

## REQUEST FOR PROPOSALS

### Union Street Reconfiguration and Streetscape Improvement Study

**WILMAPCO Council:**

**John Sisson, Chair**  
Delaware Transit Corporation  
Chief Executive Officer

**Jennifer Cohan**  
Delaware Dept. of Transportation  
Secretary

**Connie C. Holland**  
Delaware Office of State Planning  
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**Alan McCarthy**  
Cecil County Executive

**Matthew Meyer**  
New Castle County Executive

**Heather Murphy**  
Maryland Dept. of Transportation  
Director, Office of Planning and  
Capital Programming

**Michael S. Purzycki**  
Mayor of Wilmington

**Michael Spencer**  
Mayor of Newport

**Dave Warnick**  
Rising Sun Commissioner

**WILMAPCO Executive Director**  
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#### 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 the City of Wilmington are seeking proposals to perform a study for the reconfiguration and improvement of the Union Street corridor between Pennsylvania Avenue and Sycamore Street within the City of Wilmington.

Located on the west side of Wilmington, Union Street serves as an important transportation corridor, serving the local residential and business community while facilitating accessibility and connectivity to the surrounding region. Union Street is a one-way, southbound street that is paired with Lincoln Street (one-way, northbound) to the east as main thoroughfares for the Bancroft Parkway/Delaware Avenue, West Side, Southwest, and Browntown-Hedgeville Neighborhood Analysis Areas, and serving the Canby Park, the Flats, Union Park Gardens and Little Italy neighborhoods.

These neighborhoods contain low- to medium-density housing, and Union Street is a commercial corridor that serves the area as a “main street”. Current Land Use is Commercial and Medium-High Density Residential between Pennsylvania Avenue and Lancaster Avenue, and Low-Medium Density between Lancaster Avenue and Sycamore Street. Future Land Use has been proposed Neighborhood Mixed Use and Medium Density Residential in the Wilmington 2028 Comprehensive Plan (2019). The Plan also designated Union Street as a “Main Street Corridor”:

*“Main Street corridors are where Wilmington residents shop, dine, and work. These streets are core to the City’s economic well-being and local business community. Wilmington’s main streets balance their role of moving cars with their function as places for neighbors to recreate, socialize, and play. In addition to people driving, main streets must be welcoming for people walking and biking and need to ensure access for buses and delivery vehicles.”*

In a Comprehensive plan activity survey titled, “What is a Great Street?”, Union Street was mentioned second most in 267 responses, cited as, “People-oriented”, “Inviting”, & “Attractive”.

Union Street has a left side bicycle lane that was added in 2018 as part of DeIDOT’s Rapid Reconfiguration Project and is included in the Wilmington Bike Plan (Moving Us forward: A Plan for Biking in the City of Wilmington, 2019) as part of the Coordinated Bike Route Network Map. Union Street is also included in the Phased Implementation Plan as a Priority Level 1 for additional bike parking.

Union Street is served by DART Bus Route 6, with bus stops located at Pennsylvania Avenue, 9<sup>th</sup> Street, 8<sup>th</sup> Street, 6<sup>th</sup> Street, 4<sup>th</sup> Street, 2<sup>nd</sup> Street, Lancaster Avenue, and Sycamore Street.

The intersection of Union Street and Pennsylvania Avenue has been evaluated for traffic signal improvements and physical modifications in a separate project. The Delaware Department of Transportation (DeIDOT) has set aside funding for the signal improvements; however, the physical improvements are not yet funded and will be evaluated for inclusion in this study.

## **GOALS AND OBJECTIVES**

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The goals of improving quality of life, improving safety, and providing multimodal access (bus service, walking and cycling) will be promoted through this study.

The study will result in a preferred configuration that is optimal to support future land use and transportation needs as a “Main Street Corridor” in the City of Wilmington with objectives to:

- 1) Evaluate the design and operations of the Union Street corridor between Pennsylvania Avenue and Sycamore Street. The current configuration is the result of the Union Street Rapid Reconfiguration, a joint DeIDOT, City of Wilmington, WILMAPCO and community project.
- 2) Lead a community driven design process to develop a long-term vision for the Union Street corridor, which could be implemented as a DeIDOT Capital Project. After community input has been received, the WI agency partners will finalize the design concept plans. The final concept will determine the optimal configuration for amenities for pedestrians, bicycle and transit users, travel lanes and vehicle parking.
- 3) Design a concept, begin project development, create cost estimates and begin NEPA Planning & Environmental Linkage (PEL) studies for the preferred vision for Union Street.

Located in a Center Transportation Investment Area, this project will complement DeIDOT’s Pennsylvania Avenue/Union Street Intersection Project and serves to improve and expand upon work originally initiated through DeIDOT’s FY 2018 Union Street Rapid Reconfiguration project.

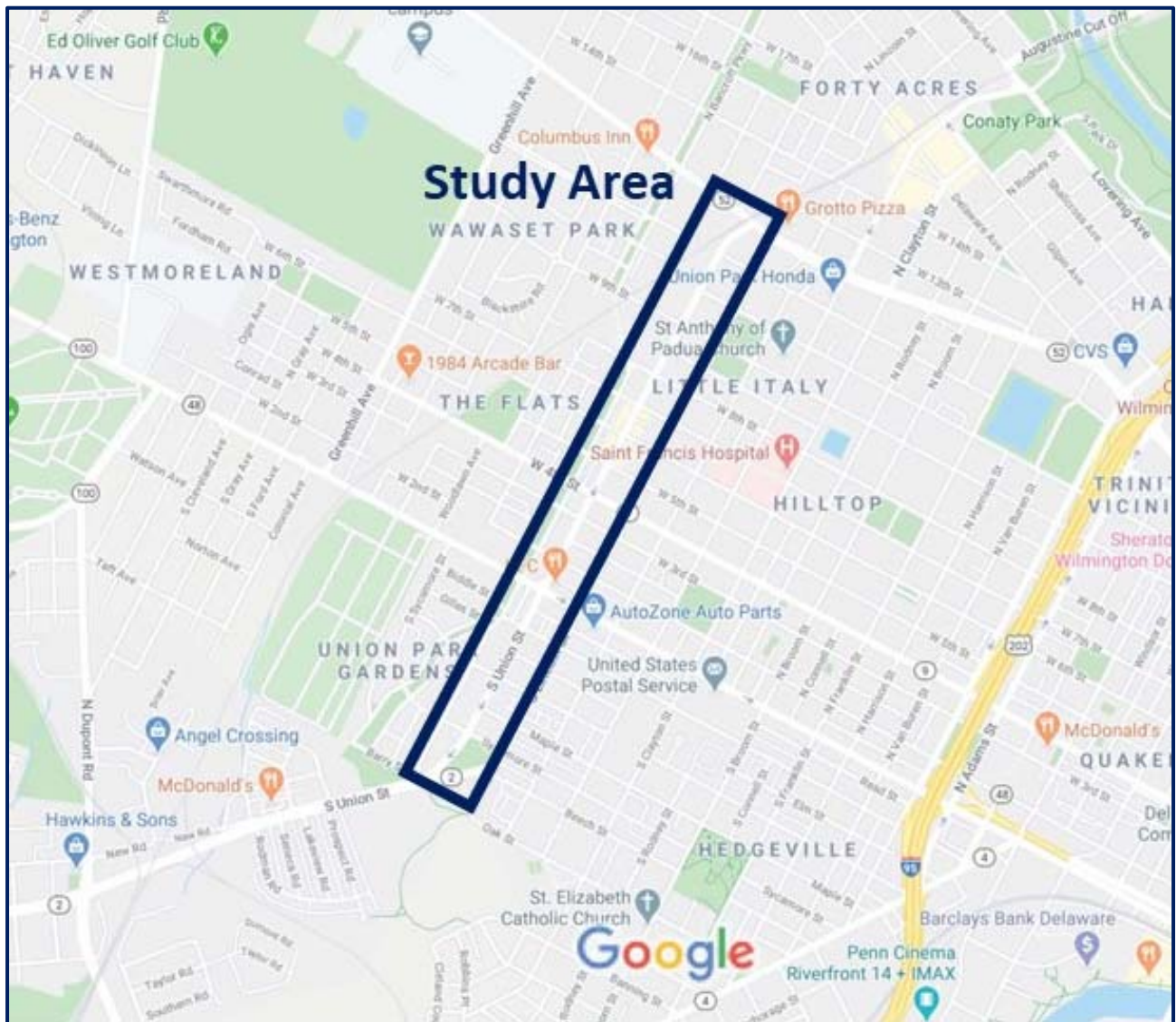
The Union Street Rapid Configuration Project resulted in the reduction of lanes between Pennsylvania Avenue (SR 52) and Sycamore Street from 3 to 2, while reconfiguring existing left-side parallel parking to back-in angle parking with an adjacent bicycle lane. This project was intended as an interim step to the final design as it was mainly a re-striping effort which limited changes to only the leftmost travel and curb lanes, with limited curb ramp and crosswalk additions.



This study will take into consideration the needs of residents, commercial and business interests, commuters, and others using the corridor. Design alternatives will address lane arrangement, parking location and configuration (including ADA requirements), loading provisions, sidewalk improvements and streetscape enhancements. A traffic analysis will be completed to collect existing data and evaluate the proposed concept alternatives. Proposed plans will tie into and complement the proposed signal improvements at the Pennsylvania Avenue/Union Street intersection (being designed under separate contract). Throughout this study, extensive community outreach will also be conducted.

### ***Project Boundaries***

The study area includes the public Right-Of-Way for Union Street between Pennsylvania Avenue to the north and Sycamore Street to the south. The intersection of Union Street and Pennsylvania Avenue has been evaluated for traffic signal improvements and physical modifications in a separate project and will be evaluated for inclusion in this study.



Pennsylvania Avenue is included as part of the Brandywine National Scenic Byway, which will be taken into consideration as part of this study.

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 in collaboration with the Management Committee, which includes the agencies that participate in the Wilmington Initiatives Partnership:

- Wilmington Area Planning Council (WILMAPCO)
- Delaware Department of Transportation (DelDOT)
- City of Wilmington
- Delaware Transit Corporation (DTC)

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:

- City Council Members
- The Seventh District Neighborhood Planning Council
- Elected Officials
- Residents, business owners, property owners, West Side Grows Together and other interested parties

## **SCOPE OF WORK**

### **TASK 1**

#### ***Existing Conditions, Opportunities and Constraints***

This task will be completed in-house by WILMAPCO staff along with the planning partners. Staff will collect this data and review, making 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.)



Deliverables – Task 1 will include a listing of the information, including maps, graphics, etc., detailing existing conditions and constraints that will be reviewed by the planning partners in coordination with the management Committee. All data will be available for review by the consultant team prior to Task 2.

## **SCOPE OF WORK FOR CONSULTANT SERVICES**

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

### **TASK 2**

#### ***Community Visioning***

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

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

### **TASK 3**

#### ***Define Assumptions and Initial Transportation Concepts for Analysis***

- Concepts for analysis will be developed based on stakeholder and public outreach, identified economic, land use, transportation and environmental issues, opportunities and constraints, and existing plans. Concepts will include alternative cross-sections and designs, and connections to neighboring communities and trail networks.
- Concepts should include roadway needs; pedestrian and bicycle infrastructure, and bus stop amenities; streetscape amenities, parking needs; and green stormwater infrastructure.
- A Community meeting will be held to present concepts and the results of the analysis. Discussion will be encouraged and the team will record feedback on the preferred concept.

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



**TASK 4**

**Assess Feasibility of Preferred Concept**

- In order to come to a conclusion on feasibility, 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 others as appropriate for the proposed design(s).
- Assessment will evaluate anticipated land use, demographic, environmental and transportation impacts of the proposed designs.

Deliverables – Meeting notes from Management Committee and Advisory Committee. Report detailing the feasibility assessment.

**TASK 5**

**Select Preferred Concept and Prepare Final Report**

- Based on stakeholder feedback, community outreach and technical analysis, a preferred concept plan will be selected by the Management Committee.
- Planning level cost estimates 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 concept. Report will contain documentation of PEL Study results.

**ANTICIPATED SCHEDULE**

TASK	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Identify Issues, Opportunities & Constraints	i											
Community Visioning			i									
Define Assumptions and Initial Transportation Concepts for Analysis						i						
Assess Feasibility of Preferred Concept												
Select Preferred Alternative and complete final report											i	
Public Workshop	i											



## **FUNDING**

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This project will be funded from WILMAPCO's FY 2021 Unified Planning Work Program (UPWP), available at [www.wilmapco.org/upwp](http://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**

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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 workshops
- Materials for a project website, including illustrative depictions of the preferred alternative.
- 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 Project Management Committee, Advisory Committee, and/or joint committee meetings.
- 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**

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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.
- 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](http://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.)



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## **EVALUATION AND SELECTION**

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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**

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The deadline for proposals is **4:30 p.m. on Tuesday, July 7th, 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 20, 2020**.

An electronic copy must be emailed to:

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

Electronic media may be mailed or delivered to:

WILMAPCO  
100 Discovery Blvd. Suite 800  
Newark, DE 19713  
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.



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

For additional technical or procedural information:

WILMAPCO  
100 Discovery Blvd. Suite 800  
Newark, DE 19713  
ATTN: Mr. Dave Gula, Principal Planner



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