



**Truckee Tahoe Airport District  
10356 Truckee Airport Road  
Truckee, California 96161  
Ph. (530) 587-4119  
Fax (530) 587-2984**

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**REQUEST FOR PROPOSALS FOR  
AIRPORT ECONOMIC IMPACT STUDY**

12 The Truckee Tahoe Airport District (the District) is hereby requesting proposals from firms qualified to conduct a  
13 comprehensive analysis of the economic impact derived by the activities and operation of the Truckee Tahoe  
14 Airport. Firms are invited to submit a proposal outlining their experience and qualification in performing work  
15 directly related to the services required.

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17 Proposers are invited to submit their proposals at their own risk. Materials submitted in response to this  
18 competitive procurement shall become the property of the District.

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20 This Request for Proposals (RFP) will be available on the Truckee Tahoe Airport District's website,  
21 [www.truckeetahoeairport.com](http://www.truckeetahoeairport.com), on April 25, 2016 at 11:00 AM. Other formats are available at the Truckee  
22 Tahoe Airport District's Administration office, if necessary. The RFP includes details on the scope, schedule,  
23 submittal requirements, and selection process.

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25 The submittal must be presented at the following address no later than 5:00 PM Friday, June 3, 2016.

26  
27 ATTN: Kevin Smith  
28 General Manager  
29 Truckee Tahoe Airport District  
30 10356 Truckee Airport Road  
31 Truckee, CA 96161  
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33 Proposals should be clearly marked on the outside: "Airport Economic Impact Study."

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35 Submittal of responses before Friday, June 3, 2016 at 5:00 PM is encouraged.

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37 Questions pertaining to this RFP should be directed to Kevin Smith, General Manager at 530-587-4119 ext. 105  
38 or [kevin.smith@truckeetahoeairport.com](mailto:kevin.smith@truckeetahoeairport.com)

39  
40 Kevin Smith

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43 General Manager

44 Truckee Tahoe Airport District

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## Introduction

The Truckee Tahoe Airport District (the District) was founded in 1958 under the State of California's Public Utility District Act. The District provides aviation services for the eastern portion of Placer and Nevada Counties in California.

The District is governed by a five-member Board of Directors, locally elected to four-year overlapping terms. The Board of Directors determines the policies and sets the agenda for the District. The Board hires a General Manager, who in turn hires and supervises the staff. The General Manager serves as the District's chief executive officer and oversees the day to day operations of the District. Under the direction of General Manager, Kevin Smith, 22 full time employees and approximately 3 seasonal employees provide services for airport users and constituents. Employees serve in 3 departments:

- Operations and Maintenance
- Aviation and Community Services
- Finance and Administration

## The Project

The District is interested in a comprehensive analysis of the net economic impacts derived by the activities of the Airport. The report would include individual sections that analyze the impacts of the various activities and initiatives of the Airport and its shared areas of economic impact in North Lake Tahoe Region. Specifically the direct, indirect, and induced economic impacts of the airport.

The results of the economic impact analysis will be used in a variety of ways to assess the individual and shared work of the District. The results of this study will serve as the foundation for communication with the general public, media, and elected officials to provide understanding of the role of the District in our regional and local economy. Additionally, this information will inform District decision making, grant requests, and outreach and public communications, etc. It is imperative that the methodology used in this study is transparent, sound, and consistent with industry best practices.

The methodology in this study must reconcile the methodology employed by other economic impact studies conducted by local and regional agencies (if any) to avoid double stating or inaccurately quantifying economic benefit of the District.

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**Scope of Services**

81 The scope of services shall include, but not be limited to, the following:

- 82 1. Develop a work plan which includes milestones and a timeline. The timeline should be driven by
- 83 the District’s need to complete the study by September 30, 2016. See Proposed Timeline.
- 84 2. Review direct, indirect, and induced economic impact both positive and/or adverse of the
- 85 Airport District.
- 86 3. Measure the economic impact of aviation and non-aviation activity through input/output
- 87 modeling, impact of earnings, and job creation and/or loss.
- 88 4. Provide understanding related to return and investment to local and regional economy.
- 89 Determine statistic of \$1 taxpayer investment = \$ return.
- 90 5. Assure report considers and balances economic benefit with impact and costs (both hard and
- 91 soft costs). Study should consider social, environmental, and economic consequences (triple
- 92 bottom line) of economic/operational growth or decline of the Airport.
- 93 6. Measure the economic impact (positive, neutral, or adverse) on nearby real-estate (residential,
- 94 commercial, industrial, etc.)
- 95 7. Present results of staff and/or Board Advisory committees.
- 96 8. Present the findings and final report of the study to District Board of Directors for their
- 97 acceptance.

98 The consultant or the District may propose additional tasks as deemed necessary to complete the  
99 assignment. Any additional work shall be compensated as agreed upon in the consultant’s contract  
100 with the District.

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**Proposed Timeline**

102	April 25, 2016	Advertisement and Release of Proposals
103	June 3, 2016	Deadline for Submission of Proposals
104	June 14-17, 2016	Interviews (if necessary)
105	June 22, 2016	Award of Contract
106	June 23, 2016	Commencement of Services
107	Sept. 30, 2016	Targeted Completion Date for the Study

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109 *Note: The District reserves the right to modify this schedule at the District’s discretion. Proper*  
110 *notification of changes will be made to all interested parties.*

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**Projected Budget**

113 The projected budget for this study is approximately \$50,000.

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### Submission Requirements

Submit seven (7) complete copies of your response to the RFP. Proposals and acknowledgement of any addendums must be signed and submitted with the proposal. Proposals must be submitted in a sealed envelope and designated with proposal title. The name and address of the proposer should appear on the outside of the envelope. The submittal must be presented at the following address no later than **5:00 PM Friday June 3, 2016.**

ATTN: Kevin Smith, General Manager,  
Truckee Tahoe Airport District  
10356 Truckee Airport Road  
Truckee CA 96161

It is the Proposer’s responsibility to ensure that proposals are received prior to the stated closing time. The District shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modification or late withdrawals may not be considered accepted after the stated bid opening date and time and may be returned unopened. Facsimile and electronic (email) proposals shall not be accepted.

The submission and signing of a proposal shall indicate the intention of the consultant to adhere to the provisions described in this RFP.

A Signature Page must be submitted with the Proposal. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in the RFP.

The RFP does not commit the District to paying any costs incurred by Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

All questions regarding this project proposal shall be submitted to Kevin Smith, General Manager, at [ksmith@truckeetahoeairport.com](mailto:ksmith@truckeetahoeairport.com) or by phone at (530) 386-4138. If necessary, interpretations or clarifications in response to such questions will be made by issuance of any “Addendum” within a reasonable time prior to proposal closing. The District may, at its discretion, extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged on the Signature Page with proposal.

Only questions answered by formal written addenda will be binding. Oral and other interpretations of clarifications will be without legal effect.

Upon award of the proposal, consultant shall complete a W-9 form for the District.

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Opening Date.

A copy of the standard Professional Services Agreement, which the District expects the successful firm or individual to execute, is included as **Attachment “A”**. The contract will incorporate the terms and conditions from this RFP document and the submitted proposal. **Consultants taking exception to any of the Professional Services Agreement terms shall submit a request for change WITH THEIR**

150 **PROPOSAL or the exceptions will be deemed waived.** The District’s Legal Counsel will review all  
151 requests for changes and may or may not accept the requested exceptions.

152 All proposal material submitted by proposer shall become the property of the District and a public  
153 record, subject to public disclosure as provided under California’s Public Records Law. During the  
154 evaluation and selection process, District shall treat proposal materials as exempt from public  
155 inspection. After the selection process is completed and notice of intent to award a contract has been  
156 issued, District shall treat proposal materials as open to public inspection, unless exempt from public  
157 inspection by provision of applicable state or federal law.

158 If it is necessary to submit trade secrets or other confidential information in order to comply with the  
159 terms and conditions of the RFP, submit the trade secret or other confidential information in a  
160 separate, sealed envelope marked “Trade Secret and or Confidential Information – Do not disclose  
161 except for the purpose of evaluating this proposal.”

162 The Consultant agrees that, in performing the work called for by this proposal, Consultant shall comply  
163 with all Federal, State and local civil rights and rehabilitation laws prohibiting discrimination because of  
164 race, sex, national origin, religion, age or disability.

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166 **PROPOSAL CONTENT AND FORMAT**

167 1. Format  
168 To provide a degree of consistency in review of the written proposals, firms are requested to  
169 prepare their proposal in the standard format specified below.

170 a. Title Page  
171 Proposer should identify the RFP subject, name and title of contact person, address,  
172 telephone number, fax number, email address and date of submission.

173 b. Transmittal Letter  
174 The transmittal letter should be not more than two (2) pages long and should include as  
175 a minimum the following:

- 176 i. A brief statement of the Proposer’s understanding of the project and services to  
177 be performed.
- 178 ii. A positive commitment to perform the services within the time period specified,  
179 starting and completing the project within the deadlines stated in the RFP, the  
180 names of persons authorized to represent the Proposer, their title, address and  
181 telephone number (if different from the individual who signs the transmittal  
182 letter).

183 c. Table of Contents  
184 The table of contents should include a clear and complete identification by section and  
185 page number of the materials submitted.

186 d. Experience

187 Provide a description of the firm's experience in performing similar studies that address  
188 the key elements of the proposed scope of work. Proposer must have five+ years'  
189 experience in compensation and position description administration or consulting.

190 e. References

191 Provide a list of up to five references that may be contacted about the firm's  
192 qualifications and the experience. Include the contact name(s), address, and telephone  
193 number for each reference.

194 f. Cost Proposal

195 Sealed fee proposal shall include the total hours and dollar amounts, including out-of-  
196 pocket costs for the total project.

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198 2. Proposer Qualifications

199 Interested firms should submit statement of qualifications including the following:

200 a. Background of the firm. This should include a brief history of the firm and types of  
201 services the firm is qualified to perform.

202 b. Qualifications of the firm in performing this type of work. This should include examples  
203 of related experience and references for similar studies and projects.

204 c. Project team and their individual qualifications. Identify individuals and sub consultants  
205 who will complete this work, their experience and their individual qualifications.  
206 Pertinent resume of assigned personnel should be included.

207 d. Description of project approach, proposed work elements, deliverables for all phases.  
208 Consultant shall also provide a fee estimate by work task.

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210 3. Approach to the Project

211 a. Submit a work plan to accomplish the scope of work defined in the section entitled  
212 "Scope of Services" in this RFP. The work plan should include time estimates (in hours)  
213 for each significant segment of the project and the staff level to be assigned. Where  
214 possible, individual staff members should be named and their titles provided. The  
215 planned use of specialists (if any) should be described.

216 b. Indicate the extent to which District personnel would be expected to contribute to the  
217 project work effort.

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219 4. Time Requirements

220 Demonstrate a practical approach to meeting the District's specific deadlines by providing  
221 detailed information as to how the firm proposes to meet the targeted completion date.

222 5. Disputes

223 Should any doubt or difference of opinion arise between the District and the Proposer as to  
224 the items to be furnished hereunder or the interpretation of the provisions of this RFP, the  
225 decision of the District shall be final and binding upon all parties.

226 6. Signature Page

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229 **PROPOSAL EVALUATION PROCEDURES**

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- 231 1. Selection and Evaluation Process: A Steering Committee assembled by the District will review
- 232 the submitted proposals. Committee members will evaluate proposals to determine which firm
- 233 best meets the needs of the District. The proposals will be evaluated on both their technical and
- 234 fee aspects.

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236 Typically proposals are evaluated in accordance with the following factors. The District reserves

237 the right to modify alter or adjust the review and evaluation process.

238 **Weighting Factor**

240	a. Pertinent experience and past performance of firm	30%
241	b. Articulated understanding of the project and project approach	30%
242	c. Quality of experience of the key personnel	25%
243	d. Overall quality of the proposal/references	<u>15%</u>
244		<b>Total: 100%</b>

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246 Each of the scoring areas has a possible minimum to maximum score of one (1) to four (4)

247 points.

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- 249 2. Interview: At the District’s option, the top two or three firms may be required to make a
- 250 presentation of their proposal. This will provide an opportunity to clarify or elaborate on the
- 251 proposal, but will not, in any way, provide an opportunity to change any fee amount originally
- 252 proposed. The District’s Clerk will schedule the time and location of these presentations (if
- 253 necessary) and notify the selected firms.
- 254 3. Investigation of References: The District reserves the right to investigate references and the
- 255 past performance of any proposer with respect to its successful performance of similar projects,
- 256 compliance with specifications and contractual obligations, its completion or delivery of a
- 257 project on schedule and its lawful payment of employees and workers.
- 258 4. Clarification of Proposals: The District reserves the right to obtain clarification of any point in a
- 259 firm’s proposal or to obtain additional information necessary to properly evaluate a particular
- 260 proposal. Failure of a Proposer to respond to such a request for additional information or
- 261 clarification could result in rejection of the firm’s proposal.
- 262 5. Reservation in Evaluation: The Steering Committee reserves the right to either: (a) select a firm
- 263 directly from the written proposals to best meet the overall needs of the District or (b) request
- 264 “Best and Final Offers” from the two finalist firms and award to the lowest priced.
- 265 6. Intent of Award: Upon review of the proposals submitted, the District will negotiate a scope of
- 266 work and Professional Services Agreement with one firm.
- 267 7. Award Recommendation: The District’s recommendation shall be contained in the District’s
- 268 Board Agenda. Agenda for Board meetings are posted on the District website at
- 269 [www.truckeeatahoeairport.com](http://www.truckeeatahoeairport.com)
- 270 8. Proposal Rejection

- 271 The District reserves the right:
- 272 a. To reject any or all proposals not in compliance with all public procedures and
- 273 requirements;
- 274 b. to reject any proposal not meeting the specifications set forth herein;
- 275 c. to waive any or all irregularities in proposals submitted;
- 276 d. to reject all proposals;
- 277 e. to award any or all parts of any proposal; and
- 278 f. to request references and other data to determine responsiveness.
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