



**City of Delaware, Ohio, USA**  
*In Partnership with*  
**Delaware County**  
*Request for Proposal (RFP)*  
*for*  
**Airport Organizational Structure**  
**Consulting Services**

***INVITATION***

In partnership with Delaware County, the City of Delaware issues this RFP seeking responses from consultants experienced in the field of airport management and organizational structure. The work of the consultant will inform the City and County as they explore the feasibility of forming a Regional Airport Authority.

ISSUE DATE: Friday, March 31, 2023

ISSUED BY: City of Delaware, Ohio  
City Manager's Office  
1 S Sandusky Street  
Delaware, OH 43015

INQUIRIES FOR CITY: R Thomas Homan, City Manager  
City of Delaware  
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(740) 203-1011

INQUIRIES FOR COUNTY: Tracie Davies, Delaware County Administrator  
Delaware County  
[tdavies@co.delaware.oh.us](mailto:tdavies@co.delaware.oh.us)  
(740) 833-2104

QUESTIONS DUE: April 21, 2023

PROPOSAL DUE: April 28, 2023

INTERVIEWS: Week of May 8, 2023



## **BACKGROUND**

DLZ is a leading central Ohio general aviation facility. It is home to approximately 100 based aircraft and handles an estimated 40,000 operations per year, including corporate activity, training, and pleasure flying. The City oversees all aspects of the airport. The airport is strategically located to serve the region, including commercial centers in Delaware, Dublin, Westerville, Worthington and Powell. The City has aggressively pursued airport enhancements that include an expanded 5,800-foot runway, Automated Weather Observing System, and Wide Area Augmentation System (WAAS), allowing precision approach for horizontal and vertical navigation. Other upgrades include a grooved runway and improvements to the flight terminal, lounges, and weather briefing areas. Please visit the City's website at [www.delawareohio.net](http://www.delawareohio.net) for more information on the airport.

In January 2020, the City completed an Airport Strategic Business Plan. In April 2022, the City prepared a White Paper entitled Delaware Municipal Airport and Delaware County: A Partnership Opportunity. Both documents are attached. The white paper outlined the potential benefits of forming a regional airport authority. This was followed by the City and County considering entering into a Cooperative Agreement to undertake a feasibility study of such a venture.

## **SCOPE OF SERVICES**

The consultant shall complete the following tasks associated with this work and provide a final report summarizing the recommendations concerning the formation of an Airport Authority as governance structure at the Delaware Municipal Airport.

- A. Interview key City and County personnel to gain a full understanding of the questions and concerns each entity has regarding the formation of an Airport Authority.
- B. Review the current city airport operations, management, and governance structure.
- C. Review current airport budget, funding mechanisms, and strategic plans.
- D. Establish recommendations, identifying the merits and concerns associated with establishing an Airport Authority as the governance structure. Specific areas to be addressed include but are not limited to:
  - Contractual, legal, and other obligations of the Authority, City and County toward airport management and operations.



- Financial condition assessment and cost-benefit analysis of the airport under the governance of an Authority verses municipal control.
  - City and County financial obligations toward airport operations, capital improvements, annual budgeting, and economic development opportunities.
  - The makeup (membership) of the Authority as a governance structure; individual authority of members; interaction with City Council and County Commissioners; disposition of the existing City Airport Commission.
  - Options for the provision of daily management and oversight of airport operations, staffing, and existing and future tenant and FBO contracts.
  - Changes to the ownership of airport property, grounds and facilities.
  - Authority to represent and interact with the FAA regarding airport operations, financing, grant requests and planning.
- E. Summarize the findings and recommendations in a final report to be submitted to the City and County. **The report shall be submitted within four (4) months of issuance of a Notice to Proceed with work.**
- F. Participation in a follow up meeting with City and County representatives for further discussion of recommendations.

## PROPOSAL AND INTERVIEW FORMAT

The City and County intends to receive proposals and interview up to three firms.

Proposals should be limited to no more than 10 pages in length and include the following basic information:

- Project understanding and approach including any recommendations related to scope and schedule.
- Listing of project specific team members.
- Project history specifically applicable to this project, with a minimum two project examples provided.
- A minimum of three references consisting of names, addresses, email addresses and telephone numbers these clients with similar characteristics, attributes and requirements to the City of Delaware.



Interviews will be conducted with each firm in a one-hour time slot the week stated in the schedule. Interviews will include the opportunity for firms to provide a 15-to-20-minute presentation followed by informal discussion with question and answers.

### **EVALUATION CRITERIA**

The following are the primary evaluation criteria to be utilized to select the best-qualified firm. Selection is very subjective in many areas and the decision of the City and County will be final and not subject to re-evaluation.

- Experience – such considerations as other similar projects completed by the firm, key personnel of the firm, range of in-house capabilities, etc.
- Quality of Proposal – such considerations as quality of proposal and presentation, understanding of project scope and approach, recommendations given in proposal and interview, etc. Specific attention will be given to recommendations for project approach and BPMP format that best suits the objectives of this project.
- Commitment to and ability to meet the proposed schedule.

### **FEES FOR SERVICES**

The successful consultant shall prepare and submit a separate cost proposal identifying the staff hours and fees associated with the completion of each task A-F identified in the Scope of Services, and a not to exceed total fee for completing the work. If the City and County are not agreeable to the costs as presented (or modified through negotiation with the consultant), the City and County reserves the right to terminate negotiations with the consultant and enter negotiations with an alternative consultant.

### **Insurance**

The Company shall maintain liability insurance during the term of this service and shall comply with all requirements imposed by O.R.C. 4513.67 and 4921.09. A copy of the company's current insurance policy, with specified dates of coverage, shall be provided to the City Manager or his representative upon joining this agreement and anytime upon request thereafter.

### **Notices**

All notices, requests, statements, reports, and other communications under these rules shall, except as otherwise provided herein, be in writing and shall be deemed to have been duly given when delivered by hand, email with return receipt or when mailed by certified or registered mail, return receipt request, to the Parties' addresses as set forth below.



## Attachments

- Airport Strategic Business Plan
- White Paper entitled Delaware Municipal Airport and Delaware County

