



TRUCKEE TAHOE AIRPORT DISTRICT

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Request for Statement of Interest and Qualifications Airport Engineering, General Engineering, and Airport Planning

Revised as of December 5, 2022

Issued: November 23, 2022

Submittal Deadline: December 30, 2022

1. INTRODUCTION & OVERVIEW OF SOLICITATION

1.1. Solicitation Overview

1.1.1. The Truckee Tahoe Airport District (“**District**”), located in Truckee, California, issues this Request for Statement of Interest and Qualifications (“**RFQ**”) to solicit statements of interest and qualifications (“**SOQ(s)**”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) for the performance of professional engineering and planning services to assist the District with the maintenance and improvement of the Truckee Tahoe Airport (“**Airport**”).

1.1.2. Through this RFQ, the District wishes to retain Firms to perform Services (as defined below) on an as needed basis. Successful Firms will enter into a contract with the District for an initial three (3) year period, with one (1) option to extend for an additional two (2) years.

1.1.3. This RFQ is not a formal request for bids or an offer by the District to contract with any Firm responding to this RFQ. Selection and any subsequent award of a contract will be subject to the approval of the District’s governing board (“**Board**”).

1.2. General Overview of Services & Projects

1.2.1. **Federal Contracting Notice.** Firms should note that some of the District’s projects for which the District solicits Services (as defined below) under this RFQ will be funded in whole or part by federal grant funds. Firms should review all laws applicable to the federal funding of projects at the Airport including, without limitation, FAA Advisory Circular 150/5100-14E (“**Circular**”) and 2 CFR Part 200 (“**Uniform Guidance**”) (collectively, “**Federal Grant Law**”). By submitting a SOQ, Firms agree that they are familiar with Federal Grant Law and agree to comply with all Federal Grant Law applicable to the Services.

1.2.2. Overview of Services

1.2.2.1. General Description. The services for which the District issues this RFQ to solicit can generally be described as follows: general and aviation engineering services; preparation and administration of the necessary applications and documents for Federal Aviation Administration (“FAA”) Airport Improvement Program (“AIP”) grant funding; providing airport planning services as required by the District; providing construction administration, inspection, and testing services during construction projects; and attendance at meetings as required by the Truckee Tahoe Airport District.

1.2.2.2. Specific Services. The District intends to award a contract(s) for the three (3) types of services (“**Service(s)**”) described below. Interested Firms may submit SOQs, for any single Service, all three (3) Services, or any combination of the same. **Firms MUST specifically identify in SOQs the Service(s) that they are submitting the SOQ to perform.**

1.2.2.2.1. General (local) Engineering Services. This scope may include: project management, basic engineering design services, local agency project permitting, assist staff with maintenance and implementation of Capital Facility Plans including Airport Structures Facility Plan, and Storm Water and Utilities Plan. Selected Firm(s) will be expected to attend Airport District Board Meetings as requested along with special meetings as scheduled, and provide staff support to Senior Management and the Board for engineering related projects monthly.

1.2.2.2.2. Specialized Aviation Engineering Services. This scope may include FAA AIP project design, AIP grant administration, airfield pavements, Airport Capital Improvement Program (“ACIP”) maintenance, advanced and large project design services for both FAA grant eligible and non-FAA grant eligible projects, and Pavement Maintenance Plan.

1.2.2.2.3. Airport Planning Services. This scope may include airport land use planning, Airport masterplan maintenance and updates, Airport Layout Plan services, FAA land release processing, Geographical Information System (GIS) mapping, and other airport planning tasks and functions.

1.2.3. **General Description of Projects**. The District intends to award contracts for Services for multiple District projects at the Airport. For purposes of projects funded by federal grant money, the “**Federal Project**” subject to this RFQ, consistent with 49 U.S.C. section 47102(17), means all projects to be undertaken at the Airport in each fiscal year through the duration of a contractual term. The District intends to issue a contract for **EACH** of the Services performed on the Federal Project for a total of **THREE (3)** contracts. The District also reserves the right, in its discretion, to select and enter into contracts for the performance of

Services on projects not funded by federal grant funds with other Firms (“**Other Projects**”) (the Federal Project and the Other Projects may individually referred to as a “**Project**” or collectively as the “**Projects**”).

- 1.3. **Solicitation Schedule.** The District has set the following schedule (“**RFQ Schedule**”) that all Firms must adhere to. The District reserves the right to modify this RFQ Schedule and will issue an addendum if it modifies this RFQ Schedule.

Event / Occurrence	Time / Date / Deadline
Issuance of RFQ	November 23, 2022
Deadline for Firms to submit questions regarding this RFQ	December 16, 2022 4pm, PST
District to respond to Firms’ questions regarding this RFQ	December 23, 2022 4pm, PST
DEADLINE TO SUBMIT SOQ	DECEMBER 30, 2022 4PM PST
If District conducts interviews (District staff will email Contractors and identify a specific interview date, if applicable)	Week of January 9-13, 2023
Tentative Date for District to notify Firms of District’s intent to select Firm(s)	January 18, 2023
Tentative Date for Board selection of Firm(s) and Approval of Firm(s)	January 25, 2023

- 1.4. **Questions.** Questions regarding this RFQ must be submitted in writing and directed only to:

Robb Etnyre
 General Manager
 Truckee Tahoe Airport District
 10356 Truckee Airport Road
 Truckee, CA 96161
 (530) 587-4110 ext. 105
robb.etnyre@truckeetahoeairport.com

All questions must be submitted no later than the date and time in the RFQ Schedule. The District will respond to questions presented by the date indicated in the RFQ Schedule. **Firms are NOT to contact any other District personnel directly with inquiries regarding this RFQ.**

- 1.5. **Submittal of SOQS.** Interested Firms **MUST** submit **five (5) HARD** copies of SOQs in a sealed envelope to the District at the above address **no later than** the date and time indicated in the RFQ Schedule. The sealed envelope should be marked with: (i) Firm’s name; (ii) name of the RFQ above; and (iii) marked ass “ATTENTION: Robb Etnyre, General Manager.” **SOQs that are received after the deadline in the RFQ Schedule will be deemed nonresponsive and rejected.**

1.6. Overview of Selection Process.

1.6.1. The District will select Firms as set forth in the “**Selection Process**” section below. After a Firm(s) is selected for a Project(s), the District will provide a detailed scope of work and estimated cost and enter into negotiations with the Firm to negotiate a specific scope of work and compensation.

1.6.2. The District is **NOT** seeking detailed cost proposals at this time.

1.6.3. Selected Firms will enter into a master agreement with the District on a form provided by the District. If further Projects arise, the District may select a Firm for a Project, if not selected under this process, or repeat the negotiation process.

1.7. **RFQ Addenda.** If the District issues addenda to this RFQ, Firms are solely responsible for and must acknowledge receipt of addenda in the SOQ. If a Firm fails to acknowledge and respond to any addenda, the District may, in its sole discretion, deem the Firm’s SOQ non-responsive.

2. **SOQ REQUIREMENTS.** SOQs should be brief, concise, contain **no more than FIFTY (50) pages**, and demonstrate the Firm’s qualifications. SOQs must include information pertaining to: (i) the Service(s) Firm desires to perform for District; (ii) Firm’s qualifications and relevant experience with the planning, design, and engineering of airports and airfield improvement projects funded by FAA AIP grants; and (iii) key personnel who will perform Services, inclusive of resumes. At minimum, Firms shall address the following:

2.1. **Personnel.** Include resumes of key personnel who would be performing Services for the District. If personnel will be performing one Service, indicate which specific Services the personnel will be performing. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate the Firm’s and personnel’s availability to provide the Services, and list all applicable professional registration certification and/or license designations and numbers for all professional team members that are currently active, including, without limitation, those in the State of California. If the Firm will utilize a subconsultant(s) for any portion of the Service(s), identify the sub consultant, provide its contact information, and identify all licenses maintained by the subconsultant(s). **Firms must identify a project manager(s) and specifically discuss the project manager’s experience with federal projects and similar experience of other senior personnel.**

2.2. **Services Specific Information.** Firm must demonstrate that it has the experience and technical expertise to perform the Services. Firms **MUST** including the following:

2.2.1. **Understanding of Project and Project Approach.** A detailed description of Firm’s understanding of and approach to the Services. Provide a detailed scope of services which reflects the scope for **each** Service for which Firm submits its SOQ to perform. Explain Firms approach to the Services, including, without limitation, any special or technical skills, and services or techniques that set the Firm apart. Firms should specifically address their

familiarity and approach to performing similar Services for federally funded projects, including, without limitations, those that receive FAA AIP grants.

- 2.2.2. Construction/Design Processes. In detail, explain Firm's process(es) for design and construction, including, without limitation, construction delivery methods.
 - 2.2.3. Location. Discuss Firm's familiarity with and proximity to the Truckee Tahoe Airport. Indicate the office location where work will be performed and describe Firm's ability to attend meetings in a timely manner and/or on short notice.
 - 2.2.4. Scheduling. Discuss the Firm's ability to meet schedules for projects with very tight timetables, the Firm's schedule management procedures, and how the Firm has successfully handled potential delays both for the contract documents and for field changes. Identify established methods and approaches utilized by the Firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches
 - 2.2.5. Authorities Having Jurisdiction. Describe the firm's experience with authorities having jurisdiction and various state and federal agencies, including, without limitation, the FAA, local fire authorities, local public works departments, and the Department of General Services.
 - 2.2.6. District Experience. Identify all previous and current contracts with the District. Include a contact name, description of services, and dates of services performed.
 - 2.2.7. Public Entity Experience. Discuss Firm's familiarity with California special districts and experience working with appointed and/or elected public officials.
- 2.3. **Prior Similar Experience**. Identify all airport construction projects performed by Firm over the past **three (3) years**, including: (i) name of project and owner; (ii) scope of project; (iii) name and contact person for owner; (iv) award amount; (v) engineer's estimate; (vi) final construction cost, and initial and final construction period.
 - 2.4. **Conflicts of Interest**. Provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work for District projects, or any other work with the District that may have a potential to conflict with the Firm's ability to provide the Services described herein.
 - 2.5. **Claims**. Provide a statement of **ALL** claim(s) filed against Firm in the past **three (3) years**, including, any arising from projects listed in response to the "**Past Similar Experience**" section above. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s). For the claim(s) identified herein, identify which claims proceeded to mediation, settlement meetings or similar dispute resolution proceedings, or to the initiation of a lawsuit, and describe the outcome of the mediation or other proceeding, including the amount of any judgment or settlement, if applicable.

- 2.6. **References.** At least **FIVE (5)** references. References can be the owners of the projects identified in the “**Past Similar Experience**” section above.
- 2.7. **Noncollusion Declaration.** All Firms must execute the Non-Collusion Declaration Form attached hereto as **Attachment 1** and include it in the SOQ.

3. **SELECTION PROCESS.**

- 3.1. **Evaluation of SOQs.** The District will establish selection committee (“**Committee**”) to evaluate SOQs. The Committee will review timely submitted SOQs. SOQs will be evaluated subject to the following criteria:

Evaluation Criteria	%
Understanding of Project and Project Approach	20
Construction/Design Processes	10
Location	5
Scheduling	10
Authorities Having Jurisdiction	5
Public Entity & District Experience	10
Prior Similar Experience	25
Conflicts of Interest	5
Overall Quality Of Proposal	10

- 3.2. **Interviews.** From the Firms who provide a SOQ to the District, the District may, at its discretion, interview some or all of those Firms. The District will notify Firms if they have been selected for an interview. Firms’ key proposed staff will be expected to attend the interview.
- 3.3. **District Investigations.** The District may perform investigations of Firms that extend beyond contacting the references identified in a SOQ. The District reserves the right to communicate with Firms and to request additional information and clarifications to assist the District in its selection process.
- 3.4. **Selection & Contract Negotiation.** After the performance of the above process, the District will proceed as follows:
 - 3.4.1. **Federal Project Selection.** As noted, the District intends to issue a contract for **EACH** of Services performed on the Federal Project for a total of **THREE (3)** contracts. The District may select **ONE (1)** Firm to perform all Services for the Federal Project, or multiple Firms to perform the Services, in its sole and absolute discretion.

3.4.2. **Other Project/Services Selection.** The District, in its sole and absolute discretion, may also select additional Firms to perform Other Projects and/or Services. Firms may be selected for a one (1) Service or multiple Services.

3.4.3. **Basis of Selection.** The District will select Firms based on a comparative analysis of the professional qualifications necessary for satisfactory performance of each Project and the Service(s). Compensation information will **NOT** be evaluated for the purposes of selection.

3.4.4. **Contract Negotiations.** The District will negotiate a final contract with the Firm for a Project(s) through the below process. Negotiations shall comply with all Federal Grant Law, including, without limitation, the recommended process set forth in the Circular, to the extent applicable.

3.4.4.1. The District will prepare a scope of work and estimate for a Project and present it to the selected Firm.

3.4.4.2. The District and the Firm will negotiate final compensation and a detailed scope of Services for a Project. The District will present a form of contract to a Firm that will be a master agreement.

3.4.4.3. If the District cannot come to an agreement with the Firm as to compensation and scope, or on an agreed form of contract, the District may then end negotiations and begin negotiations with another Firm. The District will repeat this process until negotiations are successful, or the District elects not to select a Firm for a Service and/or Project(s).

3.5. **Award.** If negotiations are successful, the District will recommend the Board award a contract for a Project(s) and/or Services to a Firm. To the extent other Projects arise during the term of a contract, the District will negotiate additional compensation and issue a task order and/or addenda to the master contract applicable to the Project.

4. **Terms and Conditions.**

4.1. **Equal Opportunity & DVBE.** This RFQ is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity), and the provisions of Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation).

4.2. **Prevailing Wage.**

4.2.1. Certain labor categories related to the Services may be subject to prevailing wages as identified in the State of California Labor Code commencing at sections 1720 et seq. and 1770 et seq. If applicable, employees working in these categories at the site must be paid not less than the basic hourly rates of pay and fringe benefits established by the California Department of Industrial Relations (“DIR”). Copies of the State of California wage schedules are available for review at www.dir.ca.gov/dlsr/. In addition, a copy of the prevailing rate of

per diem wages will be made available at the District's administrative offices upon request. The selected Firm shall post a copy of the prevailing wage rates at each job site. It shall be mandatory upon the selected Consultant, and upon any subcontractors, to comply with all Labor Code provisions, which include but are not limited to the payment of not less than the said specified prevailing wage rates to all workers employed by them in the execution of a contract, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

- 4.2.2. Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the DIR. If awarded a contract, the Firm and its subcontractors, of any tier, shall maintain active registration with the DIR for the duration of the project. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1. The contract awarded pursuant to this RFQ may also be subject to compliance monitoring and enforcement by the DIR.

4.3. Federal Contracting Requirements for Federal Project.

- 4.3.1. The Federal Project will be funded in whole or in part by federal grant funds in addition to District funding sources. The selected Firm(s) shall comply with all state and federal requirements including, but not limited to, the Uniform Guidance, which is expressly incorporated herein by reference, and the grant and federal provisions in the contract entered into by the parties.
- 4.3.2. Additionally, Firm shall be subject to the Uniform Guidance and will take affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for an award. Affirmative steps shall include:
 - 4.3.2.1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 4.3.2.2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 4.3.2.3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 - 4.3.2.4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and

4.3.2.5. Using the services/assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

4.4. General Provisions

- 4.4.1. SOQs must comply with all requirements of this RFQ. The District reserves the right, in its sole and absolute discretion, to determine that a SOQ is nonresponsive or to waive any non-material irregularities in a SOQ. Issuance of this RFQ and receipt of SOQs does not commit the District to award a contract. The District expressly reserves the right to postpone the SOQ process for its own convenience, to accept or reject any or all SOQs received in response to this RFQ, to negotiate with more than one Firm concurrently, or to cancel all or part of this RFQ.
- 4.4.2. Firms shall guarantee that all contents of their SOQ and cost proposal shall be valid for a period of 120 calendar days from the due date of SOQs in the RFQ Schedule.
- 4.4.3. No amendment, addendum or modification will be accepted after the deadline for submission of SOQs in the RFQ Schedule. Firm may modify or amend its SOQ only if the District receives the amendment prior to the deadline for submission of SOQs in the RFQ Schedule.
- 4.4.4. Submission of a SOQ constitutes acceptance by Firm of the conditions contained in this RFQ. Further, submission of a SOQ constitutes a Firm's agreement that, if selected, Firm will utilize the District form master agreement provided to Firm as a basis of negotiations. The District reserves the right to accept or reject revisions to the form of agreement.
- 4.4.5. The District assumes no obligation to any Firm through the issuance of this SOQ and all costs of responding to this RFQ shall be borne by the Firm submitting a SOQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek SOQs from or to contract with any Firm not participating in this process. The District is not responsible for late delivery of a SOQ or the cost of preparing any SOQ. It is the responsibility of the responding Firm to ensure that the SOQ is submitted on time to the District.
- 4.4.6. SOQs will become the property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq. Those elements in each SOQ that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its SOQ as exempt from disclosure without justification may be deemed nonresponsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a SOQ marked

“Confidential,” “Proprietary,” or “Trade Secret,” the Firm agrees, by submitting a Response to this RFQ, to defend and indemnify the District from all costs and expenses, including attorneys’ fees, in any action or liability arising under the Public Records Act.

Attachment 1
Noncollusion Declaration Form

[FORM ON THE FOLLOWING PAGE]

NONCOLLUSION DECLARATION
Public Contract Code Section 7106

TO BE EXECUTED BY CONTRACTOR AND SUBMITTED WITH SOQ

The undersigned declares:

I am the _____ **[PRINT YOUR TITLE]**

of _____ **[PRINT FIRM NAME]**,

the party making a contract pursuant to this RFQ.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the following date:

Date: _____
Proper Name of Contractor: _____
Signature: _____
Print Name: _____
Title: _____

(ATTACH NOTARIAL ACKNOWLEDGMENT FOR THE ABOVE SIGNATURE)