into the FAA's Airport Geographic Information System (AGIS), and assembly of an electronic Airport Layout Plan (e-ALP) (in process)

The Truckee Tahoe Airport District reserves the right to waive any irregularities or formalities and award the contract in the best interest of the District; and to reject any or all proposals. If a firm is selected by the District, the selected firm shall execute an agreement with the District within thirty (30) days after notification of selection, unless the time for execution has been extended for good cause at the sole discretion of the District. Failure of the selected firm to meet agreement submission requirements (i.e. insurance) or failure to timely execute an agreement with the District may result, in the sole discretion of the District, a decision to select from the remaining proposers or to advertise for new Statement of Qualifications. The District reserves the right to approve all proposed Sub-Consultants, modify roles of proposed Sub-Consultants and/or require additional Sub-Consultants in the performance of this contract.

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

**THE TRUCKEE TAHOE AIRPORT DISTRICT
TRUCKEE CA
MASTER PLAN STUDY
PROFESSIONAL CONSULTING SERVICES
ANTICIPATED SCOPE OF SERVICES
JULY 5, 2011**

The Truckee Tahoe Airport District desires to select a professional consulting firm for the purposes of completing a Master Plan Study. The selected firm will perform all services in accordance with FAA Advisory Circular 150.5070-6B as well as other services as identified by sponsor.

Scope of Services

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

- 1 Inventory: Collect and assemble relevant data on existing airport facilities and operations; local economic and demographic data; community profile; community observations (safety, annoyance, etc.); demographic data to define local growth trends; environmental conditions; and how the airport fits into the regional transportation plan.
- 2 Administration: Examine airport staffing, District governance, and community advisory committees. Implement and integrate strategies and objectives of current Tentative Airport Strategic Plan.
- 3 Aviation Demand Forecasts: Examine the potential demand for aviation activity at the airport by analyzing community needs assessment and local socioeconomic information, and national air transportation trends. The results are used to determine the types and sizes of facilities required to meet the projected aviation demands on the airport through the planning period. This will be balanced with the community goals and objectives as identified through master plan process.
- 4 Facility Requirements: Compare the existing facility capacities to forecast aviation demand to determine deficiencies/excesses in facility capacities. If deficiencies exist, the size and type of new facilities to accommodate the demand are identified. Facilities to examine include the passenger facilities, general aviation hangars, apron, and airfield needs. The airfield analysis should focus on improvements needed to serve the type of aircraft expected to operate at the airport in the future as well as navigational aids to increase the safety and efficiency of aircraft operations.
- 5 Airport Development Alternatives: Develop a variety of solutions to accommodate the projected facility needs. Complete analysis of strengths and weaknesses of each development alternative to identify the best direction for development and improvements. Provide development alternatives that explore airport connectivity with the regional transportation plan and model.
- 6 Airport Layout Plan: Revise and update Airport Layout Plan (ALP) and develop a graphic and narrative description of the recommended plan for the use, development, and operation of the airport. Update airport data and Airport Layout Plan for uploading into the FAA's Airport Geographic Information System (AGIS), and electronic Airport Layout Plan (e-ALP) in accordance with FAA AC 150/5200-16A, 17B, and 18B.

7 Environment: Perform environmental overview on airport development concept to identify actions that may trigger a detailed Environmental Assessment. Prepare updated noise exposure contours. Develop elements to address emissions, noise, wildlife, air quality, water quality, open space, and forest management.

8 Financial Plan: Develop a plan for the airport's financial development including a business plan and capital needs program to define the timing, costs, and funding sources for the recommended development projects including State and Federal funding options.

Community Outreach, Coordination, and Documentation

With assistance from Airport staff and Board of Directors, selected consultant will be expected to conduct a series of information workshops for the public to provide input and learn about general information concerning the master plan. Consultant will be responsible to prepare master plan report and summary brochure of the master plan study. Consultant will work with Staff and Board to identify a group of community members and aviation interests to act in an advisory role in the development of the master plan.

Guidance and Reference Documents

- Advisory Circular 150/5070-6 Airport Master Plans
- Advisory Circular 150/5300-16A, -17B, and -18B Electronic Data Submissions
- Current Airport Layout Plan and Exhibit A Update
- 1998 Airport Master Plan
- TTAD Forest Management Plan
- 2011 Pavement Management Plan
- TTAD Tentative Strategic Plan
- Runway and Taxiway 10/28 Rehabilitation Plan
- Town of Truckee General Plan
- Martis Valley Community Plan
- Truckee Tahoe Airport Comprehensive Land Use Plan
- Airport Capital Improvement Program
- Nevada County Regional Transportation Plan
- 2009 Godbe Research – Survey of Residents, Pilots and Businesses