



TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

(530) 587-4119 tel

(530) 587-2984 fax

WWW.TRUCKEETAHOEAIRPORT.COM

DIRECTORS

DAVID DIAMOND

MARY HETHERINGTON

TERESA O'DETTE

KAT ROHLF

RICK STEPHENS

Request for Proposal Various On-Call Facilities Services

Issued: November 1, 2024
Submittal Deadline: November 22, 2024

1. INTRODUCTION & OVERVIEW OF SOLICITATION

1.1. Solicitation Overview

1.1.1. The Truckee Tahoe Airport District (“**District**”), located in Truckee, California, is a medium sized General Aviation Airport located in the Sierra Nevada Mountains. The District operates the airfield as the FBO (fixed Based operator). The District leases airplane hangars and commercial space to tenants. The District fuels airplanes from its fuel farm. It maintains the runways/taxiways and on-property vehicle roads. The District leases restaurant space in the administration building. Two rental car companies operate out of the Warehouse Office Building. Careflight helicopters, Civil Air Patrol and aircraft control tower organizations operate out of airport buildings. There is a property wide fire alarm system and a property wide water system. Several buildings have HVAC controls systems. One of the District’s guiding principles is to care for and invest in our land, facilities, team, and community. This responsible stewardship of our capital assets means that we maintain our facilities to be in a safe and serviceable condition. To that end, the District issues this Request for Proposals (“**RFP**”) to solicit bids and qualifications from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) for the performance of various services to assist the District with the maintenance and improvement of the Truckee Tahoe Airport (“**Airport**”) and its several capital investments.

1.1.2. Through this RFP, the District wishes to retain a Firm or 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 RFP constitutes a formal request for bids by the District to contract with any Firm responding to this RFP that the District considers qualified. 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. Facility Overview (Less than 100 Acres)

Administration Building (Solar PV and Water Systems, Central HVAC Controls)
Warehouse Office Building (Central HVAC Controls)
Snow Removal Equipment Building (Fire Suppression, Fire Monitoring, HVAC, Overhead Crane, In Ground Vehicle Lift, Air Compressor)
Old Warehouse (Fire Monitoring, Roll Up Doors, Gas Heaters)
Care Flight Building (Kitchenette, HVAC)
Fuel Farm Structure
Civil Air Patrol Hangar
Temporary Air Traffic Control Tower
Experimental Aircraft Association Building (Heating, Water, Septic, Kitchen)
Hangar Rows A-P (14 buildings)
Hangar 1 (Airplane repair shop)
Hangar 1 Office (Airplane repair and leasing office)
Garage for Airport Equipment (Heating and sewer)
Asphalt roads and parking lots
Fire hydrants and storm water drains

1.2.2. Overview of Services

1.2.2.1. General Description. The services applicable to this RFP can generally be described as follows: Electrical, Plumbing, HVAC, Fire Alarm, Fire Sprinklers, Asphalt Maintenance, Roof Snow Removal, and Earthwork.

1.2.2.2. Specific Services. The District intends to award separate contracts for the seven (7) types of services (“**service(s)**”) described below. Interested Firms must submit bids, for one, some, or all seven (7) services. These On-Call services are for small projects that should not normally exceed \$75,000 individually. Larger planned construction projects will be bid through a separate process. For example, replacing lights in a hangar row may be covered under this contract but a complete electrical replacement for a hangar row would be bid through a specific project bid process.

1.2.2.2.1. **Electrical**: California C-10 license, experienced in light to medium commercial electrical systems: Exterior/interior lighting and controls including pole mount, 120v, 208v, 240v, 480v power systems including 3ph and transformers, generators and equipment power.

1.2.2.2.2. **Plumbing**: California C-36 and possibly C-4 license, experienced in light to medium commercial plumbing systems: Bathrooms, kitchen fixtures, water heaters, backflow preventors, wet-side HVAC for boilers, chillers, fan coils.

1.2.2.2.3. **HVAC**: California C-20 and possibly C-4 License, experienced in furnaces, air handlers, exhaust fans.

- 1.2.2.2.4. **HVAC Control:** California C-20 and possibly C-4 License, experienced in Alerton controls by Honeywell, specifically Alerton Compass Controls.
 - 1.2.2.2.5. **Earthwork:** California C-12 License, experienced in repairs to water, sewer and conduit pipes, drainage systems and small extensions of those systems, small grading projects.
 - 1.2.2.2.6. **Roof Snow Removal:** An 'as needed' service to remove snow from Hangar roofs. Roofs are metal construction over single story structure with very little built in slope and no edge retention. Contractor must be able to work with the District to manage snow loads rather than simply reacting to storm events.
 - 1.2.2.2.7. **Blacktop Maintenance and Paving:** California C12 License, experienced in asphalt cleaning, sealing, crack filling, striping, and repair.
- 1.2.2.3. **Expectations:** The selected contractor for each scope should respond to any communication (phone/email) within 24 hours with a reply. Weekends are excluded except for emergencies. If needed, the contractor should be expected to begin work within 48 hours of the initial call or email for urgent matters. However, the District shall strive to schedule work with at least a weeks' notice. Timing of snow removal operations should be based on snow load management. The district recognizes that we are not the contractor's only client but we do anticipate preferred treatment. It will not be acceptable for the contractor to respond that they can get to the work in a few months, for example. If needed, the District reserves the right to contact other companies to perform the services if there is a delayed or non-response from the contractor. There should be a main contact name for each contractor and other/emergency contact names as well.
- 1.2.2.4. **Quantity of Work:** The District does not guarantee a minimum or maximum amount of services associated with this RFP. Certain inspection activities are required annually such as fire sprinkler inspections. The District has needed at least one service call from the listed scopes annually in the past and expects that trend to continue.

1.2.2.5.

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

Event / Occurrence	Time / Date / Deadline
Issuance of RFP	November 01, 2024
Deadline for Firms to submit questions regarding this RFP	November 15, 2024 4pm, PST
District to respond to Firms’ questions regarding this RFP	November 20, 2024 4pm, PST
DEADLINE TO SUBMIT PROPOSAL	NOVEMBER 22, 2024 4PM PST
If District conducts interviews (District staff will email Contractors and identify a specific interview date, if applicable)	November 25-29, 2024
Tentative Date for District to notify Firms of District’s intent to select Firm(s)	Dec 6, 2024
Tentative Date for Board selection of Firm(s) and Approval of Firm(s)	January 22, 2025

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

Vincent Wawrzynski
 Operations Director
 Truckee Tahoe Airport District
 10356 Truckee Airport Road
 Truckee, CA 96161
 (530) 608-2028
vince.wawrzynski@truckeetahoeairport.com

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

1.5. **Submittal of PROPOSALS.** Interested Firms **MUST** submit **signed attachments by email** of Proposals to the District at the above address **no later than the** date and time indicated in the RFP Schedule. **Proposals that are received after the deadline in the RFP 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.

1.6.2. The District is seeking full and detailed cost proposals soliciting hourly rates and other pricing information such as fees and travel expenses in order to facilitate negotiations with Firms. The District reserves the right to enter into negotiations with any of the Firms in its sole discretion. If negotiations with a Firm are unsuccessful, the District reserves the right to enter negotiations with other Firm(s).

1.6.3. Selected Firms will enter into a contract with the District on a form provided by the District. If further Projects arise that the District believes are better served by another firm, the District may select a Firm for those Projects.

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

2. **PROPOSAL REQUIREMENTS.** Proposals should be brief, concise, contain **no more than Five (5) pages**, and demonstrate the Firm’s qualifications. Proposals 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 oversight of construction projects; 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. This may be a single person. If personnel will be performing different Services, 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 state and 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 specified in this RFP. 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.

- 2.2.2. 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.
- 2.2.3. 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
- 2.2.4. District Experience. Describe the firm's experience with authorities having jurisdiction and various state and federal agencies, including, without limitation, the FAA, , local public works departments, and the Department of General Services. Discuss Firm's familiarity with California special districts and experience working with appointed and/or elected public officials. Identify all previous and current contracts with the District. Include a contact name, description of services, and dates of services performed.
- 2.3. **Prior Similar Experience**. Identify at least five similar 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.
- 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 construction or bond 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. **Compensation Information**.
- 2.5.1. **Fee Schedule**. Provide a current fee schedule for the types of service(s) that you offer. If referencing basic services costs, include typical staffing expectations and variations that the District could expect for specific types of projects, if applicable.
- 2.5.2. **Billing Practices**. Provide detailed information on your billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories and hourly billing rates by position for additional services.
- 2.5.3. **Additional Costs**. Identify any additional fees, costs, expenses or reimbursable fees for which the Firm would be seeking compensation.
- 2.5.4. **The compensation information provided shall be firm and be the basis for negotiating compensation if a Firm is selected. Firms must provide their best prices in the PROPOSAL.**

- 2.6. **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.
- 2.7. **References.** At least **THREE (3)** references. References can be the project managers identified in the “**Past Similar Experience**” section above.

3. **SELECTION PROCESS.**

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

Evaluation Criteria	%
Understanding of Project and Project Approach	20
Hourly rate for services, or standard metric	10
Location	5
Scheduling availability	10
Public Entity & District Experience	10
Prior Similar Experience, Experience in District Lands	30
Conflicts of Interest	5
Overall Quality Of Proposal	10

- 3.2. **Interviews.** From the Firms who provide a proposal to the District, the District may, at its discretion, interview some, none, 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 PROPOSAL. 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. **Proposal Selection.** As noted, the District intends to issue contracts for all of Services spelled out in this RFP. There may be seven (7) contracts for seven (7) services, or there may be fewer contracts awarded.
- 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 this RFP and the Service(s) required. Compensation information will 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 state and Federal Law.
 - 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 may negotiate a final compensation agreement for billable hours and fees. The District will present a form of contract to a Firm that will be a master agreement. **The proposed compensation shall be based on and may not exceed the hourly rates and other compensation information presented by a Firm in its PROPOSAL.**
 - 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 Services to the candidate Firm.

4. **Terms and Conditions.**

- 4.1. **Equal Opportunity & DVBE.** This RFP 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 RFP may also be subject to compliance monitoring and enforcement by the DIR.

4.3. General Provisions

- 4.3.1. Proposals must comply with all requirements of this RFP. The District reserves the right, in its sole and absolute discretion, to determine that a PROPOSAL is nonresponsive or to waive any non-material irregularities in a PROPOSAL. Issuance of this RFP and receipt of Proposals does not commit the District to award a contract. The District expressly reserves the right to postpone the PROPOSAL process for its own convenience, to accept or reject any or all Proposals received in response to this RFP, to negotiate with more than one Firm concurrently, or to cancel all or part of this RFP.
- 4.3.2. Firms shall guarantee that all contents of their PROPOSAL and cost proposal shall be valid for a period of 120 calendar days from the due date of Proposals in the RFP Schedule.
- 4.3.3. No amendment, addendum or modification will be accepted after the deadline for submission of Proposals in the RFP Schedule. Firm may modify or amend its PROPOSAL only if the District receives the amendment prior to the deadline for submission of Proposals in the RFP Schedule.
- 4.3.4. Submission of a PROPOSAL constitutes acceptance by Firm of the conditions contained in this RFP. Further, submission of a PROPOSAL 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.

- 4.3.5. The District assumes no obligation to any Firm through the issuance of this PROPOSAL and all costs of responding to this RFP shall be borne by the Firm submitting a PROPOSAL. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek Proposals from or to contract with any Firm not participating in this process. The District is not responsible for late delivery of a PROPOSAL or the cost of preparing any PROPOSAL. It is the responsibility of the responding Firm to ensure that the PROPOSAL is submitted on time to the District.
- 4.3.6. Proposals 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 PROPOSAL 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 PROPOSAL 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 PROPOSAL marked "Confidential," "Proprietary," or "Trade Secret," the Firm agrees, by submitting a Response to this RFP, 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 PROPOSAL

The undersigned declares:

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

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

the party making a contract pursuant to this RFP.

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)