



TRUCKEE TAHOE AIRPORT DISTRICT

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SCOPE OF SERVICES

AGENCY PARTNERSHIP PROGRAM MANAGING CONSULTANT

Project Scope

The Truckee Tahoe Airport District (TTAD) Board of Directors is seeking a program managing consultant to manage the administration of its Agency Partnership (AP) Program and make recommendations to the Board for applicant approval. TTAD seeks to partner with other local public agencies and qualifying non-profits in mutual support of regional community benefit programs that align with TTAD's Mission Statement and legal guidelines in the use of property tax dollars.

Program History

In 2011 TTAD began a program of Community Sponsorships, which included a \$25,000 budget in support of local qualifying organizations, thru District provided services, and/or cash sponsorship funding amounts of up to \$500 per year. The initial TTAD Board concept for an expanded program (promoting beneficial and larger community Agency Partnership collaborations between TTAD and other local public agencies and non-profits) came about after the District successfully partnered with the Truckee Fire Protection District in 2014-2015 purchasing a \$500,000 Aircraft Rescue & Fire Fighting (ARFF) truck. TTAD also partnered with the Truckee Donner Recreation and Parks District in 2015-2016 with a \$945,000 partnership funding of the community Aquatic Center. This program expansion resulted in the 2015-2016 adoption of the guidance document Policy Instruction (PI) 311 "Community Sponsorships & Agency Partnerships" viewable at <https://truckeetahoeairport.com/giving-back/sponsorship-program>. Policy Instruction PI 311 will be the primary guiding document for the AP Program management consulting work.

For 2021 the approved budget includes \$1,000,000 for TTAD's Agency Partnership, Transportation, and Housing Programs. This proposal is to administer and manage the Agency Partnership Program. Funding can be moved between these three categories as needed. There is an additional \$100,000 budgeted for the separate Community Sponsorship Program (requests of \$3,000 or less) that will continue to be administered by the Airport management team.

Scope of Services

The managing consultant would be tasked with administering the AP Program including but not limited to:

- Scheduling an annual application cycle
- Providing information and answering questions from potential applicants
- Confirming that requests follow TTAD's AP applicability guidelines
- Confirming that request follow TTAD's Mission Statement and Legal Guidelines in the use of property tax dollars.
- Processing the application, and vetting an applicant's financial viability to fully complete the request
- Preparing staff reports and presentations for the Board of Directors
- Managing the TTAD Board reporting and applicant presentation process

* The Board has final approval and reserves the right to approve, modify and/or reject recommendations.

Post Board approval of an Agency Partnership agreement, the managing consultant would:

- Complete a funding agreement contract with the recipient Agency Partner(s), prior to funding
- Confirm the project's full and final completion
- Ensure that TTAD has been recognized per the agreement
- Schedule the recipient AP organization's follow-up reporting to the Board

Duration of Services

The chosen managing consultant is expected to commence overseeing the District's Agency Partnership Program in late Q2 or Q3 of 2021 and would manage the program for a period of two years (two application cycles). After the first year, there would be a mutual review period. After two years, the Board may review the program via a scope of services or continue the method and scope of service unchanged.

Cost of Services

The managing consultant shall provide a method of service delivery description with an assigned cost. Please note that the preferred TTAD payment method would be a fixed percentage of approved award(s). The delivery methods may include:

- Time and materials: Cost + Hourly billable rate
- Firm Fixed: Fixed cost per AP award per year
- Negotiated Task Order: An annual amount not to exceed is established by contract then each award is priced and negotiated based on complexity
- Annual Fee: A lump sum payable to contractor for managing the program
- Percentage Based Cost: The contractor receives payment as a direct percentage of the award

TTAD will use a best value acquisition model to determine the best value to the District. This method uses a combination of price, past performance, technical approach, and experience to arrive at the best overall value which may or may not be the lowest price.

- Price: The actual cost to the District including support staff both internal and external
- Past Performance: The reputation of the contractor as it relates to the similar projects
- Technical Approach: The method of performing the work and acumen used in solving the problems and meeting the needs of the District
- Experience: Overall depth and breadth or specific experience related to the scope of work

TTAD reserves the right to reject all offers and select another method of delivery, contractor, or consultant or decline the award all together. The offer of an award does not guarantee the work will be conducted by the District. Responses made to this solicitation will be made available to the public. Intellectual property, trade secrets, and material confidential in nature should not be included in this response.

Project Response

Interested and qualified vendors may submit an email response, including qualifications and a price submission by **5:00 p.m. Friday, April 16, 2021** to:

Truckee Tahoe Airport District
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* Receipt of any and all submissions will be confirmed.