

REQUEST FOR PROPOSAL
FOR
PROFESSIONAL CONSULTING SERVICES
Federal Lobbyist Services for the Truckee Tahoe Airport District

Truckee Tahoe Airport District

10356 Truckee Airport Road
Truckee, CA 96161
(530) 587 4119 EXT 106
www.truckeetahoeairport.com

The Truckee Tahoe Airport District (District or TTAD) is interested in securing the services of a qualified, experienced federal lobbyist or team of lobbyists to represent the Truckee Tahoe Airport District in legislative issues and lobby on behalf of the District. Firms and/or teams responding to this Request for Proposal are expected to have extensive federal lobbying experience. Firms may present project teams consisting of the responding Firms and appropriate Sub-Consultants to insure the teams have the necessary experience appropriate for the project. The anticipated Scope of Services for the proposed project is attached for your consideration. **Firms interested in being considered for the project are requested to submit one (1) copy of their response in an envelope marked “RFP for Professional Federal Lobbying Services” by 5:00 PM (Pacific Time), January 19, 2018, or send an email to hardy.bullock@truckeetahoeairport.com with the response included in .pdf format.** Response must include the following information:

- A. Name, size, description, and history of firm.
- B. Location of main office and office where work will be accomplished.
- C. Executive Summary of one (1) page or less, which gives in brief concise terms, a summation of the submittal.
- D. Qualifications and previous experience, including a list of former airport clients on similar projects within the past five years; results and outcome of performance of similar projects.
- E. Provide a listing of all sub-consultants to be used, including responsibilities and qualifications for each sub-consultant.
- F. Provide any additional comments, which you may believe to be relevant.
- G. Pricing schedule

The Truckee Tahoe Airport District reserves the right to waive any irregularities or formalities and award the contract in the best interest of the District; and to reject any or all proposals. If a firm is selected by the District, the selected firm shall execute an agreement with the District within thirty (30) days after notification of selection, unless the time for execution has been extended for good cause at the sole discretion of the District. Failure of the selected firm to meet agreement submission requirements (i.e. insurance) or failure to timely execute an agreement with the District may result, in the sole discretion of the District, in a decision to select from the remaining proposers or to advertise for a new Request for Proposal. The District reserves the right to approve all proposed Sub-Consultants, modify roles of proposed Sub-Consultants and/or require additional Sub-Consultants in the performance of this contract.

Submission of questions concerning this Request for Proposal should be directed to:

Hardy S. Bullock
Director of Aviation & Community Services
Truckee Tahoe Airport District
10356 Truckee Airport Road
Truckee, CA 96161
Telephone: (530) 587 4119 EXT. 106; Fax: (530) 587-4117
E-Mail: hardy.bullock@truckeetahoeairport.com

SCOPE OF SERVICES

The Consultant will provide services to the District which assists with the District's efforts to research, make application for and secure federal funding approval or support. Direction and actions performed by the Consultant will be based upon mutual discussions between the Consultant and the District.

The Consultant will confer with the District at the times and places mutually agreed upon and all organizational planning and program activities which have a bearing on the District's ability to make the best use of federal programs.

The Consultant will review federal executive proposals, legislation under consideration, proposed and adopted administrative rules and regulations and other Washington developments for the purpose of advising the District of those items which may affect the District.

When requested to do so by the District, review and comment on proposals, grant applications, or correspondences of the District which are being prepared for submission to federal agencies.

Counsel with the District regarding appearances by District personnel before Congressional committees and administrative agencies and will arrange for appointments and accommodations for District personnel as necessary.

Assist with other projects or initiatives related to the District's ability to secure and make use of federal funds and programs.

TRUCKEE TAHOE AIRPORT DISTRICT BACKGROUND

Mission Statement

The Truckee Tahoe Airport is a community airport that provides high-quality aviation facilities and services to meet local needs. We strive for low impact on our neighbors while enhancing the benefit to the community-at-large.

The Truckee Tahoe Airport is owned by the Truckee Tahoe Airport District and serves as the primary airport for eastern Placer and Nevada Counties, Truckee, and North Lake Tahoe communities. Truckee Tahoe Airport is rare among airports in California in that it is owned by a special district rather than by a county, city, or private enterprise. The Truckee Tahoe Airport District (TTAD or District) was created by vote of the District electorate in 1958 in accordance with the California Airport Districts Act. The District covers an area of approximately 485 square miles in eastern Nevada and Placer counties. It is governed by a five-member Board of Directors directly elected by residents of the District. Making recommendations to the Board is an Airport Community Advisory Team (ACAT) comprised of three pilots and three non-pilots from the community. The ACAT delves into a wide range of topics focused mainly on noise and annoyance. The responsibility for carrying out Board directions and administering day-to-day operations of the airport rests with the General Manager and other staff. The Airport is located in the Martis

Valley, an environmental and noise sensitive area, seven miles north of Lake Tahoe's north shore. The airport is situated among residential neighborhoods on three sides. Currently the Airport has no scheduled air carrier services and no apparent community interest in pursuing commercial service and Part 139 Certification. The Airport District desires to maintain its General Aviation status and continue to serve and provide resources to the General Aviation community. The current District efforts balance the District's mission of providing high quality aviation facilities and services while balancing community needs, quality of life, and safe guarding the authenticity of Truckee and the north Lake Tahoe communities

Over the years, the District has adopted various policies to guide its operations and use of funds. Most fundamental among the internal guiding documents is the District's *Strategic Plan* completed in March 2011. The *Strategic Plan* "...is a blueprint for how the District will respond to future challenges and changing priorities and give direction on how to achieve future success." It addresses airport facilities and services, the airport's relationship to the community, finances, and governance.

The 2014 Master Plan is predicated on a robust public input process and analysis of the best available data on community and aviation needs in the region. The purpose of the Master Plan is to create a blueprint for facility and infrastructure planning over the next 10-15 years that reflects the community needs of all user groups. The plan further defines the general strategy as, "Airport growth or lack of growth consistent with the community-at-large."

GUIDANCE AND REFERENCE DOCUMENTS

- Current Airport Layout Plan and Exhibit A
- 2014 Airport Master Plan (<http://www.ttadmasterplan.org/>)
- 2013 Airport Forest Management Plan
- 2014 Pavement Management Plan
- TTAD Tentative Strategic Plan
- Nevada County Regional Transportation Plan
- Placer County Regional Transportation Plan
- Town of Truckee General Plan
- Martis Valley Community Plan
- Truckee Tahoe Airport Comprehensive Land Use Plan
- 2009 Godbe Research – Survey of Residents, Pilots and Businesses