

## REQUEST FOR PROPOSALS

### First/Final Mile Freight Network Development

#### **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  
Coordination, Director*

**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**  
*Tigist Zegeye*

## INTRODUCTION

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The Wilmington Area Planning Council (WILMAPCO) and the Delaware Department of Transportation (DelDOT) are seeking proposals to develop a comprehensive statewide first/final mile roadway inventory to help further an understanding of the locations, their roles in the overall transportation system, and importance of the first/last mile facilities in the State of Delaware.

The first/final mile freight network is among the most misunderstood portions of transportation networks, even among industry professionals. Overall, these facilities are often lower functionally classified routes on which freight/passenger vehicle conflicts are more visible and a negative public perception of truck traffic may be much greater. This occurs in tandem with lower priorities regarding regular maintenance practices, timely improvements to geometric design standards, or the potential for lower priorities for roadway or safety improvements. These locations also tend to be near residential areas, so they can create a conflict between freight mobility and other users of the transportation system.

This effort is designed to refine the existing work performed by WILMAPCO and DelDOT, examine their location, current conditions and functionality, and develop policy and project/programming recommendations. In addition, this effort will look to build onto the recently established federal and multimodal freight networks. DelDOT and their MPO planning partners have also actively pursued the development of a Delaware Freight Hierarchy to encompass a more comprehensive picture of important freight transportation routes, both large and small. The Hierarchy identifies additional route tiers that include Secondary Routes (i.e. the remainder of the National Highway System [NHS] that is not captured by the federal networks), as well as important Tertiary, Final Mile, and Restricted route segments. Final Mile segments that are proposed for inclusion on the hierarchy were assessed and prioritized based on a draft rating methodology that considers Delaware state spending strategies, truck trip generation, truck traffic volumes and percentages, and pavement conditions (See Appendix D of the 2017 Delaware Statewide Freight Plan Addendum).

Potential applications of the overall Delaware freight hierarchy including the final mile portion are still being explored. They are expected to span a number of different perspectives relevant to current FAST Act freight planning topics. A key final product will include a detailed GIS network inventory of technical data such as

road widths, bridge loads, weight limits, height restrictions, operating restrictions, etc., and by compiling all information into a readily-accessible format that can be referenced by or distributed to a broad audience.

## GOALS AND OBJECTIVES

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The goal of the project is to create a greater understanding and develop better transportation and land use practices to address first/final mile facilities in the State of Delaware. With these tools in place, it can provide planners and freight advocates the proper materials to provide resources based on sound research and analysis to upgrade and better address these critical parts of the transportation system. Key objectives of the effort shall include:

1. Refinement of existing efforts to define and designate first/final mile network in Delaware
2. Interact with project working group comprised of freight professionals to better understand needs of the users of the system on a detailed level
3. Create technical reviews and analysis on the impact of first/final facilities on the system
4. Develop recommendations and tools to allow effective improvements and maintenance while balancing the needs of other users of the transportation system

NOTE- Tentatively, the focus group will be led by the Delaware Motor Truck Association (DMTA). Project working group will consist of WILMAPCO, DelDOT, Dover/Kent MPO and other agencies

## SCOPE OF WORK FOR CONSULTANT SERVICES

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### ***Task 1: Identification of Issues, Opportunities & Constraints***

Review of existing efforts to date performed by WILMAPCO/DelDOT and research of comparable national efforts in addressing first/final mile facilities at a more local level. Through meetings with the project team and an initial meeting with the focus group lead, further define what are the characteristics of a first/final mile facility. Issues, Opportunities and Constraints can be focused from the perspective of the shipper, the drivers or from a general economic standpoint.

Deliverables – Attendance (in-person) at initial project working group meeting, and subsequent conference call(s) regarding results of the research and preparation for first focus group meeting. Notes from project team comments on review of materials found during research effort. Outline of focus group engagement materials and in-person meeting with focus group lead.

### ***Task 2: Focus Group meeting***

Based on the materials developed in Task 1, facilitate a focus group meeting to discuss the initial first/final mile designations and the objectives to elevate their importance to decision-makers. Develop information gathering activities for focus group to provide input on findings and to provide local insight on task 5 objectives.



Deliverables –Preparation of materials and attendance of focus group meeting. Attendance at project team meeting(s) and develop meeting notes. Follow-up conference call with project working group and focus group lead.

### ***Task 3: Technical Review and Analysis***

Summarize issues, opportunities and constraints from the perspective of the shipper, the drivers and general economic standpoint along with feedback from focus group. Refinements to the first/final mile facilities based on feedback received and consultant reviews (some field work may be required). Preliminary discussion on relevant criteria for inclusion in GIS network. Analyze for any spatial patterns that materialize, such as proximity to non-commercial clusters or other conflicts in land uses. Summaries of any case studies regarding similar national efforts, including any innovative projects which promote more efficient freight movement while balancing concerns for other users of the transportation system. Review of potential criteria for prioritizing improvements and methods for project funding/prioritization.

Deliverables – Technical summary of above tasks. Participation in 2-3 meetings/conference calls with project working group for review of completed analysis and preparation of materials for second focus group meeting.

### ***Task 4: Focus group meeting #2 and Draft Report***

Prepare materials and facilitate focus group meeting #2. Focus of meeting should include materials prepared in Task 3 for review. Begin draft of final report based upon findings and input from focus group. Draft should also include a toolkit of treatments (i.e. truck aprons, turning radii recommendations, etc.) that can be applied to locations that can help improve conditions and in certain locations accommodate other users of the transportation system along first/final mile facilities. Include recommended approaches or changes to funding mechanisms, either currently administered by DelDOT or federal programs from the FAST-Act in which projects can be funded.

Deliverables – Attendance at focus group meeting #2 and preparation of meeting materials. Preparation of focus group meeting notes. Participation in follow-up conference call with project working group and focus group lead. Circulate draft plan for review with project working group and focus group lead.

### ***Task 5: Final Report***

Deliverables – Prepare final report and revise based on any final comments from project working group and focus group lead

## ANTICIPATED SCHEDULE

TASK	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Task 1: Identification of Issues, Opportunities & Constraints												
Task 2: Focus Group meeting				F								
Task 3: Technical Review and Analysis												
Task 4: Focus group meeting #2 and Draft Report									F			
Task 5: Prepare Final Report												

Focus Group Meeting 

The study will begin upon execution of the signed contract.

## FUNDING

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

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.
- Attendance, in person or teleconference, of around 8 project working group meetings
- Attendance in person or teleconference, of 2 focus group meetings
- Meeting summaries for all meetings and workshops, including written records of all public comments.
- Final report – one high-quality PDF and one MS Word version.
- 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). 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:

- 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.
- 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.)

## 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**

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The deadline for proposals is **4:30 p.m. on Tuesday, July 7<sup>th</sup>, 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 opened/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 delivered/mailed to :

Contact: Dan Blevins  
WILMAPCO  
100 Discovery Blvd. Suite 800  
Newark, DE 19713  
Phone: (302) 737-6205 Ext.121  
E-mail: [dblevins@wilmapco.org](mailto:dblevins@wilmapco.org)

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.

