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REQUEST FOR PROPOSALS

East 7th Street Peninsula Roadway Improvements/Development Study

INTRODUCTION AND STUDY AREA

The City of Wilmington (Delaware) Department of Planning and Development, the Wilmington Area Planning Council (WILMAPCO) and the Delaware Department of Transportation (DelDOT) are seeking proposals for a roadway and infrastructure master plan for the East 7th Street Peninsula.

Wilmington has devoted resources in recent years to cultivate growth and development along its principal waterways, the Christina River and the Brandywine Creek. Expanding access to these riverfronts is essential for the City to continue this growth and creating connections from existing neighborhoods to the waterways opens up recreational opportunities for residents and tourists. Improving infrastructure in underdeveloped areas will also create economic development opportunities and attract private investment.

The East 7th Street Peninsula was the original landing point for the Swedish travelers who founded the first permanent settlement in Delaware. Fort Christina Park is located on the peninsula and commemorates the landing of the Swedes and the establishment of Fort Christina. Babiarez Park, located at the eastern end of 7th Street, contains a replica of the original fort, as well as a closed marina and boat launch. The Kalmar Nyckel Shipyard also celebrates the first Swedish colony in North America and is the main access point for residents and tourists to view a replica of the Swede's ship, the Kalmar Nyckel. These cultural amenities are difficult to access and enjoy due to the isolated nature of the East 7th Street Peninsula.

The East 7th Street peninsula is located at the confluence of the Brandywine Creek and the Christina River. The two waterways lie to the north and south and create a natural boundary on three sides of the peninsula. The Amtrak Northeast Corridor rail viaduct forms another boundary to the west, which results in limited access to the peninsula from the East Side neighborhood and the rest of the City. The sole vehicular and bicycle/pedestrian access points are via Swedes Landing Road from the 4th Street Corridor and East 7th Street from the East Side neighborhood. This difficult and limited access has impacted economic growth for the peninsula and limited private investment and development. Another challenge is that the roadways are subject to flooding during storm events, which compromises the limited access even further.

This project will include a Planning and Environmental Linkages (PEL) Study. PEL Studies are a collaborative and integrated approach to transportation decision-making that consider environmental, community and economic issues early in the planning process. This information and analyses can then be utilized to inform the National Environmental Policy Act (NEPA) review process. PEL Studies are an FHWA initiative used to help make better-informed project-level decisions and to shorten project delivery time, and they follow provisions set forth in 23 U.S.C. 168(b)(1)(A) and associated regulations under 23 CFR 450.212(d) and 450.313(e).

PLANNING PARTNERS

WILMAPCO will be responsible for administering the study. The Project Management Committee will be composed of the Wilmington Initiatives Management and Technical Committee members:

- Wilmington Area Planning Council (WILMAPCO)
- City of Wilmington
- Delaware Department of Transportation

An Advisory Committee of civic and business stakeholders will provide input on issues, opportunities and constraints, and will review draft alignments. Membership on the Advisory Committee will include representatives from the Wilmington Initiatives Steering Committee.

TASKS

Task 1: Identify Issues, Opportunities and Constraints

This task will be completed by WILMAPCO staff. Data will be collected for the planning partners review. This review will include analysis and mapping of existing conditions data including:

- Zoning
- Existing and planned land use
- Demographics
- Transportation facilities
- Traffic conditions (i.e. congestion, intersection LOS)
- Environmental features including: parks, wetlands, brownfields, floodplain, sea-level rise.
- Community features

Deliverables – map series detailing existing conditions and constraints.

SCOPE OF WORK FOR CONSULTANT SERVICES

Task 2: Support the Project Management Committee (PMC)

This group will be made up of partners represented on the Wilmington Initiatives Management and Technical Committees, and will guide the planning effort and be responsible for the evaluation of generated plans and final recommendations. An Advisory Committee (AC) may also be considered to assist in the public outreach process and to incorporate a larger group of stakeholders into the process.

Deliverables: Attendance at PMC/WI meetings. Notes from PMC comments on study documents. Six to ten meetings may be expected if an AC is established.

Task 3: Proposed Street Network and Improvements

Alternatives will be developed for a master plan utilizing data/demographics and current conditions. Features will include land use, road network, utilities, floodplain elevation, and environmental concerns. All alternatives will be developed with input from partners and stakeholders.

Alternatives will be tested with a land use and transportation model to determine the most effective concepts. Analysis will include impacts on identified criteria.

Deliverables – Map series detailing proposed alternatives. Results of analysis on all alternatives.

Task 4: Determine Preferred Concept

Identify preferred improvement program to meet the study's criteria. Develop cost estimates for design and construction of preferred concepts. Develop recommendations for adjacent land use and development, multi-modal traffic circulation and transit operations considerations.

Deliverables – Draft report with recommendations. Detail of preferred concept with cost estimate.

Task 5: Select Preferred Alternative and Prepare Final Report

Based on committee feedback, community outreach and technical analysis, a preferred alternative will be selected and documented in a final report. Draft report will be presented to the Project Management Committee, Advisory Committee and public.

Deliverables – Report detailing analysis of model results. Report will include documentation of PEL Study process.

Task 6: Public Outreach (throughout study)

- Work with Project Management Committee and Advisory Committee to prepare for and hold Public Workshops.
- PMC and AC will compile contacts for key community stakeholders and assist with outreach including civic associations and community workshop.
- Public Workshops will use an interactive approach to assess community preferences.

Deliverables – Outreach to area civic associations. Public Workshop report detailing workshop and identified issues and priorities.

ANTICIPATED SCHEDULE

The study will begin upon execution of the signed contract.

TASK	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Identify Issues, Opportunities & Constraints	■	■	■									
Develop Alternatives				i	■							
Determine Preferred concept							i	■	■			
Complete final report										i	■	■
Public Workshop	i											

FUNDING

This project will be funded from WILMAPCO’s FY 2018 Unified Planning Work Program (UPWP), available at www.wilmapco.org/upwp and/or agencies on the Project Management Committee. As part of the RFP, we request an estimate of the costs to perform each of the listed tasks to be included.

DELIVERABLES

Items that will be produced by the consultant will consist of, but not be limited to:

- Draft reports as needed – one high-quality PDF and one MS Word version.
- PowerPoint and display boards for presentation at meetings and public workshops. Display will also be made available in PDF.
- Materials for a project website.
- Attendance at up to 4 public meetings in the study area to discuss project and assist in stakeholder outreach.
- Attendance, in person or teleconference, at about 10 Project Management Committee, Advisory Committee, and/or joint committee meetings.
- Meeting summaries for all meetings and workshops, including written records of all public comments.
- Final report – one high-quality PDF and one MS Word version.
- GIS files of all mapping work.

SUBMISSION REQUIREMENTS

The Consultant shall submit seven (7) bound copies of a Proposal/Statement of Qualifications and one (1) unbound or electronic copy for purposes of sharing with the Project Management Committee. Receipt of insufficient copies of the Proposal or not



providing the required information in the desired format may result in elimination from the selection process. The submission shall include the following and provide a table of contents indicating where the required information is located in the submission package:

- Identification of the consultant's project manager and a description of this person's experience with similar projects. The project manager may not change during the project without written permission from WILMAPCO.
- A description of qualifications and experience for each individual and firm participating in the project team, including an organization chart showing the relationship of each individual to the overall project work plan.
- Three current references (more recent than three years) for each individual and/or firm that will have significant and specific responsibility for this project.
- A Technical Proposal that demonstrates an understanding of the project, describes the proposed approach and lists the proposed reports and products. This is limited to ten (10) pages.
- A proposed level of effort delineating the staff assigned with title, hours and hourly rate for each task. The full cost of the proposal should also be included.
- A proposed schedule showing the time line for each task including milestones and significant meetings or reviews.
- This project will include a Planning and Environmental Linkages (PEL) Study, a collaborative and integrated approach to transportation decision-making that: 1) considers environmental, community and economic issues early in the planning process; and 2) uses information, analyses and products developed during planning to inform the National Environmental Policy Act (NEPA) review process. PEL Studies are an FHWA initiative used to help make better-informed project-level decisions and to shorten project delivery time, and they follow provisions set forth in 23 U.S.C. 168(b)(1)(A) and associated regulations under 23 CFR 450.212(d) and 450.313(e).
- A written statement that all terms and conditions contained in this RFP are accepted by the consultant.
- A statement that the consultant will comply with Title VI of the Civil Rights Act of 1964, to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination.
- A declaration that the consultant is an Equal Opportunity Employer and does not discriminate in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation or marital status.

- For contracts over \$25,000, WILMAPCO will complete a search of the excluded parties listing system to ensure that the organization is not debarred or suspended from federally assisted contracts.
- The consultant shall accept all applicable Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements surrounding Lower Tier Covered Transactions. These requirements can be found within the WILMAPCO Title VI/Nondiscrimination Assurance Statement, available electronically at: www.wilmapco.org/titlevi.
- Identification of the contact person during the selection phase, including the name, address, telephone numbers and email address. This contact must be available during normal business hours.

WILMAPCO will also consider:

- Creativity in identifying planning approaches and solutions to land use and transportation problems and in presenting plans to policy makers and the public.
- The extent to which Disadvantaged Business Enterprises (DBE) are used (any firm wishing to be recognized as DBE must provide documentation such as official DBE certification.)

EVALUATION AND SELECTION

WILMAPCO may select a short list of at least two firms who may be invited to make a presentation regarding their team and approach. The initial qualifications-based selection will be made by evaluating the proposal using these criteria:

Clarity, readability and presentation of material, including writing style	25%
Project understanding and approach as displayed in the project proposal and the interview	35%
Relevant experience, team leadership and team capabilities	35%
References and supporting information	5%

Only consultants who supply complete information will be considered for evaluation. We will base the final decision on materials submitted, the presentation, and/or contacts with references.

SUBMISSION DATES, ADDRESS AND CONDITIONS

The deadline for proposals is **4:30 p.m., March 15th, 2018** at the WILMAPCO offices. Proposals received after this time and date will not be accepted nor considered. We will



not accept faxed applications. Proposals will not be opened and/or reviewed before 8:30 a.m. of the morning following the deadline. Tentatively, we will interview finalists during the week of **April 9th, 2018**.

Seven (7) bound copies and one (1) unbound or electronic copy must be mailed or hand delivered to:

WILMAPCO
850 Library Avenue, Suite 100
Newark, DE 19711
ATTN: Mr. Dave Gula, Principal Planner

The selected firm(s) will assume sole responsibility for completion of the tasks required by this RFP.

All work may be reviewed periodically by an advisory committee and other groups.

All statements become part of the public file on this matter, without obligation to WILMAPCO. However, offerors may identify those portions of their proposals that they deem confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed.

WILMAPCO reserves the right to reject any or all RFP responses.

WILMAPCO is not liable for any cost incurred by the consultant in preparation or presentation of the proposal.

For additional technical or procedural information:

Contact: Dave Gula
Phone: (302) 737-6205 Ext. 122
Fax: (302) 737-9584
E-mail: dgula@wilmapco.org