

Wilmington Area Planning Council

850 Library Avenue, Suite 100
Newark, Delaware 19711
302-737-6205; Fax 302-737-9584
From Cecil County: 888-808-7088
e-mail: wilmapco@wilmapco.org
web site: www.wilmapco.org

WILMAPCO Council:

Connie C. Holland, Acting Chair
*Delaware Office of State Planning
Coordination, Director*

Shailen P. Bhatt
*Delaware Dept. of Transportation
Secretary*

Thomas P. Gordon
*New Castle County
County Executive*

Donald A. Halligan
*Maryland Dept. of Transportation
Director, Office of Planning and
Capital Programming*

Tari Moore
Cecil County Executive

John Sisson
*Delaware Transit Corporation
Chief Executive Officer*

Michael Spencer
Mayor of Town of Newport

Dennis P. Williams
Mayor of Wilmington

WILMAPCO Executive Director
Tigist Zegeye

REQUEST FOR PROPOSAL

Glasgow Avenue

October 1, 2014

INTRODUCTION

The New Castle County (Delaware) Department of Land Use, the Wilmington Area Planning Council (WILMAPCO) and the Delaware Department of Transportation (DelDOT) are seeking proposals to perform a planning study for the Glasgow Avenue area.

Glasgow Avenue is a 1.3 mile two-lane collector road between US 40 and SR 896. Before the construction of the 896/Glasgow bypass, this section of old SR 896 functioned as an arterial roadway with limited access points. Much of the access design (turning movement restrictions and signage) still reflects the previous traffic patterns. Today's trips are more local and associated with the new mix of land uses including a large regional shopping center, medical office, age restricted and single family residential, and a high school.

With added development activity planned, this roadway will continue to face mobility and safety issues. This project has been added to the Route 40 Corridor 20-Year Transportation Plan as well as portions being identified in the DelDOT Hazard Elimination Program (HEP).

PROJECT DESCRIPTION

The goal of the project is to provide a safe and attractive street that encourages more non-motorized trips, better connectivity between land uses, guidance on urban design for creating a vibrant mix of locally serving uses and attractive public gathering places, and enhancing economic activity.

Improved linkages between the existing high school, parkland, residential development, and commercial areas would encourage pedestrian and bicycle trips within the area through improved safety measures while reducing greenhouse gas emissions and improving respiratory health. In addition, this would also reduce demand on the major arterial highways and preserve limited roadway capacity.

The outcome of the study will be a consensus-based plan and set of recommendations for achieving the stated goals and objectives. Consensus building and establishment of broad stakeholder support for the plan is a key element in this



Partners with you in transportation planning

process. This will be accomplished through a facilitated stakeholder outreach process that will include meetings and interactive workshops.

During these meetings, which will occur at appropriate point throughout the study, the study team will solicit input and feedback from stakeholder groups including the US 40 Corridor Monitoring Committee (CMC) as well as the broader residential, business, and institutional community in the affected area.

SCOPE OF WORK

Task 1. Identification of Issues and Constraints

The study team will identify and articulate key issues, challenges, and opportunities for enhancing mobility, safety, quality of life, and economic vitality in the study corridor. This will entail:

- An analysis of existing conditions including:
 - Traffic circulation and data
 - Roadway network and connectivity
 - Crash data
 - Transit, pedestrian, and bicycle network and activity
 - Land use and development patterns
 - Commercial and economic activity
- An assessment of planned and/or proposed future improvements including transportation and development related.
- An assessment of general commercial market conditions and potential opportunities in the corridor.
- Development of an opportunities and constraints matrix which will help inform the development of potential solutions.
- Development of guiding principles which will also help inform the development of potential solutions.

Task 2. Development of land use and transportation alternatives

Based on the results of Task 1, the study team will develop an initial set of no less than three (3) potential alternatives which reflect the guiding principles and address the study goals and objectives. These alternatives should represent a range of ideas and variations which can be considered by stakeholders and evaluated by the team. The alternatives should all emphasize, to varying degrees and approaches, “complete streets” concepts, meaningful opportunities to reduce single occupancy automobile use and promote walkability, cycling, and transit use, economic vitality, and compact urban design as a framework for future development that will create an attractive built environment with a unique identity and sense of place.



Task 3. Testing of alternatives and development of preferred concept

The study team will analyze and evaluate the trade-offs of the preliminary alternatives identified in Task 2. This process will include quantitative and qualitative “testing” to compare the anticipated effects, benefits, costs, and impacts of the various alternatives. Through this analytical process and through consensus-building, the study team will refine the alternatives and develop a preferred concept that is pragmatic and economically feasible. (Note: Traffic modeling services such as Synchro or Visim are not expected to be performed by the consultant as part of this scope of work; DelDOT will provide support in this regard as necessary).

Task 4. Draft and Final Reports

After the preferred concept has been developed, which will include a clear set of street and urban design standards and policy recommendations as well as an illustrative plan for creating active places for community use, the study team will produce a draft plan and report and present it to community stakeholders for feedback and any necessary refinements. Upon completion of final edits, a final draft report will be submitted to New Castle County, DelDOT and WILMAPCO in native digital and PDF formats. All supporting and component electronic files including documents, diagrams, and illustrations produced during development of the plan will also be submitted.

PLANNING PARTNERS

This analysis will be completed by WILMAPCO in partnership with New Castle County, DelDOT, and use the established US 40 CMC as the forum for stakeholder outreach. WILMAPCO will be responsible for overall coordination and management of the analysis. New Castle County will be responsible for assisting with review of draft information, providing related land use information and supporting public outreach as needed. DelDOT will assist with modeling impacts of the selected scenarios. DART will provide input on transit existing conditions and potential improvements. The US 40 CMC will provide input on issues, opportunities and constraints and draft scenarios and will need to be endorsed by the CMC to be fully incorporated into the Route 40 Corridor 20-Year Transportation Plan.

Planning Team

WILMAPCO

New Castle County

DelDOT

DTC

US 40 Corridor Monitoring Committee (CMC)



Partners with you in transportation planning

Proposed Schedule

We are prepared to begin work immediately after selection of a consulting firm(s), upon NTP. It is anticipated that this will be a twelve to eighteen month project. Scheduling of public meetings will impact the schedule.

TASK	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Refine Scope of Work/Sign Contract												
Identification of Issues and Constraints												
Testing of alternatives and development of preferred concept												
Public Outreach												
Draft and Final Reports												

Funding

This project will be funded through WILMAPCO's Unified Planning Work Program (UPWP). While a firm total has not been established, the budget will be primarily spent on the process of developing options and presenting them to the working groups and to the public. As part of the RFP, we ask that an estimate of the costs to perform each of the listed tasks be presented.

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
- Attendance at all meetings (locations TBD)
- Meeting summaries for all meetings and workshops, including a written record of all public comments
- Produce an MS Word document of final report - one high-quality copy and one electronic document
- GIS layers/shapefiles of all proposed improvements



Partners with you in transportation planning

SUBMISSION REQUIREMENTS

The Consultant shall submit seven (7) copies of a Proposal/Statement of Qualifications. 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 twelve (12) 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.
- 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.

- The consultant shall comply with Federal Transit Administration regulations surrounding Lower Tier Covered Transactions. 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. More information regarding WILMAPCO's contract clauses can be found on this website: http://www.fta.dot.gov/12831_6195.html
- 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 transportation problems and in presenting plans to policy makers and the public.
- The extent to which Disadvantaged Business Enterprises 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	15%
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	15%

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.



Partners with you in transportation planning

SUBMISSION DATES, ADDRESS AND CONDITIONS

The deadline for proposals is **4:30 p.m., October 22, 2014** 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 **November 10, 2014**.

Seven (7) copies 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 a steering 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/Dave Gula
Phone: (302) 737-6205 Ext. 121/122
Fax: (302) 737-9584
E-mail: dblevins@wilmapco.org/dgula@wilmapco.org



Partners with you in transportation planning