

## REQUEST FOR PROPOSALS

### Delaware Statewide Truck Parking 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  
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**  
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## INTRODUCTION

The Wilmington Area Planning Council (WILMAPCO) and the Delaware Department of Transportation (DelDOT) are seeking proposals to develop a Statewide Truck Parking Study to support the advancement of priority solutions that improve truck parking statewide. A shortage of truck parking is a constant concern for transportation agencies across the nation. This shortage coupled with other regulatory constraints truckers experience results in drivers making difficult decisions which can result in being parked in unsafe or unreliable locations.

This study is geared to have a two-part approach. First, the study needs to address the requirements set by MAP-21 for addressing truck parking along the interstate system. Secondly, the purpose of the study is to go beyond those requirements and look to address more localized, shorter-term truck parking and staging within the State of Delaware.

Delaware has a dynamic range of industries which rely on the trucking industry to provide efficient movement of goods. It ranges from global port facilities, chemical and agricultural industries and major seasonal tourist destinations. Each of these has their own logistical needs set by the type of goods and their time sensitivity to delivery. Recently acquired datasets from emerging data sources can be used to evaluate in greater detail patterns of overnight parking hotspots and those in both designated and non-designated parking areas.

Additional focus of this effort will be regular engagement with the local trucking community. Their local knowledge can help verify the technical data review portion of the study and help with future strategies and recommendations.

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## TASKS

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### SCOPE OF WORK FOR CONSULTANT SERVICES

***Task 1: Truck Parking: The National Perspective***

This task will address truck parking on a national/regional scale, addressing the key points outlined on MAP-21 guidance. This will include items such as:

- Evaluation of capability of the State to provide adequate parking and rest facilities for commercial motor vehicles engaged in interstate transportation
- Assess the volume of commercial motor vehicle traffic in the State

- Comparison of Delaware to neighboring regions
- Truck Parking inventory (Jason's Law Compliance), incorporating the existing inventory prepared by State DOTs
- National/Regional freight trends and future forecasts, ongoing initiatives and parking demand/capacity analysis and their relation to Delaware

Deliverables – Attendance at project working group kickoff meeting and follow up discussion. Notes from project team meeting(s). Technical memo of findings from Task 1.

### ***Task 2: Existing Local Truck Parking Conditions***

This task will look at the existing conditions of public, private and undesignated truck parking locations throughout Delaware. From the capacity perspective, create an inventory of private and publicly-owned facilities and their geographic locations. Examine how much capacity that exists in bordering sites is being used to meet Delaware's parking demand. From a demand perspective, evaluate the demand for hours of service (HOS) parking versus the demand for staging area parking. Based on this conclusion, evaluate the needs of amenities and services. Draw conclusions of facilities that are needed in Delaware based upon the overall characteristics of truck parking patterns.

Develop plans to engage a focus group to gather local perspective of truck parking including items such as:

- Survey current state of existing facilities in terms of access, safety, amenities, etc.
- Role of Technology in Truck Parking

Deliverables: Attendance at project working group meeting(s) and develop meeting notes. GIS file truck parking (public and private) and provided amenities. Outline of focus group engagement materials and in-person meeting with focus group lead.

### ***Task 3: Overnight Parking Analysis***

Examine the State for concentrations of overnight truck parking clusters. Identify clusters which fall within current public/private locations and those which may be undesignated parking areas. Review and identify any portions of the State that may have deficient designated parking areas. Data recently purchased by WILMAPCO can be used for this task.

Examine patterns in time of day truck parking utilization by location and any patterns that exist between usage and proximity to possible origins/destinations. (NOTE: This may require additional data collection or purchase.)

Other examinations of facilities can include (but not limited to):

- Safety (Crashes)
- Engineering/Geometric conditions of entrances to parking locations
- Roadway conditions (i.e. pavement conditions)

Deliverables – Develop preliminary observations of findings of strengths, weaknesses and opportunities for improving local truck parking conditions. Attendance at project working group meeting(s) and develop meeting notes. Technical memo on task 3 findings.

**Task 4: Initial Findings and Focus Group Workshop**

Develop initial findings from Task 3. Facilitate focus group meeting #1 to present materials on tasks completed. Develop information gathering activities for focus group to provide input on findings and to provide local insight on Task 5 objectives.

Deliverables – Technical memo on initial findings from Task 3. Preparation of materials and attendance of focus group meeting. Attendance at project working group meeting(s) and develop meeting notes.

**Task 5: Strategies and Recommendations and Draft Report**

Based on focus group feedback and technical analysis, develop a range of strategies and solutions to address the conclusions made from previous tasks. These can include policy, capacity, technology, land use partnerships and any other type of possible recommendation. Each recommendation should include estimated cost, implementing agency, and general location for applying each. Case studies or examples of their implementation are preferred. Materials developed from this task will be presented to the project working group and the focus group for review and feedback.

Deliverables – Development of technical memo on draft strategies and recommendations. In-person attendance at focus group meeting #2.

**Task 6: Final Report**

Development of final report based on final feedback and review of the focus group.

Deliverables – Development of draft report for circulation among project team and focus group lead. Final report will be generated upon any final feedback. Report should include documentation of PEL Study process, if applicable. Attendance at project working group meeting(s) and develop meeting notes.

**ANTICIPATED SCHEDULE**

The study will begin upon execution of the signed contract.

	MONTH											
TASK	1	2	3	4	5	6	7	8	9	10	11	12
Task 1: Truck Parking: National Perspective	■	■										
Task 2: Local Truck Parking Conditions		■	■	■								
Task 3: Overnight Parking Analysis				■	■	■						
Task 4: Initial Findings and Focus Group Workshop						ⓕ	■	■	■			
Task 5: Strategies and Recommendations										ⓕ		
Task 6: Draft Report											■	■

Focus Group: ⓕ



## 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 PDF and one MS Word version.
- PowerPoint and display boards for presentation at meetings.
- Prepare materials for a project website.
- Attendance at 2-3 focus group meetings in the study area to discuss project and assist in stakeholder outreach.
- Attendance, in person or teleconference, at about 8 project working 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

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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). 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](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**

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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 Monday, July 13<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 27, 2020**.

An electronic copy must be delivered/emailed 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.

