



October 30, 2015

Truckee Tahoe Airport District

REQUEST FOR INFORMATION (RFI)

AIR TRAFFIC CONTROL EQUIPMENT AND SERVICES

REQUEST FOR INFORMATION DEFINITION

An RFI defines the situation or object for which the goods and/or services are required, how they are expected to be used and/or problems that they are expected to address. Vendors are invited to propose solutions that result in the satisfaction of the Airport's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria, price may not be the primary consideration.

Closing date for this RFI is 3:00 p.m., Pacific Daylight Time, on Friday December 18, 2015.

E-mail, fax, or hard copy responses will be accepted at the following location(s):

Hardy Bullock

Director of Aviation and Community Services

MAIL 10356 Truckee Airport Road

Truckee, CA 96161

FAX (530) 587 2984

EMAIL hardy.bullock@truckeetahoeairport.com

AIRPORT OVERVIEW

Truckee Tahoe Airport (KTRK) is a non-towered, regional general aviation airport. The airport serves the Truckee North Tahoe Region. Annual operations total approximately 25,000. KTRK sits in a unique mountainous environment offering aviators of all types a challenging and demanding flight environment. Changes in the fleet mix have affected the airports ability to keep pace with demand. The airport has recently completed an FAA approved Master Plan: (<http://www.ttadmasterplan.org>). The airport is organized as a California Special District, it has taxation authority and also acts as an enterprise agency capturing revenue as directed by the elected Board of Directors. The airfield has a diverse composition of aeronautical and non-aeronautical activities occurring simultaneously including: gliders/soaring, general aviation piston single, twin engine aircraft, turbo prop, turbine, occasional skydiving and balloon activity.

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 following value statements have been adopted by the Board of Directors:

C Community-oriented in our focus; always striving to be a good neighbor.

O Outreach to aviators and community to understand and balance needs and priorities.

N New ways of evaluating opportunities and challenges by creating innovative solutions.

N Nurture and guide employee growth and wellbeing.

E Environmental stewardship to minimize negative impacts.

C Conscious of safety and security in our operations.

T Transparent environment based on integrity, trust and respect.

E Excellence in customer service with fair, responsive and courteous treatment of all.

D District financial responsibility to utilize public funds fairly and equitably, maintain affordability for local pilots, scrutinize costs, and evaluate rates and charges.

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Table 1-4 AIRPORT ACTIVITY DATA SUMMARY

BASED AIRCRAFT		RUNWAY USE DISTRIBUTION	
Aircraft Type^b	Current^a 2013 data	Piston Aircraft – Day/Evening/Night	
Piston, Single-Engine	155	Runway 11 (arrivals & departures)	4%
Piston, Multi-Engine	12	Runway 29 (arrivals)	66%
Turboprop	19	Runway 29 (departures)	77%
Business Jets	10	Runway 2 (arrivals & departures)	8%
Helicopters	6	Runway 20 (arrivals)	22%
Total Aircraft	202	Runway 20 (departures)	11%
AIRCRAFT OPERATIONS		Turboprops	
Total	Current^a 2013 data	Runway 11 (arrivals & departures)	4%
Annual	26,470	Runway 29 (arrivals)	82%
Average Day, Annual	73	Runway 29 (departures)	88%
Average Day, Peak Season	164	Runway 2 (arrivals & departures)	2%
Distribution by Aircraft Type		Runway 20 (arrivals)	12%
Single-Engine Piston	52%	Runway 20 (departures)	6%
Twin-Engine Piston	5%	Business Jets – Day/Evening/Night*	
Turboprop	11%	Runway 11 (arrivals & departures)	3%
Jet		Runway 29 (arrivals)	94%
<12,499 lbs.	2%	Runway 29 (departures)	96%
12,499 – 19,999 lbs.	2%	Runway 2 (arrivals)	1%
>20,000 lbs.	2%	Runway 2 (departures)	>1%
Helicopter	6%	Runway 20 (arrivals)	2%
Glider (Including Tow-Plane)	20%	Runway 20 (departures)	>1%
Distribution by Type of Operation		*No nighttime jet operations on Runway 20	
Local (incl. touch-and-goes)	44%	FLIGHT TRACK USAGE^a (Current)	
Itinerant	56%	Takeoffs, Runway 29 – Propeller Aircraft	
		80%–90% to Donner Pass	
		5%–20% to TRUCK Intersection	
		2%–3% to Tahoe	
		Takeoffs, Runway 29 – Business Jets	
		15% to Donner Pass	
		85% to TRUCK Intersection	
		Takeoffs, Runway 20 – Light Aircraft (excluding touch-and-go operations)	
		100% 225° left turn	
		Landings, Runway 29 – All Aircraft	
		100% left traffic pattern	
		Landings, Runway 20 – All Aircraft	
		100% right traffic pattern	
TIME OF DAY DISTRIBUTION			
	Current^a		
Piston Airplanes – Takeoff & Landing			
Day (7:00 a.m. – 7:00 p.m.)	95%		
Evening (7:00 – 10:00 p.m.)	4%		
Night (10:00 p.m. – 7:00 a.m.)	1%		
Turbo Props – Takeoff & Landing			
Day	92%		
Evening	7%		
Night	1%		
Other Jets – Takeoff & Landing			
Day	95%		
Evening	4%		
Night	1%		
Notes			
a. Source: Truckee Tahoe Airport records			
b. Based aircraft includes permanently and seasonally based aircraft.			

RFI TERMINOLOGY

Throughout this RFI the following terminology is used:

- **"Mandatory"**- a requirement that must be met in a substantially unaltered form. The terms **"must"**, **"required"**, and **"will"** are also used to indicate mandatory requirements.
- **"Desirable"**- a requirement has a high degree of importance to the objectives of this RFI. The term **"should"** also indicates a desirable requirement.
- **"Optional"**- a requirement that is not considered essential, but for which evaluation credit is given. The terms **"may"** and **"can"** also indicate option requirements.

CLOSING DATE

Closing date for this RFI is 3:00 p.m., Pacific Daylight Time, on Friday December 18, 2015.

Send all materials to:

Hardy Bullock

Director of Aviation and Community Services

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Truckee, CA 96161

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FORMAT OF INFORMATION

1. All copies of the informational response should be arranged as follows:
2. Title Page: showing RFI name; name, address, and telephone number, fax number, name of contact person and responsive firm.
3. Vendor Information
4. Letter of Introduction: one page, introducing the company and signed by the person(s) authorized to sign on behalf of, and bind the company to, statements made in response to this RFI.
5. Company Profile
6. Informational overview and details of proposed solutions.
7. References: provide a minimum of two (2) references for similar projects completed; include contact name, telephone number, date of contract, date of completion, and dollar value of contract.
8. Cost Information - addressing all costs.

CONFIDENTIALITY

Submissions or any portion thereof, may not be used for any purpose other than the submission of information. All information submitted to the Truckee Tahoe Airport District or its authorized representatives is in confidence prior to the signing of contractually binding

documents. Firms should be aware that pertinent facts relating to their information, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful firm.

GENERAL

Subsequent to the submission of information, interviews and negotiations may be conducted with some of the proposers, but there shall be no obligation to receive further information, from any proposer.

PRICE AND TIME

Prices quoted in the information shall be firm for a period of at least forty five months after the submission deadline.

CURRENCY AND TAXES

Prices are to be in U.S. dollars.

INFORMATIONAL EVALUATION

The District will review all information and choose the firm whom the District deems to be the most capable of providing the services sought herein. The District may consider other factors in addition to the costs for such services, including, but not limited to the firms credentials and experience. Consideration will also be taken for the District Board's assessment of the firms ability based upon the submissions made or subsequent inquiries or interviews.

QUESTIONS/ ANSWERS

Send all questions in writing to:

Hardy Bullock

Director of Aviation and Community Services

MAIL 10356 Truckee Airport Road

Truckee, CA 96161

FAX (530) 587 2984

EMAIL hardy.bullock@truckeeahoeairport.com

DETAILED COSTS & PAYMENTS

Respondent shall provide a detailed outline of any and all costs and/or payments to the District to supply the items/services listed.

IMPORTANT AIRFIELD INFORMATION RELATED TO FIRM QUALIFICATIONS AND REQUIREMENTS

The District operates a regional, general aviation airport. The airport is utilized by: light sport, single, twin piston engine, turboprop, corporate jet aircraft, helicopters, gliders and skydivers;

with approximately 25,000 operations a year. Traffic at the airport is generally moderate during the off-season from late September through late April, with the bulk of traffic on weekends. Traffic during the prime resort season from Memorial Day through Labor Day increases dramatically, with approximately 200 operations per day, resulting in the need for seasonal positive control over arriving and departing aircraft to increase safety at the airport. A District-owned terminal building with restroom facilities, a sitting area and vending machines is located on the airport property. The airport offers fixed base operator services and fuel sales.

CONTRACTOR'S QUALIFICATIONS AND REQUIREMENTS

1. The Contractors must be experienced in the provision of necessary physical structures, improvements, communications and other equipment necessary for the implementation of a seasonal, self-contained control tower environment at the Truckee Tahoe Airport. The Contractor shall submit to the District such information as the Contractor deems appropriate to be established as experienced in the provision of the foregoing.
2. The Contractor must supply the control tower facility for the duration of the agreement, together with such equipment as may be necessary to provide air traffic control services from the tower.
3. The Contractor shall supply and maintain professional staff, qualified and authorized by the Federal Aviation Administration to provide air traffic control services. Services must be provided from 8:00 a.m. to 8:00 p.m. (twelve hours) from May 1st through October 31st each year. The District shall have the option to vary hours or operation of the tower and the duration of season based upon demand as determined by the Airport Manager. The Contractor's employees shall not be deemed employees of the District.
4. The Contractor must assist the Airport Manager in developing appropriate traffic pattern procedures and restrictions to improve safe operations at the Airport.
5. The Contractor shall develop all necessary documentation for submission to the Federal Aviation Administration, establishing a designated Class D airspace for the Truckee Tahoe Airport District and applying for a tower/ground control frequency.
6. The Contractor shall provide all workers compensation, disability and general liability insurance covering its employees while providing services at the Truckee Tahoe Airport according to the minimum limits specified by the State of California.
7. The Contractor shall be responsible for maintenance and security of the control facility, both during periods of operation and otherwise.

DISTRICT'S RESPONSIBILITIES

1. The District will provide the Contractor with an appropriate concrete pad for the control tower facility and all necessary power and communications connections for proper operation.
2. The District will provide restroom facilities to the Contractor's employees at the District Terminal building on the airport premises.

LOCATION OF PROPOSED TOWER

The location is south of runway 11-29 and east of runway 02-20 near the current AWOS installation.

PROPOSED STAFFING

The Contractor shall submit to the District its proposed staffing for the control tower facility. The Contractor shall, at all times of operation provide staffing in compliance with the minimum requirements of the Federal Aviation Administration. All staff at the facility shall be employees of the Contractor only and in no way employees of the District.

SUBMITTALS

The Contractor shall submit to the District: details on the proposed facility, proposed staffing and any other information the Contractor wishes the District to consider in determining the qualifications deemed relevant.

DURATION

The Contractor's information shall be valid for a minimum term of one (1) year.

REVIEW OF INFORMATION

In reviewing submissions to the District for services requested herein, the District will consider the following factors:

1. The total cost to the District for proposed facilities and services.
2. The Contractor's ability to supply facility and prepare materials necessary for submission to FAA for designation of Class D airspace.
3. The ability of the Contractor to supply adequate staffing.

PRE-INFORMATION CONFERENCE CALL

A pre-informational conference call has been scheduled for December 1st at 11:00 A.M. PDT. Respondents are urged to prepare and submit their questions in writing, five calendar days in advance of the meeting in order to expedite the proceedings.

END