

REQUEST FOR PROPOSAL
FOR
PROFESSIONAL CONSULTING SERVICES
Safety GAP Analysis 5 Year Update for the Truckee Tahoe Airport

Truckee Tahoe Airport District

10356 Truckee Airport Road
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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 a comprehensive 5-year update to the 2015 safety gap analysis for the Truckee Tahoe Airport. Firms and/or teams responding to this Request for Proposal (RFP) are expected to have extensive experience in airport safety management programs, government airspace use plans for FISDO approval, and 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. 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 one (1) copy of their response in an envelope marked “RFP for Professional Consulting Services – Safety GAP Analysis” by 5:00 PM (Pacific Time), April 07, 2021, or send an email to stacey.justesen@truckeetahoeairport.com with the response included in .pdf format.** Response must include the following information:

- A. Name, size, description, and history of firm.
- B. Location of main office and office where work will be accomplished.
- C. Executive Summary of one (1) page or less, which gives in brief concise terms, a summation of the submittal.
- D. 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. Information regarding work performed in communities with populations less than 30,000 and at airports with a high volume of general aviation activity.
- E. Provide a listing of all sub-consultants to be used, including responsibilities and qualifications for each sub-consultant.
- F. As part of experience, list participation levels of citizens, stakeholders, residents, pilot, aircraft operator etc. which you were able to successfully engage in various consulting projects?
- G. Provide any additional comments, which you may believe to be relevant.
- H. Pricing schedule

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, in a decision to select from the remaining proposers or to advertise for a new Request for Proposal. 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.

This Request for Proposal is a Best Value Acquisition and conforms to Policy Instruction #303 of the Truckee Tahoe Airport District. The District will select the offeror who creates the best overall value using the criteria listed below.

1. Past Performance with other airports.
2. Experience with projects that include similar deliverable, scope of services, or consultation.

3. Technical approach.
4. Performance period and timeline for completion of minor or moderate task orders such as map and exhibit creation.
5. Cost

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

Stacey Justesen
Safety & Security Manager
Truckee Tahoe Airport District
10356 Truckee Airport Road
Truckee, CA 96161
Telephone: (530) 587 4119 EXT. 125 Fax: (530) 587-4117
E-Mail: stacey.justesen@truckeetahoeairport.com

SCOPE OF SERVICES

This gap analysis is a 5-year reassessment of the organization's safety programs and policies to improve or align the processes with best industry practices. It must be a comprehensive gap analysis of all operational functions including Operations, Maintenance, Safety, Airspace, and Infrastructure. An understanding of the Districts roles and responsibilities within the greater surrounding airspace is within this scope of work. This project requires the development of a Truckee Tahoe Airport District Safety Roundtable comprised of multiple stakeholders.

THE DELIVERABLE SHALL CONTAIN:

- A. Professional executive summary substantiated with industry accepted data including firsthand interview results of staff, operators, pilots, and aircraft owners.
- B. A comprehensive review of the safety management system (SMS) and next step improvements.
- C. A community outreach plan related to the Truckee Tahoe Airport District safety protocol.
- D. Safety Risk Management tools and training materials
- E. An annual safety audit plan.
- F. A triennial safety drill plan.

AIRPORT BACKGROUND

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 Truckee Tahoe Airport is owned by the Truckee Tahoe Airport District and serves as the primary airport for eastern Placer and Nevada Counties, Truckee, and North Lake Tahoe communities. Truckee Tahoe Airport is rare among airports in California in that it is owned by a special district rather than by a county, city, or private enterprise. The Truckee Tahoe Airport

District (TTAD or District) was created by vote of the District electorate in 1958 in accordance with the California Airport Districts Act. The District covers an area of approximately 485 square miles in eastern Nevada and Placer counties. It is governed by a five-member Board of Directors directly elected by residents of the District. Making recommendations to the Board is an Airport Community Advisory Team (ACAT) comprised of three pilots and three non-pilots from the community. The ACAT delves into a wide range of topics focused mainly on noise and annoyance. The responsibility for carrying out Board directions and administering day-to-day operations of the airport rests with the General Manager and other staff.

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 situated among residential neighborhoods on three sides. Currently the Airport has no scheduled air carrier services and no apparent community interest in pursuing commercial service and Part 139 Certification. The Airport District desires to maintain its General Aviation status and continue to serve and provide resources to the General Aviation community. The current District efforts balance the District's mission of providing high quality aviation facilities and services while balancing community needs, quality of life, and safeguarding the authenticity of Truckee and the North Lake Tahoe communities

Over the years, the District has adopted various policies to guide its operations and use of funds. Most fundamental among the internal guiding documents is the District's *Strategic Plan* completed in March 2011. The *Strategic Plan* "...is a blueprint for how the District will respond to future challenges and changing priorities and give direction on how to achieve future success." It addresses airport facilities and services, the airport's relationship to the community, finances, and governance.

The 2014 Master Plan is predicated on a robust public input process and analysis of the best available data on community and aviation needs in the region. The purpose of the Master Plan is to create a blueprint for facility and infrastructure planning over the next 10-15 years that reflects the community needs of all user groups. The plan further defines the general strategy as, "Airport growth or lack of growth consistent with the community at large".

GUIDANCE AND REFERENCE DOCUMENTS

- Safety Management System
- Current Airport Layout Plan and Exhibit A
- 2014 Airport Master Plan (<http://www.ttadmasterplan.org/>)
- 2013 Airport Forest Management Plan
- 2014 Pavement Management Plan
- TTAD Tentative Strategic Plan
- Nevada County Regional Transportation Plan
- Placer County Regional Transportation Plan
- Town of Truckee General Plan
- Martis Valley Community Plan
- Truckee Tahoe Airport Comprehensive Land Use Plan
- 2009 Godbe Research – Survey of Residents, Pilots and Businesses
- 2020 Facilities Maintenance Plan