

RESOLUTION 24-59 – AUTHORIZING AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND RS&H, INC., TO PROVIDE ON-CALL PLANNING CONSULTANT SERVICES FOR AUTHORITY AIRPORTS

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey, created by compact, that operates and maintains the Delaware Memorial Bridge, Cape May-Lewes Ferry, Forts Ferry Operation, five regional airports, and the adjoining facilities and infrastructure at each of the aforementioned sites; and

WHEREAS, the Authority seeks to engage a consultant to provide “on-call” services including, but not limited to, professional airport planning, terminal planning, transportation planning, financial planning, airline/cargo planning, property planning services, environmental assessments, environmental impact statements, airfield and airspace analyses, and architectural concepts, at Wilmington Airport (ILG), Delaware Airpark (33N), Cape May Airport (WWD), Millville Airport (MIV), and Dover Civil Air Terminal (hereinafter, “Airport Planning Services”); and

WHEREAS, the Authority publicly advertised a Request for Qualifications (“RFQ”) for Airport Planning Consultant Services in compliance with DRBA Resolution 24-17, as amended, which governs the Authority’s procedures for the procurement of professional services; and

WHEREAS, the Authority received three (3) responses to the RFQ and performed a thorough evaluation of each respondent’s qualifications; and

WHEREAS, following preliminary evaluation of each submission, the Authority short-listed two (2) respondents for further consideration; and

WHEREAS, following oral interviews and final evaluation, the Authority selected RS&H, Inc. (“RS&H”), and conducted an analysis of the firm’s proposed maximum fees to provide Airport Planning Services, which are determined to be fair and reasonable; and

WHEREAS, with the consent of the Chairman and Vice-Chairman of the Board of Commissioners, the Authority desires to enter into a Master Service Agreement with RS&H for Airport Planning Services; and

WHEREAS, the Master Service Agreement has a base term of four (4) years, with the Authority having the option to extend for one (1) additional year following the expiration of said base term, such option term subject to prior authorization by the Projects Committee and the Chairman and Vice-Chairman of the Board of Commissioners; and

WHEREAS, the Projects Committee has reviewed this recommendation and concurs; and

THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of a Master Services Agreement with RS&H to provide Airport

Planning Services to the Authority, and, with the advice and consent of Counsel, to have such Master Service Agreement executed by the Chairman, Vice-Chairman and Executive Director.

Resolution 24-59 Executive Summary Sheet

Resolution: Authorizes an agreement between the Authority and RS&H to provide “on-call” Airport Planning Consultant Services related to the Authority’s Airports.

Committee: Projects Committee

**Committee/
Board Date:** November 19, 2024

Purpose of Resolution:

The Authority requires the assistance of a qualified consultant to provide “on-call” airport planning consulting services, including, but not limited to, professional airport planning, terminal planning, transportation planning, financial planning, airline/cargo planning, property planning services, environmental assessments, environmental impact statements, airfield and airspace analyses, and architectural concepts, at Wilmington Airport (ILG), Delaware Airpark (33N), Cape May Airport (WWD), Millville Airport (MIV), and Dover Civil Air Terminal.

Background for Resolution:

The procedures leading to this Resolution followed the requirements of Resolution 24-17, as amended, which governs the Authority’s purchasing thresholds and policies.

The Authority received and evaluated the qualifications submitted by the following firms:

DY Consultants
McFarland-Johnson, Inc.
RS&H, Inc.

A DRBA Consultant Selection Committee performed a preliminary evaluation of each submission, short-listed two respondents for oral interviews and performed a final evaluation of the interviewees. RS&H was ranked highest and the DRBA conducted an analysis of their proposed maximum fees and determined them to be fair and reasonable.