

REQUEST FOR PROPOSALS

Churchman's Crossing Plan Update

WILMAPCO Council:

John Sisson, Chair
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Chief Executive Officer*

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Michael Spencer
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Dave Warnick
Rising Sun Commissioner

WILMAPCO Executive Director
Tigist Zegeye

INTRODUCTION

The Wilmington Area Planning Council (WILMAPCO) is designated by the Governors of Delaware and Maryland as the Metropolitan Planning Organization (MPO) for the Wilmington, Delaware metropolitan planning area, which consists of New Castle County, DE and Cecil County, MD and is responsible for transportation planning in the region.

WILMAPCO, Delaware Department of Transportation (DelDOT) and New Castle County Land Use Department are seeking proposals to perform an update to the 1997 Churchman's Crossing Plan.

The 1997 Churchman's Crossing Plan was a joint effort by WILMAPCO, DelDOT, and New Castle County to develop a land use/transportation vision for this economically important area. Sixty-one study recommendations were made, including expanding transit service, improving transit supportive infrastructure, implementing numerous intersection and bike/ped improvements, travel demand management measures, and creating new roadway connections. The study and its recommendations were adopted by the WILMAPCO Council into the 2020 Metropolitan Transportation Plan (MTP) on September 11, 1997 and subsequently into the 2030 Regional Transportation Plan (RTP). The plan can be downloaded at the WILMAPCO website at: www.wilmapco.org/Churchmans/

After adoption, annual area monitoring reports were prepared until 2004, designed to analyze and compare the land use, transit, non-motorized, travel demand management, and roadway and intersection operations to the 1997 levels. Since 2004, there have been several changes to the residential and commercial development patterns in Churchman's Crossing, altering the landscape of the area in ways that were not anticipated by the 1997 plan assumptions. These changes include expansions at the Christiana Hospital, Delaware Park & Casino, J.P. Morgan Chase & Co. and numerous changes at the Christiana Mall property. As a result, there is a need to re-establish the current baseline and to project future conditions regarding the transportation needs for an area that serves as a significant employment center for New Castle County.

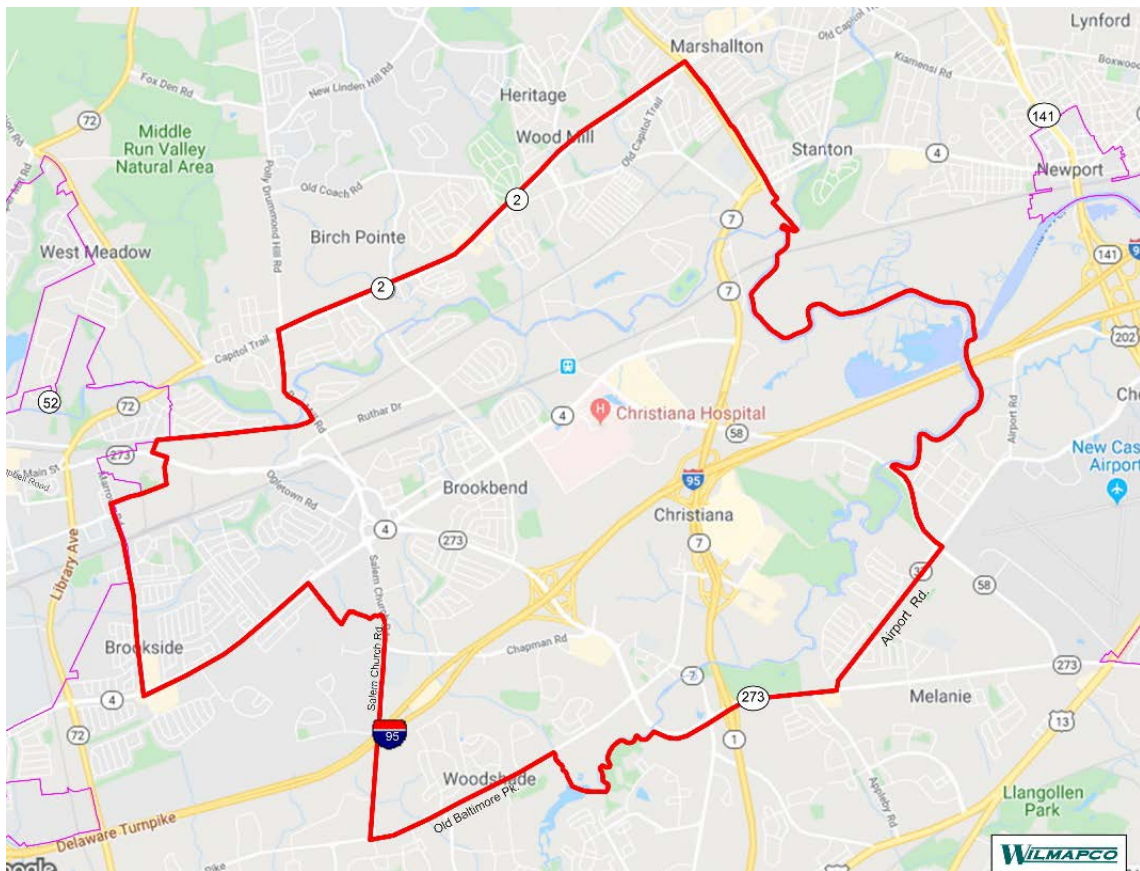
GOALS AND OBJECTIVES

The objective of this effort is to develop a comprehensive update to the 1997 plan. The update will initially provide a brief listing of goals, objectives and performance of the solutions developed by the 1997 plan and whether they are still effective or were not fully implemented. To facilitate this, an update to the previously halted monitoring efforts has recently been completed (roughly covering changes in conditions from 2004-2017) to help serve as starting point for this plan update.

Secondly, the plan will look to develop revised near term and long range (20 years) transportation and land use solutions and policies that match with the changing land use and transportation landscape. Consensus building and establishment of stakeholder support for the plan will be key elements in this process. This will be accomplished through a facilitated stakeholder outreach process that will include meetings and interactive workshops. The resulting plan also would look to include elements of the recently approved New Castle County Council Ordinance 19-005 and ways to facilitate any application to the study area.

Project Boundaries

The project boundary is modified version of the “inner core” boundary identified in the 1997 plan.



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).



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Planning Partners

WILMAPCO will be responsible for administering the Study in collaboration with the Management Committee, which includes:

- Wilmington Area Planning Council (WILMAPCO)
- Delaware Department of Transportation (DelDOT)
- New Castle County Land Use Department

An Advisory Committee of civic and business stakeholders will provide input on issues, opportunities and constraints, and draft scenarios and any future monitoring efforts. Membership on the Advisory Committee will include:

- Delaware Transit Corporation (DTC)
- Delaware Department of Natural Resources and Environmental Control
- Delaware Office of State Planning Coordination
- New Castle County Chamber of Commerce
- Delaware Prosperity Partnership
- Land owners, businesses, civic entities and elected officials

SCOPE OF WORK FOR CONSULTANT SERVICES

The Management Committee is seeking consultant support for the project as described below.

TASK 1

Review of Trend Conditions, Opportunities and Constraints and Market Assessment

This task will be completed in coordination with the planning partners and the consultant. The task includes the review of the recently completed existing conditions & trends summary. The consultant, along with the planning partners, will review this summary and make any updates or additions to the materials based on planning partner input. The review will include analysis and mapping of existing conditions data such as:

- Zoning
- Existing and planned land use
- Demographics
- Transportation facilities (including pedestrian pathways)
- Traffic conditions (i.e. congestion, intersection LOS, crashes, transit use) and existing traffic data available for use in the study
- Environmental features such as: parks, wetlands, brownfields, floodplain, sea-level rise impact areas
- Community, cultural and social features (historical assets, parks, etc.)
- Analysis/comparison of conditions since the 1997 plan adoption
- Economic Market Analysis for study area (performed by UD IPA)

Deliverables – Task 1 will include an update to the summary information, including maps, graphics, etc., detailing existing conditions and constraints that will be prepared by the planning partners in coordination with the management Committee.



TASK 2

Community Public Information Session

- Work with Management Committee and Advisory Committee to prepare for and hold a community workshop.
- Workshop will be used to present materials available from Task 1 and to seek input on economic, land use, transportation and environmental issues, opportunities and constraints, and a review of the 1997 Plan and subsequent changes to the study are since plan adoption. Session would include a basic outline of the future tasks and purpose of the plan update.

Deliverables – Meeting notes from Management Committee, Advisory Committee and Community Workshop. Materials for and summary of outreach to area stakeholders. Materials for and summary of outreach at a Public Information Workshop, including a report detailing workshop activities and identified issues and priorities.

TASK 3

Define Assumptions and Initial Transportation Alternatives/Land Use Concepts for Analysis

- Analysis will be defined based on feedback from the Community Workshop, Project Management Committee, Advisory Committee, and analysis from Task 1. In addition to a base case transportation scenario, potential scenarios will be developed based on public outreach comments, identified economic, transportation and environmental issues, opportunities and constraints, and existing plans including the Economic Market Assessment.
- A varied range of transportation alternatives will be developed and analyzed using a land use forecast based on pending and approved development plans for the study area.
- A Community meeting will be held to present and discuss concepts and the results of the analysis, and record feedback on the results.

Deliverables – Meeting notes from Management Committee, Advisory Committee and public workshop. Analysis of initial transportation and land use concepts. Identification of base case scenario and various alternative scenarios for additional analysis

TASK 4

Model Land Use and Possible Transportation Solutions and Compare Results of Analysis

- In order to come to a conclusion on feasibility of transportation solutions, the preferred concepts will be compared to existing conditions, using measures of effectiveness such as level of service, bicycle level of stress, traffic diversion, and other criteria as appropriate for the proposed design(s). The key function of the modeling effort is to develop conclusions on the effectiveness of several transportation projects that have been proposed for this area and their ability to provide benefits toward to the goals of the plan.
- Assessment will evaluate anticipated land use, demographic, environmental and transportation impacts of the proposed designs. Begin discussion on service standards such as typical intersection, measure of travel delay, bike/ped facility standards, and public transit measures.

Deliverables – Meeting notes from Management Committee and Advisory Committee. Report detailing the results of the scenario analysis.



TASK 5

Develop Preferred Concept plan of Solutions and Prepare Final Report

- Based on stakeholder feedback, community outreach and technical analysis, a preferred concept plan of transportation solutions will be selected by the Management Committee.
- Plan should include DeIDOT CTP cost estimates and next steps for implementation, especially regarding infrastructure needs, costs, and phasing that include compliance with National Environmental Policy Act (NEPA) standards to enable eligibility for future Federal funding. This information will be documented in the final report.
- Preliminary ideas for continued stakeholder and community engagement through a monitoring program
- Draft report will be presented to the Management Committee, Advisory Committee and public.

Deliverables – Meeting notes from Management Committee, Advisory Committee and public workshop. Report detailing analysis of concept. Report will contain documentation of PEL Study results.

ANTICIPATED SCHEDULE

	MONTH											
TASK	1	2	3	4	5	6	7	8	9	10	11	12
Review of Trend Conditions, Opportunities and Constraints and Market Assessment		i										
Define Assumptions and Initial Transportation/Land Use Concepts for Analysis				i								
Model Land Use and Possible Transportation Solutions and Compare Results of Analysis								i				
Select Preferred Concept plan of Solutions and Prepare Final Report											i	
Public Event i												

FUNDING

This project will be funded from WILMAPCO's FY 2020 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.



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DELIVERABLES

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

- Draft reports as needed – one high-quality copy and one electronic MS Word document
- PowerPoint and poster boards for presentations at meetings and public workshop
- Materials for a project website, including illustrative depictions of the preferred alternative, including real-works simulations of potential build out.
- Attendance at all meetings including presentations as required for New Castle County Planning Board, County Council and WILMAPCO Council (locations TBD)
- Meeting summaries for all meetings and workshops, including a written record of all public comments
- Final Report – one high quality PDF, one MS Word version and final publication format (such as Adobe InDesign) of final report.
- GIS layers/shapefiles of analysis, all proposed improvements and 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. Any work citation that highlights previous modeling efforts of similar project size is recommended.
- 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 is accepted by the consultant.



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- 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.



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SUBMISSION DATES, ADDRESS AND CONDITIONS

The deadline for proposals is **4:30 p.m. on Monday, December 9, 2019** 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 **January 13, 2020**.

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

WILMAPCO
100 Discovery Boulevard, Suite 800
Newark, DE 19713
ATTN: Mr. Dan Blevins, 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: Dan Blevins
Phone: (302) 737-6205 Ext.121
Fax: (302) 286-7131
E-mail: dblevins@wilmapco.org



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