Request for Proposals
City of New Castle Transportation Plan Update

INTRODUCTION AND STUDY AREA
The Wilmington Area Planning Council (WILMAPCO), City of New Castle, Delaware, and the Delaware Department of Transportation (DelDOT) are seeking proposals to develop the City of New Castle Transportation Plan Update. 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. The City of New Castle provides transportation services such as local roads, parking, pathways, and sidewalks. DelDOT is responsible for providing transportation services throughout the State of Delaware. This Plan will be a joint effort between WILMAPCO, the City of New Castle, and DelDOT, with WILMAPCO as the managing agency.
This Plan will update the 1999 *City of New Castle Transportation Plan* and will further analyze issues raised in the 2009 *City of New Castle Comprehensive Development Plan*. The study area includes the entire municipality, and will also consider transportation transitions to surrounding areas within New Castle County as appropriate.

**GOALS AND OBJECTIVES**
The purposes of this Plan are to:

- Improve the multimodal transportation network, provide connectivity to communities and trails, enhance health and livability, reduce illegal truck traffic, and improve safety.
- Address flooding and sea-level rise impacts on land use and access to major transportation corridors.
- Improve gateways to the historic city.
- Develop a shared-parking analysis.

In addition, this Plan will develop recommendations to address transportation goals identified in the City of New Castle Comprehensive Plan, which include:

- Enhance bike and pedestrian connections and facilities throughout the City.
- Clarify regional and local traffic patterns throughout the City.
- Redesign streets and intersections to reduce speeding and cut-through traffic, while improving pedestrian safety in all City neighborhoods.
- Formalize and optimize the existing parking supply.

Additional relevant goals address land use and redevelopment, urban design standards, gateways, pedestrian-oriented commercial district design, and drainage and stormwater. While the 2009 Comprehensive Plan is currently being updated, public comments indicate that these goals are still largely relevant.

This project will include a Planning and Environmental Linkages (PEL) Study. PEL Studies are a collaborative and integrated approach to transportation decision-making that considers 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 Federal Highway Administration (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 in collaboration with the Management Committee, which includes:

- Wilmington Area Planning Council (WILMAPCO)
- Delaware Department of Transportation (DelDOT)
- City of New Castle
An Advisory Committee of civic and business stakeholders will provide input on issues, opportunities and constraints, and draft scenarios. Membership on the Advisory Committee might include:

- Land owners, businesses, civic entities and elected officials
- Trustees of The New Castle Common
- New Castle County
- Delaware Transit Corporation
- Delaware Department of Natural Resources and Environmental Control
- Delaware Office of State Planning Coordination

**TASKS**

**Task 1: Confirm and Identify Transportation and Land Use Issues, Opportunities and Constraints**

This task will be completed in-house by WILMAPCO. Task will finalize scope of work and review existing conditions. The consultants along with the planning partners will review existing and planned land use, transportation, and demographics for the corridor. 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, crashes)
- Environmental features including parks, wetlands, brownfields, floodplain, sea-level rise.
- Community, cultural and social features (assets, parks, etc.)
- Prior analysis including the 2009 Comprehensive Plan, Draft 2020 Comprehensive Plan, Downtown Development District and Main Street program documentation, and 1999 New Castle Transportation Plan
- Summary of recent and planned transportation projects

**Deliverables** – Task 1 Report that includes summary information, including maps, graphics, etc. detailing existing conditions and constraints will be prepared by WILMAPCO in coordination with the Management Committee.

**SCOPE OF WORK FOR CONSULTANT SERVICES**

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

**Task 2: Identify Transportation Issues and Opportunities**

Work with stakeholders to identify issues and opportunities including traffic operations/system management, freight, transit, parking, and bicycle/pedestrian transportation.

- Kick-off Advisory Committee will present the Task 1 report and seek feedback regarding stakeholder outreach process.
- Committees will compile contacts for key community stakeholders and assist with outreach including civic associations and community Public Workshop.
• Work with Management Committee and Advisory Committee to prepare for and hold Public Workshop.
• Public Workshop will use an interactive approach to assess community preferences.

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

Task 3: Identify and Analyze Potential Multimodal Transportation Solutions
Identify and analyze potential strategies to address traffic operations/system management, freight, transit, parking, and bicycle/pedestrian transportation issues and opportunities.

• Potential strategies for analysis will be developed based on stakeholder and public outreach, identified economic, land use, transportation issues, environmental issues including flooding and sea-level rise, opportunities and constraints, and existing plans.
• Analysis should address roadway capacity needs, parking, pedestrian and bicycle infrastructure, freight, bus transit, green stormwater infrastructure, flooding and sea level rise, and interconnections with the surrounding transportation network.
• A Community meeting will be held to present and discuss potential strategies and the analysis, and get feedback on the preferred recommendations.

Deliverables – Meeting notes from Management Committee, Advisory Committee and public meeting. Analysis of initial transportation concepts. Identification of preferred concept(s).

Task 4: Identify, Prioritize, and Document Preferred Recommendations
Work with stakeholders to reach an agreement on a transportation plan for the City of New Castle that includes the best set of multimodal solutions and a prioritized implementation plan.

• Based on stakeholder feedback, community outreach and technical analysis, preferred recommendations will be selected by the Management Committee.
• The preferred concept(s) will be compared to existing conditions, using measures of effectiveness such as level of service, bicycle level of stress, traffic diversion, and others as appropriate for the proposed design(s).
• Assessment will evaluate anticipated land use, demographic, environmental and transportation impacts of the proposed design(s).
• For high priority recommendations as appropriate, planning level cost estimates, potential funding sources, and next steps for implementation will be identified, especially regarding infrastructure needs, costs, and phasing that include compliance with National Environmental Policy Act (NEPA) standards to enable eligibility for future Federal funding, and will be documented in a final report.
• Draft report will be presented to the Management Committee, Advisory Committee and public.

Deliverables – Meeting notes from Management Committee, Advisory Committee and public outreach. Report detailing analysis of recommendations Report detailing the feasibility assessment, which will contain documentation of PEL Study results for the initial implementation phases.
ANTICIPATED SCHEDULE AND FUNDING
This project will be funded from WILMAPCO’s FY 2021 Unified Planning Work Program (UPWP), available at www.wilmapco.org/upwp and/or agencies on the 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 3 public meetings in the study area to discuss project and assist in stakeholder outreach.
- Attendance, in person or teleconference, at about 6 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, one MS Word version and final publication format (such as Adobe InDesign).
- GIS files of all mapping work.

SUBMISSION REQUIREMENTS
The Consultant shall submit an electronic copy of the Proposal/Statement of Qualifications for purposes of sharing with the Project Management Committee. Submissions may be via email or delivery of electronic media (e.g. flash drive). Receipt of unreadable 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.

WILMAPCO
Partners with you in transportation planning
- 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.
- 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. on Monday, July 13, 2020** 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 reviewed before 8:30 a.m. of the morning following the deadline. Tentatively, we will interview finalists during the week of **July 27, 2020**.

An electronic copy must be emailed to:

Contact: Heather Dunigan  
Phone: (302) 737-6205 Ext.118  
E-mail: hdunigan@wilmapco.org

Electronic media may be mailed or delivered to:

WILMAPCO  
100 Discovery Blvd. Suite 800  
Newark, DE 19713  
ATTN: Ms. Heather Dunigan, 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.