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Table of Contents

INTRODUCTION AND BACKGROUND	1
1.0 INTRODUCTION AND GOALS	1
2.0 BACKGROUND	1
3.0 SCOPE OF SERVICES	2
TASK 1: SWPPP DEVELOPMENT	2
TASK 2: DRAFT GUIDELINES AND IMPLEMENTATION STORMWATER MANAGEMENT FOR PONDEROSA GOLF COURSE	3
TASK 3: INSPECTIONS AND SAMPLING	3
4.0 PROJECT SCHEDULE	5
5.0 EXISTING DATA AND REPORTS	ERROR! BOOKMARK NOT DEFINED.
6.0 SUBMITTAL GUIDELINES	5
PROPOSAL SCHEDULE	5
PROPOSAL FORMAT	6
7.0 MINIMUM QUALIFICATIONS	8
8.0 PROPOSAL EVALUATION CRITERIA/SELECTION COMMITTEE	8
EVALUATION CRITERIA	9
ATTACHMENT A: SAMPLE CONSULTANT/TTAD AGREEMENT	ERROR! BOOKMARK NOT DEFINED.

Introduction and Background

1.0 Introduction and Goals

The Tahoe Truckee Airport District (District) is seeking a consulting firm (Consultant) to function as a technical partner in evaluating, revising, and implementing its stormwater management plan. This will consist of a comprehensive review of the existing Stormwater Pollution Protection Plan (SWPPP) for the Truckee Airport and developing stormwater management, irrigation, and chemical application recommendations for the Ponderosa Golf Course. The Consultant will provide guidance, expertise, and technical capacity to develop approaches that are in accordance with the Airport's General Industrial Permit and the California Golf Industry Best Management Practices Guides.

The Consultant will also implement the Industrial Permit sampling and inspection program and develop and be available to implement project-specific Construction Permit SWPPPs. This will consist of periodic inspections, stormwater sampling and coordination and reporting. Consulting services will encompass all labor, materials, equipment, facilities, and incidentals required for preparation and implementation of the stormwater management for both TTAD properties.

The Consultant shall have demonstrated experience in design, understanding, and implementation of stormwater BMPs and SWPPP development and management within high-elevation environments where snowmelt is a dominant runoff process.

2.0 Background

The current TTAD SWPPP (Airport California Monitoring Group, 2016) identifies industrial discharge points and descriptions of potential pollutants. In addition, the document defines industrial activity, dust generating activity, potential erosion sources, and outlines sampling locations and constituents to be analyzed. The current SWPPP also describes standard BMPs for daily and monthly upkeep and instruction on sampling methods. The District seeks a review of the SWPPP and, if appropriate, revisions or recommendations to improve the tracking and reporting of stormwater runoff quality exiting the airport property.

Ponderosa Golf Course is operated by the Truckee Donner Recreation and Park District (TDRPD) on land owned by the District and leased to the TDRPD. The Golf Course does not have a specific permit for stormwater as this is not required in Nevada County. Regardless, golf courses typically apply pesticides and fertilizers which can pose a concern to stormwater quality, and the District wishes to evaluate and, if appropriate, recommend stormwater and water quality best management practices (BMPs), potentially including development and implementation of a Chemical Applications Management Plan.



3.0 Scope of Services

The scope of services described below may be modified during negotiations with the District. Work to be performed will be in collaboration with District staff.

Task I: General Industrial Permit SWPPP Review and Development

The existing TTAD SWPPP will be revised and replaced with a new document which incorporates current practices, elements of the existing SWPPP, and additional detail as identified by the Consultant. The Consultant will review the existing SWPPP and use this as a basis for development and re-issue of a new 2022 SWPPP, consistent with requirements of Truckee Airport General Industrial Permit. The 2022 SWPPP will include details for the Truckee Airport property and inspection and sampling procedures, at a minimum including:

- Mapping and documentation of the airport stormwater and industrial discharge drainage system.
- Sampling locations with clear mapped relation to the industrial discharge and associated outfall locations.
- Justification for excluding outfalls which are not designated for sample collection and analysis.
- Establishment of precipitation or runoff thresholds which will trigger sampling events.
- Constituents to be sampled and analytic procedures.
- Clearly-defined sampling procedures, including:
 - Storm designation and sampling basis;
 - Pre-storm inspection guidelines;
 - Post-storm inspection guidelines;
 - Snowmelt runoff sampling guidelines;
 - Parameter holding times; and
 - Sample handling and laboratory transmittal and selection guidelines
- All other required SWPPP elements.

The goal of the 2022 SWPPP will be to establish a stand-alone living document that will be used as an instruction manual for field staff to understand and consistently perform inspection and sampling tasks.

Deliverable

- 2022 General Industrial Permit SWPPP for Truckee Airport



Task 2. General Construction Permit SWPPP template

The consultant will provide a general construction SWPPP template to for future individual construction projects. This task will include the following:

- Procedures for identification of project-specific sampling locations.
- Define storm and runoff thresholds which trigger sampling events.
- Define storm designation and sampling basis and what products will be used to make decisions.
- Standardized inspection and sampling protocols.

The consultant will coordinate with District staff and, if appropriate, District Contractors and Consultants. If requested, the selected Contractor will be available to provide SWPPP development and implementation services on a project-by-project basis, under a separate task authorization.

Deliverables

- General Construction Permit SWPPP template and guidelines

Task 3: Inspections and sampling

The Consultant will work with the District to develop a routine inspection schedule. The routine inspections will allow for evaluation and documentation of whether BMPs are maintained, and if good housekeeping practices are taking place on the TTAD properties. In addition, the consultant will monitor local weather for qualifying precipitation events and perform stormwater sampling, including pre- and post-storm inspections, and submission of samples to a certified analytical laboratory. The consultant will be responsible for reporting to government and state agencies all stormwater and relative inspection activities through the California State SMARTS system. The consultant will also inform the district staff when renewal, changes or adjustments requiring their approval are necessary.

Task 3 Meetings

1. Meet with District staff for inspection plans
2. Present inspection plan to District Managers



Task 3 Deliverables

- Monthly routine inspection
- Up to four stormwater samples and corresponding inspections
- Yearly SMARTS renewals and reporting

Task 4: Draft guidelines for stormwater management for Ponderosa Golf Course

Consultant will work with District, TDRPD, and Ponderosa golf course staff to develop a strategy to manage golf course stormwater runoff quality according to site specific conditions and practices. The Consultant will review California regulations regarding golf courses and confirm that the golf course is currently in compliance with state-mandated water quality regulations and make recommendations for best management practices to conserve water, maintain stormwater quality, and improve the quality of runoff emanating from the Ponderosa Golf Course. If appropriate, the Consultant will develop a Chemical Applications and Stormwater Management Plan, including a water quality sampling and analysis plan to evaluate the quality of runoff and groundwater emanating from golf course.

Task 4 Deliverables

- Ponderosa Golf Course Chemical Applications and Stormwater Management Plan



4.0 Project Schedule

Activity	Deliverable	Due Date
	General Industrial Permit SWPPP	September 15, 2022
	Ponderosa Golf Course Chemical Applications Management Plan	August 1, 2022
Inspections and sampling	Monthly inspections and stormwater sampling	Begin October 1, 2022

5.0 Submittal Guidelines

Firms interested in submitting proposals shall submit final proposal documents in PDF format are to be submitted by email to Jill McClendon (jill.mcclendon@truckeetahoeairport.com) by 4:00pm on June 30, 2022.

Bids submitted by any other method will be disqualified. All submissions must be completed prior to the closure date and time. Late proposals will not be considered. All proposals are deemed confidential and will be retained by TTAD.

The General Manager and Staff reserves the right to reject all proposals, to request additional information concerning any proposal for purpose of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the District as determined by the General Manager.

All inquiries regarding this Request for Proposals should be directed to Jill McClendon at 530-587-4119 x 127 or email at jill.mcclendon@truckeetahoeairport.com.

Proposal Schedule

Activity	Completion Date
Proposal Deadline	Due by 4:00 P.M. (Pacific time), June 30, 2022



The District may choose oral interviews with 2-3 highest scorers (Truckee Tahoe Airport District, 10356 Truckee Airport Road, Truckee, CA 96161)	July 9, 2022 (if necessary)
Notify Proposer(s) selected for Negotiations	July 15, 2022
Finalize Agreement between Successful Proposer and District	July 19, 2022
Agreement Board Approval Date	TBD
Kick-off Meeting	TBD

Proposal Format

To be considered responsive, proposals shall include the information detailed below. Please provide information in your proposals in the same order as shown below. The electronic copy of the Proposal shall be separated into the sub-headings referenced below. Failure to provide this information may result in a proposal being considered non-responsive to requirements.

Cover Letter and Table of Contents

In this section (maximum four pages), include the following:

- a. Cover Letter: Provide a cover letter signed by an authorized representative of the Proposer giving an overview of the Proposer’s general expertise, experience, and approach to performing the scope of services described in this RFP. Include specific and direct contact information for the firm if questions do arise regarding the Proposal.
- b. Table of Contents: The first page of the Proposal must be a table of contents which itemizes the contents of the Proposer’s submission.

Project Team Qualifications and Experience

In this section (maximum six pages), provide the following:

- a. Provide a firm overview of the firm’s qualifications and experience working on similar, relevant, or related projects. If utilizing any subcontractors, include their firm overview.
- b. Provide a project team organizational chart indicating the primary role and responsibility of each team member, identify the project manager, and identify technical leads.
- c. List the Proposer’s Key Personnel and subcontractors Personnel and Subcontractors, including the following information.



- Name of team member
 - Firm of the team member (prime firm or subcontractor)
 - Role
 - Project Responsibilities
 - Certifications
 - Expertise
- d. In the event of a contract award, every effort shall be made by the submitting firm to ensure that the staff resources identified in the proposal will be available for the Project. If the staff identified in the proposal are not available, the submitting firm will provide a detailed transition plan to demonstrate an orderly replacement process. The District reserves the right to review and approve the replacements.

Client References and Relevant Projects

In this section (maximum six pages), provide the following:

- a. Provide a list of former clients and representative projects undertaken in the last five (5) years which demonstrate experience relevant to this RFP. A minimum of three (3) and maximum of five (5) clients and representative projects should be provided.
- b. For each project, provide project description, project costs, dates of engagement, project owner, and member(s) of the proposed team for this RFP that participated in the project.
- c. For each reference, provide the contact person's name, title, address, phone number, and e-mail address. Please ensure that the contact information is accurate for each reference.

Technical Approach/ Work Plan

In this section (maximum ten pages), provide the following:

- a. Refer to Scope of Services for details regarding scope of work, tasks, and deliverables under this Project. The proposal shall clearly demonstrate the firm's understanding of and approach to the scope of services, an understanding of current District environment and the firm's role.
- b. Work Plan: Describe how the project team will fulfill the scope of services. Include a detailed preliminary project schedule. Provide a matrix of personnel, tasks, and estimated effort in hours.

Resumes

Provide resumes for each identified individual, including both proposer and subcontractor personnel. Resumes should be no more than 1-page each and should include descriptions of key qualifications and experience which makes the individual suited to the proposed assignment.



6.0 Minimum Qualifications

Only those Consultants meeting the minimum qualifications listed below, will be considered in this RFP process:

Experience

- Successful completion of stormwater management plans and water quality sampling in high elevation and snowmelt-dominated environments in the last 5 years, similar in size, scope, and setting.
- Relevant experience in the Truckee Tahoe Area.
- Proposer shall possess all permits, licenses, and professional credentials necessary to perform services as specified under this RFP, including QSD/QSP.
- Experience in design and implementation of hydrologic monitoring and stormwater quality sampling interpretation, including industrial settings, and high-elevation golf course environments.

Insurance

- Ability to provide proof of professional liability, auto, general liability and worker's compensation insurance in compliance with Truckee Tahoe Airport District requirements.

Contract

- Ability to enter into the Truckee Tahoe Airport District Consultant Contract (Attachment A).

7.0 Proposal Evaluation Criteria/Selection Committee

All proposals will be evaluated by a Selection Committee. The Selection Committee will be composed of staff from TTAD and the Board of Directors. The Selection Committee will select a Proposer in accordance with the evaluation criteria set forth in this RFP. The evaluation of the RFP responses shall be within the sole judgment and discretion of the Selection Committee.

The Selection Committee will evaluate each RFP response meeting the qualification requirements set forth in this RFP. Proposer should bear in mind that any RFP response that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of requirements as set forth in this RFP.

The TTAD reserves the right to conduct in-person interviews or require presentations of any or all proposers prior to the selection. The TTAD reserves the right to request more detailed information from one or more proposers to provide for a reliable comparison between proposals.



Proposal Evaluation Criteria

The Evaluation Criteria are as follows:

<p>Adheres to RFP Requirements</p> <p>The proposal meets the requirements identified in the RFP.</p>
<p>Understanding of Project:</p> <p>RFP responses will be evaluated against the scope of work and questions such as:</p> <ol style="list-style-type: none"> 1. Has the Proposer demonstrated a thorough understanding of the purpose and scope of the project? 2. How well has the Proposer identified pertinent issues and potential challenges related to the project? 3. Has the Proposer demonstrated that it understands the deliverables and level of details required?
<p>Technical Approach / Work Plan</p> <p>An evaluation will be made of the likelihood that the Proposer’s approach will be the most effective, and that the proposed work schedule will meet the project schedule and deadlines.</p>
<p>Qualifications of Team/Firm</p> <p>Project teams will be evaluated to ensure they include essential and complementary skills to achieve best outcomes for the project. Specific experience Truckee-Tahoe regional experience.</p>
<p>Disadvantaged Business Enterprise (DBE) or Small Business Enterprise (SBE) Preference</p> <p>Is the firm qualified under Federal Regulation as an DBE or under State Regulation as an SBE?</p>



References

References will be contacted and checked.

Oral Interviews

If oral interviews are conducted, top-ranking firms identified from the evaluation of the written proposals may be invited for an oral interview with the Selection Committee.

Oral Interview Evaluation Criteria

Firm's invited for the oral interviews are expected to have a clear understanding of objectives and needs, scope of services, the TTAD's environment and firm's role; lay a realistic plan for achieving the Scope of Services on-time and within budget.

Quality of Presentation

Firm's invited to the oral interviews will be evaluated on their ability to conduct themselves in a professional manner and on the extent of their market knowledge.

Team Capabilities and Communication

Project teams will be evaluated to ensure they include essential and complementary skills to achieve best possible outcomes for the project.