

REQUEST FOR PROPOSAL

WILMAPCO Council:

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*Delaware Transit Corporation
Chief Executive Officer*

Bill Miners, Vice-Chair
*Chesapeake City
Councilman*

Jennifer Cohan
*Delaware Dept. of Transportation
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New Castle County Executive

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

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

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Cecil County Executive

Michael Spencer
Mayor of Newport

Dennis P. Williams
Mayor of Wilmington

WILMAPCO Executive Director
Tigist Zegeye

North Claymont Area Master Plan

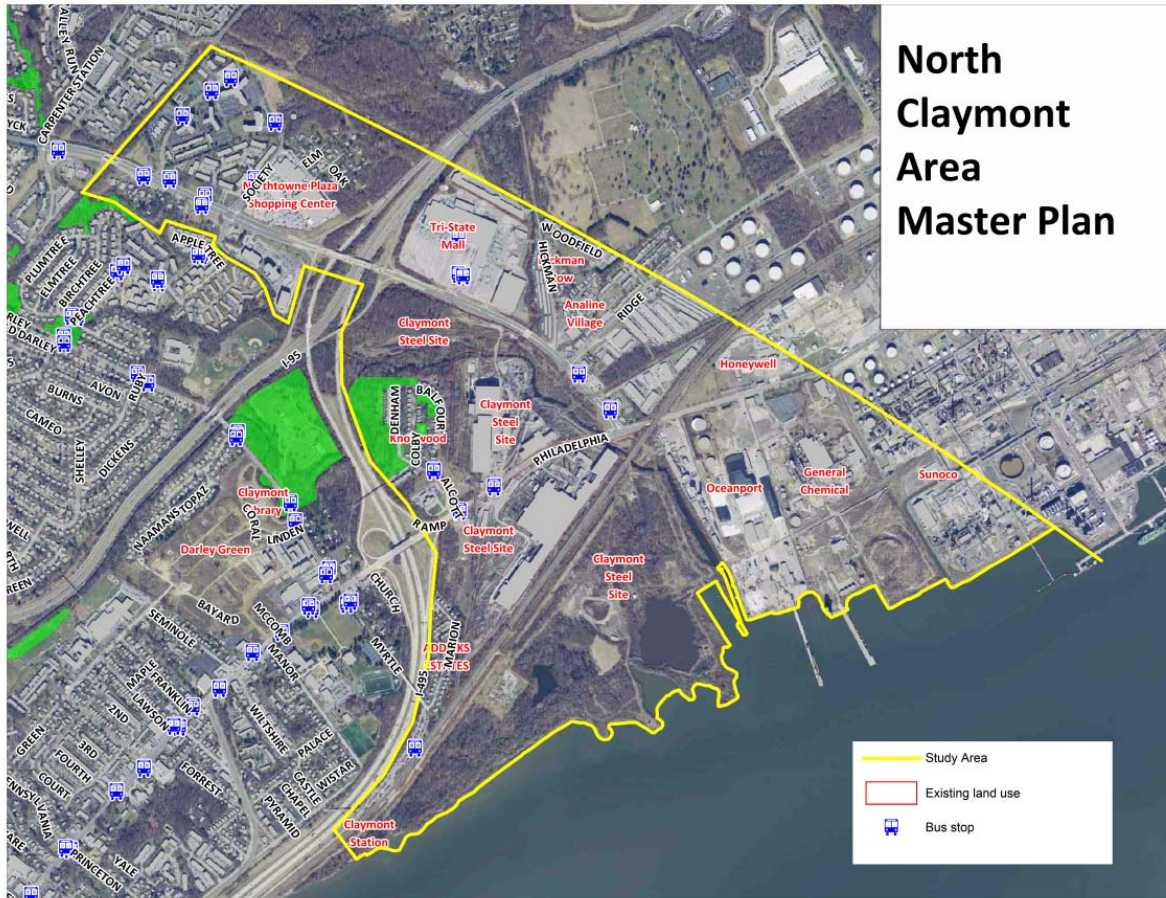
INTRODUCTION AND STUDY AREA

The North Claymont Master Plan study area has a mix of industrial, commercial, residential and open space, and is located to the north and east of the Claymont Hometown Overlay District. Much of the planning area is currently underutilized and represents a tremendous opportunity for economic development due to its easy access to I-95, I-495, Amtrak Northeast Corridor, public transit including DART and SEPTA, the Delaware River and available utilities.

Notable sites for redevelopment include the Tri-State Mall (41 acres) and former Claymont Steel (425 acres). Tri-State Mall is an older shopping center that opened in 1970 and currently has 513,896 square feet, one of the largest malls in Delaware. In recent years business activity and occupancy at the mall have declined and resulted in an underutilized commercial center that has significant potential for redevelopment. Currently SEPTA and DART bus routes enter the Mall site and serve two bus stops. The former Claymont Steel Mill shut down in 2013 and plans are being finalized for a group of private companies to purchase the property and remove contamination and structures so that the property may be redeveloped.

The Master Plan analysis will examine the potential for redevelopment to support economic development, access to jobs, retail and services, and transportation by road, rail, water, transit, walking and bicycling. The analysis will assess the potential for a mixed use residential, commercial and industrial area designed to promote economic activity, make public transit successful, walking and bicycling convenient and safe, and provide for a vibrant, livable community.

This project seeks to contribute to the revitalization of an older shopping center in northern New Castle County, reuse of vacant industrial sites and improved transportation connections for residents, employees, visitors and freight within the area.



PLANNING PARTNERS

New Castle County and WILMAPCO will be jointly responsible for the co-management of the study, and will each assign a designated project manager to coordinate project activities and support. The Project Management Committee will collaborate on developing the North Claymont Area Master Plan:

- Wilmington Area Planning Council (WILMAPCO)—Will provide overall coordination for project including public outreach, providing demographic information, producing maps and developing the final report.
- New Castle County—The Department of Land Use will conduct real estate potential and economic development assessment of the area, coordinate with commercial property owners, and provide land use data and relevant plans and code information. The Office of Economic Development will help assess economic development strategies and help align planning with the New Castle County Economic Development Strategic Plan.
- Claymont Renaissance Development Corporation (CRDC) —Will assist with community stakeholder outreach, legislative briefings, and local assessment of economic development priorities.
- Delaware Office of State Planning Coordination—Will assist with coordination between state agencies, review land use change proposals, and provide guidance on land use planning best practices.

- Delaware Department of Transportation (DelDOT)—Will provide transportation and freight GIS and data, specifically Global Insight data, and model impacts of the alternatives.
- Delaware Transit Corporation (DTC) —Will provide input on existing transit conditions and potential improvements.
- Delaware Department of Natural Resource and Environmental Control (DNREC)—Will assist with providing information regarding redevelopment opportunities and constraints as they relate to state environmental policy including the Coastal Zone Act.
- Delaware Economic Development Office (DEDO)—Will assist with aligning planning with state economic development plans and incentives.

An Advisory Committee of community stakeholders will provide input on issues, opportunities and constraints and draft scenarios.

COMPLETED TASKS

Task 1: Identify Issues, Opportunities and Constraints

Task 1 is being completed in-house by the Project Management Committee. The planning partners will review existing and planned land use, transportation, and demographics for the north Claymont area. This review will include analysis and mapping of existing conditions data including:

- Existing zoning regulations and map. WILMAPCO will coordinate with New Castle County to obtain and map information.
- Existing land use map. WILMAPCO will coordinate with New Castle County to obtain and map information.
- Real estate / economic development assessment will be conducted by New Castle County.
- Demographics including current and projected population, employment and households.
- Transportation circulation maps and data including roads, sidewalks, bicycle, bus, rail. WILMAPCO will coordinate with DelDOT and DTC to obtain and map information.
- Transportation data including AADT, intersections, crashes, Claymont Train Station Plans. WILMAPCO will coordinate with DelDOT to obtain additional information if needed and map information.
- Global Insight Freight and Chemical Supply Chain information will be provided by DelDOT and WILMAPCO
- Environmental features maps and data including parks, wetlands, brownfields, floodplain, sea-level rise. WILMAPCO will coordinate with DNREC to obtain and map information.
- Deliverable – report detailing existing conditions and constraints will be prepared by WILMAPCO.

SCOPE OF WORK FOR CONSULTANT SERVICES

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

Task 2: Community Visioning

- Work with Project Management Committee and Advisory Committee to prepare for and hold Visioning Workshop.
- CRDC 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 using a tool such as the EPA Building Blocks methodology.

- Deliverables – Meeting notes from Project Management Committee, Advisory Committee and Visioning Workshop. Outreach to area civic associations. Community Visioning Workshop and report detailing workshop and identified issues and priorities.

Task 3: Define Assumptions and Potential Land Use and Transportation Scenarios for Analysis

- Scenarios for analysis will be defined based on feedback from the Community Visioning, Project Management Committee, Advisory Committee, and analysis from Task 1. In addition to a base case scenario, potential scenarios will be developed based on public outreach, identified economic, land use, transportation and environmental issues, opportunities and constraints, and existing plans including the Claymont Train Station Plan. Up to four alternatives for redevelopment may be identified. Alternatives will vary by development program, configuration, intensity, and transportation improvements.
- Deliverables – Meeting notes from Project Management Committee and Advisory Committee. Identification of base case scenario and 3-4 alternative scenarios for additional analysis.

Task 4: Model Land Use and Transportation Scenarios and Compare Results of Analysis

- A Land Use and Transportation Model will be used to evaluate the effect of identified land use and transportation scenarios. Draft model results will be reviewed at the Project Management Committee, Advisory Committee meeting and a public workshop. Model should include a comparison of the land use, demographic, environmental and transportation impacts of the scenarios.
- Deliverables – Meeting notes from Project Management Committee, Advisory Committee and public workshop. Report detailing analysis of model results.

Task 5: Select Preferred Alternative and Prepare Final Report

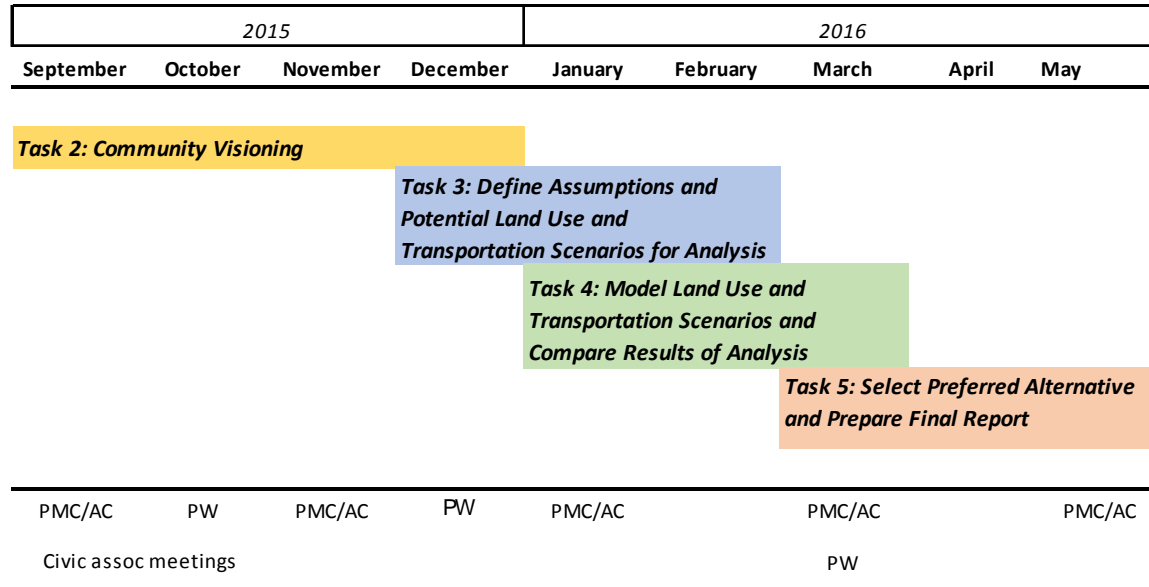
- Based on committee feedback, community outreach and technical analysis, a preferred alternative will be selected and documented in a final report. Draft report will be presented to the Project Management Committee, Advisory Committee and public.
- Deliverables – Meeting notes from Project Management Committee, Advisory Committee and public meeting. Draft and final report detailing recommendations.

SCHEDULE

Completed tasks:

2015						
February	March	April	May	June	July	August
Task 1: Identify Issues, Opportunities and Constraints						
PMC				PMC	PMC	PMC
Kick-off						

Anticipated schedule:



PMC=Project Management Committee Meeting AC=Advisory Committee Meeting PW=Public Workshop

FUNDING

This project will be funded from WILMAPCO’s FY 2016 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 copy and one MS Word or other agreed upon electronic format.
- PowerPoint and display boards for presentation at meetings and public workshops. Display will also be made available in PDF or other agreed upon electronic format.
- Materials for a project website.
- Attendance at 4-6 meetings in the study area to discuss project and assist in stakeholder outreach.
- Attendance at 5-7 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 copy and one MS Word or other agreed upon electronic format.
- GIS layers/shapefiles 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.
- 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: www.fta.dot.gov/12831_6195.html
- The consultant shall accept all applicable Federal Highway Administration (FHWA) requirements. 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 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., September 3, 2015** 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 **September 21, 2015**.

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: 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.

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: Heather Dunigan
Phone: (302) 737-6205 Ext. 118
Fax: (302) 737-9584
E-mail: hdunigan@wilmaco.org