

REQUEST FOR PROPOSALS

WILMAPCO Council:

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Chief Executive Officer

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Delaware Dept. of Transportation
Secretary

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Delaware Office of State Planning
Coordination, Director

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New Castle County Executive

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

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Mayor of Wilmington

Michael Spencer
Mayor of Newport

Dave Warnick
Rising Sun Commissioner

WILMAPCO Executive Director
Tigist Zegeye

Impact/Benefit Analysis of Truck Access Improvements in the Port of Wilmington Area

GOALS AND OBJECTIVES

The goal of this project is to evaluate and recommend a series of possible improvements in and around the Port of Wilmington area in an effort to improve truck circulation. The recent completion of the SR 9 Corridor Master Plan, several expansion proposals for the Port of Wilmington and other studies such as the 2008 Southbridge Circulation Study and 2028 Wilmington Comp Plan have generated several proposed improvements which are in need of further evaluation. This effort would look to serve as the technical analysis to analyze these ideas with a land use and transportation model-based approach.



Land Use considerations: To the greatest extent possible, analysis should include any proposed expansion and development activity in and around the Port of Wilmington, including the new Gulftainer-Edgemoor Port Facility.

Deliverables – Technical memo with review of projects and their effectiveness in moving truck traffic in the area. Attendance at project working group meeting to review draft results.

Task 3: Prepare Initial Findings

Results of initial findings shall be prepared which will include the following:

- Detailed project matrix of proposed projects from Task 1 including a summary of all MOEs used in Task 2 and their resulting impact/benefit, if any
- Recommendation of which project (or combination of projects) best addresses truck traffic
- Recommendations for before/after implementation monitoring efforts

Deliverables – Technical memo detailing analysis of model results. Should include documentation of PEL Study process and CTP level project cost estimates.

Task 4: Presentation of Draft Report

Present findings and initial draft report to the project working group.

Deliverables – Prepare materials for presenting findings from analysis and initial draft report for comment from project working group.

Task 5: Prepare Final Report

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

ANTICIPATED SCHEDULE

TASK	MONTH								
	1	2	3	4	5	6	7	8	9
Task 1: Develop list of possible roadway improvements for consideration									
Task 2: Perform impacts and benefits analysis									
Task 3: Present Findings									
Task 4: Prepare Draft Report									
Task 5: Final Report									

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 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.
- PowerPoint and display boards for presentation at meetings.
- Attendance, in person or teleconference, at 3-4 project working group meetings.
- Meeting summaries for all meetings and conference calls
- 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 timeline 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 20th, 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 **August 3, 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

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.

