



Air Traffic Control Equipment and Service RFP 2024

**Truckee Tahoe Airport District (TTAD)
Request For Proposal (RFP)
Air Traffic Control Equipment and Services
February 16, 2024**



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1. REQUEST FOR PROPOSAL DEFINITION

An RFP defines the situation or object for which the goods and 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.

Closing date for this RFP is **3:00 pm, Pacific Daylight Time, on March 29th, 2024**. The Director of Aviation can answer any questions. Emailed or RFP hard-copy responses will be accepted at the following location(s):

Jeff Menasco, Director of Aviation

Phone: (530) 718 - 1968

Mail: 10356 Truckee Airport Road, Truckee, CA 96161

Email: jeff.menasco@truckeetahoeairport.com

1.2 Airport Overview

Truckee Tahoe Airport (KTRK) is a towered, regional general aviation airport with approximately 35,000 annual operations serving the Truckee North Tahoe Region. KTRK sits in a unique mountainous environment offering a challenging and demanding flight environment. The Truckee Tahoe Airport District (TTAD) is organized as a California Special District; it has taxation authority and acts as an enterprise agency capturing revenue as overseen by a publicly-elected Board of Directors. The airfield has a diverse composition of aeronautical and non-aeronautical activities occurring simultaneously with significant seasonal operational swings including gliders/soaring, general aviation piston engine aircraft, turbo props, corporate jets, skydiving, flight training, EMS, and fire-fighting aircraft.

More detailed information is available at www.truckeetahoeairport.com including an FAA-approved Master Plan and a Strategic Plan: <https://truckeetahoeairport.com/current-projects>

1.3 District Mission Statement

The Truckee Tahoe Airport aims to provide safe, high-quality aviation services and facilities, reduce impact on our neighbors and the environment, and invest in opportunities that increase community safety and provide sustained benefit to the entire Truckee Tahoe region.

More detailed information is available at www.truckeetahoeairport.com including an FAA-approved Master Plan and a Strategic Plan: <https://truckeetahoeairport.com/current-projects>



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1.4 District Guiding Principles

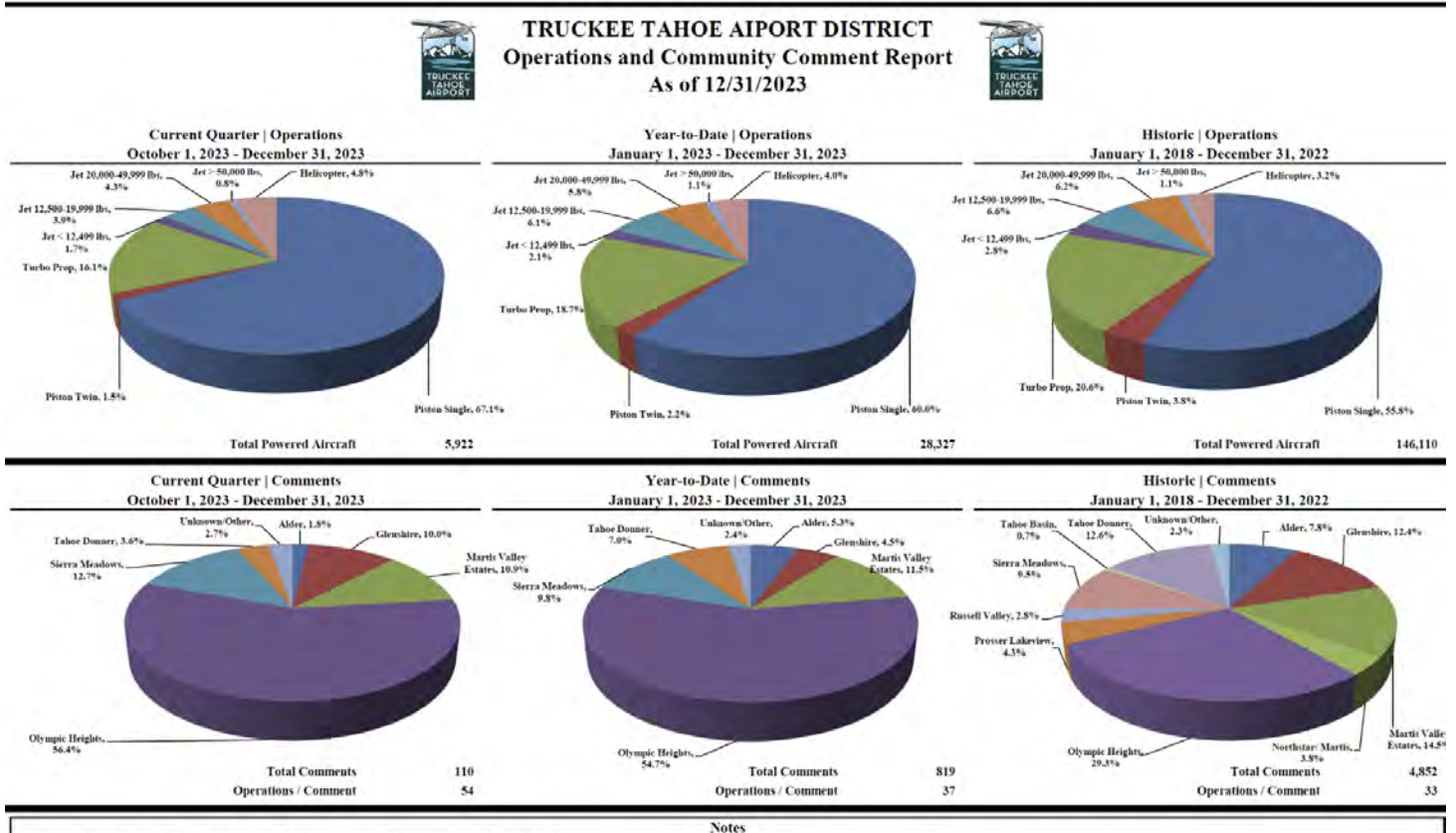
- We adhere to high standards of safety, accountability, equitability, and transparency.
- We care for and invest in our land, facilities, team, and community.
- We maintain exclusive rights of airport land and facilities in perpetuity.
- We strive to make fair and equitable decisions with property taxes and user fees.
- We listen to and learn from all our partners, neighbors, and constituencies.
- We are an industry leader in sustainable aviation innovation.

1.5 KTRK Aircraft Operations Report

Detailed annual operation analysis for 2023 are at:

https://trucketahoearport.com/board_meetings/351/attachments

Historical operations data is available upon request.



Operations graphs above use Total Powered Aircraft. Glider operations are not included.

2023 - Runway 2/20 closed for reconstruction June 25 - November 16

2018 - Launched Community Hotline & Plane Noise with Smart Receipt

2017 - Residential Zones changed to match minimum of 1% of total comments

2015 - Jet > 50,000 lbs category added in Q1

2014 - TTAD launched 'Report Noise' link in website



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1.6 RFP Terminology

Throughout this RFP 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 RFP. 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.

1.7 Format of Information

All copies of the informational response should be arranged as follows:

1. Title Page: showing RFP name; name, address, and telephone number, fax number, name of contact person and responsive firm.
2. Vendor Information
3. 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 RFP.
4. Company Profile
5. Informational overview and details of proposed solutions.
6. 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.
7. Cost Information - addressing all costs.

1.8 Confidentiality

Submissions or any portion thereof, may not be used for any purpose other than the submission of information. All information submitted to the District or its authorized representatives will remain confidential as permitted by the Public Records Act until the selection of a vendor and execution of a final contract. Firms should be aware that pertinent facts relating to their information, excluding trade secrets or proprietary information, could potentially be released after the selection of the successful firm. Trade secrets and proprietary information should be marked, and the Truckee Tahoe Airport District will endeavor to keep such information confidential to the extent permitted by law and as determined by the District in its sole discretion.

1.9 General

After the submission of requested 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.



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1.10 Price and Time

Prices quoted in the information shall be firm for a period of at six (6) months after the submission deadline.

1.11 Currency and Taxes

Prices are to be in U.S. dollars.

1.12 Terms of Contract

The initial contract period will be for 3 years, starting June 1, 2024, and terminating on May 31, 2027, with two options years available after the initial period, and month-to-month following execution of the two option years. During this contract period, TTAD may pursue federal funding for a Federal Contract ATC Tower.



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2. 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 firm's credentials and experience. Consideration will also be taken for the District Board's assessment of the firm's ability based upon the submissions made, subsequent inquiries or interviews.

2.1 Detailed Costs & Payments

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

2.2 Important Information Related to Firm Qualifications and Requirements

With approximately 35,000 operations a year, 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. 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 350 operations per day, resulting in the need for positive control over arriving and departing aircraft to increase safety at the airport and reduce community annoyance. Winter operations often consist of heavy snow falls with a significant amount of mechanical snow removal and airfield closures. There are 227 hangars on the airport, 24-hr medevac services, flight instruction, small aircraft service/repair, rental cars, and terminal with a café. The airport offers fixed base operator services.

2.3 Contractor's Qualifications and Requirements CLIN 0001

1. The Contractors must be experienced in the provision of necessary physical structures, improvements, communications, and other equipment necessary for the implementation of a 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 cab facility for the agreement's duration, together with such equipment necessary to provide air traffic control services.



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- 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 for the following approximate periods:

January – March	7AM - 6PM
April – May	7AM - 7PM
June – September	7AM – 8PM
October – December	7AM – 6PM

** KTRK is closed on December 25th with no tower operations**

- The Contractor shall develop all necessary documentation for submission to the Federal Aviation Administration, establishing/continuing a designated Class D airspace for the Truckee Tahoe Airport and establishing/continuing a tower/ground control frequency.
- 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.
- The Contractor shall provide all general liability, property damage, Errors/Omissions, and Director/Officers Omissions insurance in a face value amount no less than \$20,000,000.00 (twenty million dollars). Insurance coverage terms and limits subject to the approval of the Truckee Tahoe Airport District.
- The contractor shall provide and maintain its own Commercial Aviation Insurance Policy associated with providing Air Traffic Control services
- The Contractor shall be responsible for maintenance and security of the control facility, both during periods of operation and when the airfield is closed due to weather or after normal hours of operations.
- The Contractor must assist the Airport Manager in developing appropriate traffic pattern procedures and restrictions that comply with the Federal Aviation Regulation and Aeronautical Information Manual to ensure safe operations at the Airport.
- The Contractor must assist the Airport Manager in developing appropriate traffic pattern procedures and restrictions to reduce community annoyance while providing compliance with the above stated regulatory framework.
- The Contractor must assist the Airport Manager and the controlling authority over neighboring airspace to use certified flight procedures to enhance safety and reduce annoyance wherever possible.
- The Contractor must assist the Airport Manager in providing professional expertise on a limited basis (when appropriate) for pilot and community outreach such as attendance at Airport Board meetings, Airport Community Team meetings, annual RSAT meeting, and local flight safety initiatives (ie, Coffee with a Controller).



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3. CONTRACTOR'S TECHNICAL REQUIREMENTS

TTAD has built an excellent professional relationship with the users of our Class-D airspace, NorCal Approach, Oakland Center based on innovation, efficiency, and safety. The ATC Tower has been at the center of supporting these initiatives and furthering the District's Mission Statement, Guiding Principles and Strategic Plans. The KTRK Tower is a Non-Federal Contract, VFR Tower providing visual aircraft control services and relaying IFR clearances. TTAD shall provide technical support to Contractor for all systems provided to Contractor by TTAD defined in 3.1 below. Contractor shall procure support for all other technical systems not provided by TTAD. While technologies change rapidly, an inventory of assets and responsibilities follows to ensure ongoing support and functionality of critical systems. Section 4 addresses power and communications, therefore the following responsibilities are specific to ATC functions.

3.1 Technologies Provided to Contractor By TTAD

Since opening, KTRK ATC has employed various technologies to provide advisory information which bolsters safety, efficiency, and aids in the workload of ATC staff. The surveillance systems currently installed at KTRK consist of a primary FAA-approved Automatic Dependent Surveillance Broadcast Service Volume (ADSB) located at the ATC facility along with secondary non-certified ADS-B systems at remote locations which fuse flight data into a custom, non-certified display. Flight data is advisory-only and shall not be used as a basis for ATC services. TTAD contracts with multiple providers for display technology and intends to continue to offer these services under the current and any future NFCT contracts.

Additionally, TTAD has contracted with the FAA via a reimbursable agreement to provide a secure telecommunications "shout-line" or FTI circuit for direct communication between KTRK ATC and ZOA, Oakland Center. The line provides for efficient clearance delivery and real-time communication for coordination of ATC services. TTAD intends to continue to offer this service to the Contractor under the current and any future NFCT contracts.

An AWOS 3PT works in conjunction with an ATIS, both owned and maintained by TTAD, to provide accurate, real-time, FAA-certified weather data. The information is augmented by weather-certified ATC staff for consumption by airfield users. TTAD provides ATC a real-time display to AWOS via a desktop computer and a stand-alone ATIS user interface provided by the ATIS manufacturer. Current weather certifications and daily reporting duties during tower hours are required of the ATC services provider. TTAD intends to continue to provide support and maintenance of the AWOS and ATIS systems under the current and any future NFCT contracts. ATC shall work with ATIS contractor, currently AWI, for technical user support and system updates.



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3.2 Technologies provided by Contractor

A basic office suite of equipment necessary to complete routine managerial and clerical duties such as printers and PC's including technical support and maintenance shall be the responsibility of the contractor.

Contractor shall provide and maintain all required radios and audio recording equipment to provide high-quality communication to all equipped operators, both airborne and on the ground, operating under the authority of ATC at KTRK. Contractor shall also maintain backup equipment to ensure radio communications will continue without interruption in the event of primary equipment failure.

Voice communication systems such as an Enhanced Terminal Voice Switch shall be provided and maintained by contractor to provide ATC staff with an effective and modern means of managing their routine duties. Operation, support and maintenance of voice switches and their dependent resources and peripherals are the contractor's sole responsibility.

3.3 District's Responsibilities

1. The District will provide the Contractor with an appropriate tower structure for the control tower cab facility and all necessary power, backup power and access to 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.
3. The District will provide the Tower non-certified display technology, a computer platform for monitoring AWOS data and entering METARs and a stand-alone ATIS user interface.

3.4 Location of Tower

The location is south of runway 11-29 and west of runway 02-20. There is no elevator to the tower cab, outdoor stairs must be used.

3.5 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.

3.6 Contract Line Item (CLIN) Detail Pricing

This section shall be used by the Contractor for pricing based upon the requirements and tower technology scenarios identified within this RFP.



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**Supplies or Services Costs and/or Prices
Contractor**

Control Tower Pricing

CLIN 0001	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
	Control Tower Cab			\$	\$
	Tower / Ground Communications Equipment / Frequency			\$	\$
	Documentation for Class D Airspace Operations			\$	\$
	Training			\$	\$
	Maintenance			\$	\$
	Security			\$	\$
	Insurance Coverage: \$20M _____ \$30M _____ \$40M _____ \$50M _____			\$	\$
				Sub-Total:	\$

CLIN 0002	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
	Non-Federal Contract Tower, with Non-Certified Tower Display			\$	\$
	Labor - FFP			\$	\$
	Base Period 12 Months			\$	\$
				Sub-Total:	\$



TOTALS	
CLIN 0001	
& 0002	\$0.00



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3.7 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.

3.8 Duration

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

3.9 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 Contractors ability to supply facilities necessary for operation and the Contractors ability to support the requirements listed herein.
3. The ability of the Contractor to supply adequate staffing.

3.10 Pre-Information Conference Call

A pre-informational conference call will be scheduled upon request of the bidder. Respondents are urged to prepare and submit their questions in writing, five calendar days in advance of the any meeting to expedite the proceedings.

END