SUMMARY STATEMENT

ITEM NO.: DRPA-19-003  SUBJECT: Design Services for DRPA Maintenance Facilities Space Planning Services

COMMITTEE: Operations & Maintenance

COMMITTEE MEETING DATE: January 8, 2019

BOARD ACTION DATE: January 16, 2019

PROPOSAL: That the Board authorizes staff to negotiate an agreement with WSP to provide Design for the DRPA Maintenance Facilities Space Planning Services.

Amount: $769,199.00

Consultant: WSP

Other Consultants: HAKS
IEI Group
Gannett Fleming

Engineers Estimate: $779,645.00

MBE/WBE Goals: MBE: 8%
WBE: 4%

Consultant Proposed MBE/WBE Commitments: MBE: 8%
WBE: 4%

PURPOSE: To provide planning and design services for the DRPA Maintenance Facilities Space Planning Services.

BACKGROUND: The Scope of Services the Authority requires shall include, but not be limited to, all planning and design activities necessary to prepare conceptual level documents for the DRPA Maintenance Facilities Space Planning Services project. Planning and Design services include a comprehensive review of existing facilities and recommendations for improvement of current building layout and functions.

The Authority publicly advertised its intent to retain a consultant and invited interested firms to submit Statements of Qualifications. Seven
(7) firms responded with Statements of Qualifications on April 16, 2018. Seven (7) firms were deemed qualified and were sent a formal Request for Proposal. A review committee of three (3) staff engineers evaluated the Proposals on the basis of Technical merit.

WSP was the highest technically ranked firm. The proposed Project Manager has previous experience with space utilization projects and has been very responsive on past DRPA projects. The proposed project Manager has over 20 years experience with projects of similar scope. Overall, the team assembled by WSP was found to possess the necessary experience and qualifications to successfully complete the project.

In accordance with the Delaware River Port Authority’s qualification based selection procedure, the Price Proposal was evaluated against the Engineer’s Estimate and that of other recommended firms. Based on this evaluation and subsequent negotiation, WSP’s price was determined to be fair and reasonable.

It is recommended that an engineering services agreement be negotiated with WSP for the costs and associated fees not to exceed $769,199.00 to provide engineering services in accordance with the Request for Proposal.

**SUMMARY:**  
Amount: $769,199.00  
Source of Funds: 2018A Revenue Bonds  
Capital Project #: MTB.01805  
Operating Budget: N/A  
Master Plan Status: N/A  
Other Fund Sources: N/A  
Duration of Contract: Design Services, 5 months  
Other Parties Involved: N/A  
Estimated Number of Jobs Supported: 2
RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority accepts the Proposal of WSP to provide Design Services for DRPA Maintenance Facilities Space Planning Services and that the proper officers of the Authority be and hereby are authorized to negotiate an Agreement with WSP for an amount not to exceed $769,199.00, as per the attached Summary Statement; and be it further

RESOLVED: The Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

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MEMORANDUM

DELaware River Port Authority
of Pennsylvania & New Jersey

TO: O&M Committee Members
FROM: Michael P. Venuto, Chief Engineer
DATE: September 21, 2018

The Request for Qualifications (RFQs), which was posted on the Authority’s web-site, invited consultants to submit Statements of Qualifications (SOQs). Seven (7) firms submitted SOQs on April 16, 2018.

Policy 303a outlines the procedure for Request for Proposal selection of consultants by the Engineering Department. The SOQ evaluation serves as a method for developing a “short list” of firms to receive a Request for Proposal (RFP). The Review Committee evaluated the SOQ’s and recommended soliciting Technical and sealed Price Proposals from the top ranked firms: Buchart Horn, Gannett Fleming, HAKS, IEI Group, JMT, PS&S, WSP.

The short-listed firms were sent a RFP on July 3, 2018. The Technical Proposals and separate sealed Price Proposals were received on July 31, 2018 from Gannett Fleming, HAKS, IEI Group, and WSP. The Review Committee, consisting of three (3) staff engineers, reviewed and evaluated the Technical Proposals.

WSP USA, Inc. was the highest technically ranked firm. The proposed Project Manager has previous experience with space utilization study projects and has been very responsive on past DRPA projects. The proposed Project Manager has over 21 years experience in projects with a similar scope. Overall, the team assembled by WSP USA, Inc. was found to possess the necessary experience and qualifications to successfully complete the project.

The Review Committee recommended that the Price Proposal be opened and negotiations commence using other recommended firm’s Price Proposals and the Engineer’s Estimate in the amount of $779,645.00, as a guide. Price Proposals were opened on September 10, 2018.

Below are the Technical Proposal rankings, proposed hours and fees of these firms, along with the Engineer’s estimate of hours.
<table>
<thead>
<tr>
<th>Rank</th>
<th>Firm</th>
<th>Hours</th>
<th>Original Price Proposal</th>
<th>Negotiated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Engineer’s Estimate</td>
<td>3,744</td>
<td>$779,645.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>WSP</td>
<td>2,924*</td>
<td>$814,760.66</td>
<td>4,786** $769,199.00</td>
</tr>
<tr>
<td>2</td>
<td>IEI Group</td>
<td>1,540*</td>
<td>$695,138.82</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Gannett Fleming</td>
<td>2,604</td>
<td>$420,630.39</td>
<td></td>
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</tbody>
</table>

*Consultant did not originally submit sub-consultant hours with their proposal.

**Consultant provided sub-consultant hours with revised proposal.

The Price Proposal from the highest technically ranked firm, WSP USA, Inc., dated July 31, 2018 was reviewed by Engineering Department staff. It was observed to be 5% higher than the Engineer’s Estimate. Negotiations were conducted with WSP USA, Inc. which resulted in a final Price Proposal in the amount of $769,199.00. Based on the Review Committee’s findings, the Price Proposal of WSP USA, Inc. has been determined to be fair and reasonable and therefore the committee recommends that an Engineering Services Agreement be issued to WSP USA, Inc., the highest technically ranked firm.

Based on a review of the Review Committee’s evaluation and supporting documentation, I concur with the recommendation to engage WSP USA, Inc. of Philadelphia, Pennsylvania in the amount of $769,199.00 for this Agreement.