

REQUEST FOR PROPOSALS

Southern New Castle County Growth Area Land Use and Transportation Plan (LUTP)

WILMAPCO Council:

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Delaware Transit Corporation
Chief Executive Officer

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Maryland Dept. of Transportation
Chief, Office of Planning,
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Adam Streight
Cecil County Executive

Shanté Hastings
Delaware Dept. of Transportation
Secretary

Marcus Henry
New Castle County Executive

John Carney
Mayor of Wilmington

Vacant
Cecil County Municipalities
Representative

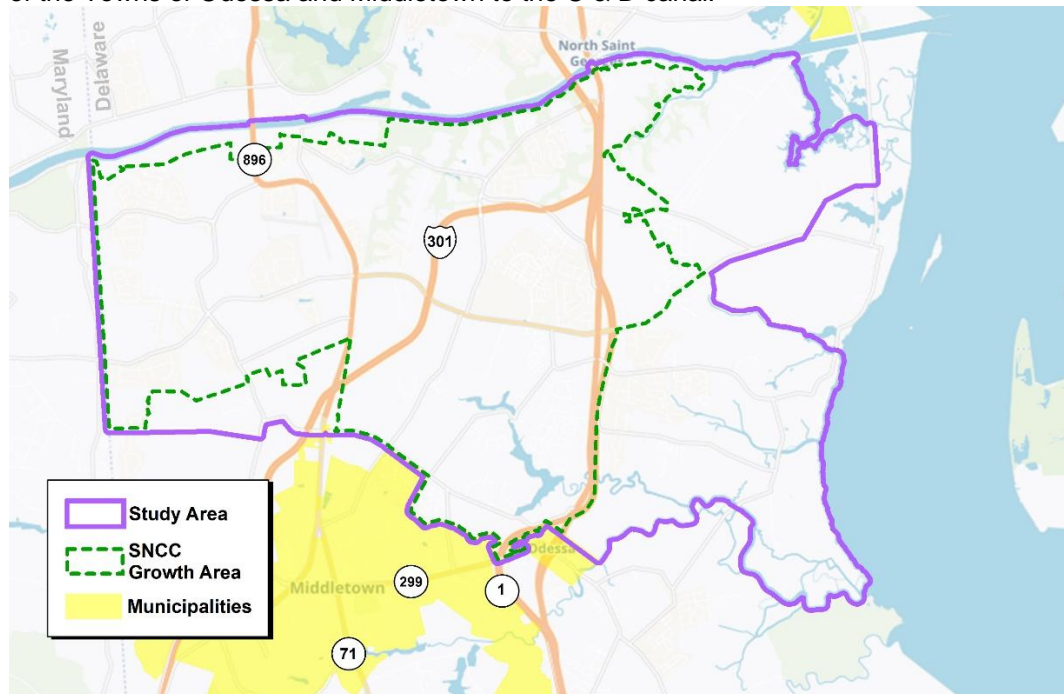
Vacant
New Castle County Municipalities
Representative

WILMAPCO Executive Director
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INTRODUCTION AND STUDY AREA

The Delaware Department of Transportation (DelDOT), the Wilmington Area Planning Council (WILMAPCO) and the New Castle County (Delaware) Department of Land Use, are seeking proposals to create a program of improvements for the Unincorporated Southern New Castle County Growth Area. The primary objective of this effort is to develop a coordinated infrastructure master plan that includes a comprehensive evaluation of land use and infrastructure issues faced in the growth area of Southern New Castle County. Additionally, the plan will develop and recommend effective implementation measures to better coordinate transportation infrastructure improvements to support future growth in the area.

The Unincorporated Southern New Castle County Growth Area is comprised of the area North of the Towns of Odessa and Middletown to the C & D canal.



GOALS AND OBJECTIVES

New Castle County adopted the 2022 Update to the New Castle County Comprehensive Development Plan, the product of a roughly 20-year planning initiative that incorporated important land use and transportation initiatives in Southern New Castle County. New Castle County has implemented several pivotal strategies from the Comprehensive Plan and other planning initiatives in Southern New Castle County which included: reducing the Southern New Castle County sewer service area in alignment with the growth area outlined in the plan, establishing a future land use designation for Hamlets and Villages, and in collaboration with the State Department of Agriculture, acquiring agricultural land preservation easements.

The Southern New Castle County Transportation Improvement District (TID) (established in 2014, see the attached map) has had the most extensive development in unincorporated New Castle County over the last 25 years. The area is home to the Village of Whitehall (the County's first development to utilize the Hamlet and Village development option), The Villages of Bayberry North and South, Winchelsea, The Grove at Bayberry, and the Bayberry Town Center. While previous planning initiatives forecasted the rise in logistical operation facilities in southern New Castle County, they did not envision those locations with recorded, committed development considered in the Southern New Castle County TID. Additionally, sites not evaluated for development by the Southern New Castle County TID are currently in the development process to support logistical operations. The unanticipated character of recent development may or may not exceed the traffic volume and nature envisioned by the Southern New Castle County TID and other planning initiatives.

The Southern New Castle County Growth Area Land Use and Transportation Plan (LUTP) has the potential to provide valuable updates to previous planning initiatives including the SNCC Master Plan as well as the land use and transportation plan for the Southern New Castle County TID. It will evaluate and model traffic within the growth area (see attached) based on updated development patterns and forecasts. The LUTP will contain recommendations for improvements to the Southern New Castle County TID, building on improvements to the framework and function of TIDs made over the past decade. The LUTP will potentially include recommended projects and a fee structure to assure that infrastructure will appropriately address automotive and other modes of traffic in the growth area.

After consideration by WILMAPCO Council, and if determined appropriate by New Castle County and DelDOT, the LUTP will be evaluated and considered for consistency with the requirements in the New Castle County Code (Unified Development Code) and DelDOT Development Coordination Manual to update the Southern New Castle County TID.

This project will include a Planning and Environmental Linkages (PEL) Study. PEL Studies are a collaborative and integrated approach to transportation decision-making that considers 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).



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PLANNING PARTNERS

WILMAPCO will be responsible for administering the plan development. The Project Management Committee (PMC) will collaborate on developing the SNCC Land Use & Transportation Study, and will include:

- Wilmington Area Planning Council (WILMAPCO)
- Delaware Department of Transportation (DelDOT)
- Delaware Transit Corporation (DTC)
- New Castle County Department of Land Use

An Advisory Committee (AC) of civic and business stakeholders will provide input on issues, opportunities and constraints, and draft scenarios. Membership of the Advisory Committee will include:

- Delaware Office of State Planning Coordination
- Property owners, businesses, civic entities, and elected officials

TASKS

Task 1: Review of Trend Conditions, Opportunities & Constraints

This task will be completed in-house by WILMAPCO with additional support from the consultant team prior to the first public meeting. WILMAPCO anticipates the use of transportation analytics software to serve as one of the main sources of transportation data collection for this study. Consultants would be provided with access to the software for the duration of the study. The planning partners will review existing and planned land use, transportation, and demographics for the corridor. This review will include analysis and illustrations of existing conditions data including:

- Zoning
- Existing and planned land use
- Demographics
- Transportation facilities (including pedestrian pathways)
- Traffic, transit and safety conditions (i.e. congestion, travel speeds, intersection functionality, origin and destination patterns)
- Environmental features, including critical natural areas, wetlands, brownfields and floodplains.
- Community, cultural and social features (parks, etc.)

Deliverables – Report that includes summary information, including maps, graphics, etc. detailing existing conditions and constraints will be prepared by WILMAPCO in coordination with the PMC. The report will build from the recent plans: WILMAPCO RTP, NCC 2022 Comprehensive Plan, DART Reimagined, and the SNCC Master Plan.



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SCOPE OF WORK FOR CONSULTANT SERVICES

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

Task 2: Market Assessment

- Complete a socio-economic assessment of existing conditions and trends along with future market dynamics to determine the strength of the market for residential and non-residential land uses

Deliverables – Stand-alone report with supporting executive summary and presentation with high-quality graphics.

Task 3: Updated Modeling of Transportation and Land Use

- Evaluate and model current and future traffic within the growth area (at the parcel level) based on updated development patterns and forecasts
- Modeling will include various scenarios with varying assumption on growth rates and infrastructure funding levels and project in-service years (min. 20-year horizon)
- Compare forecast with assumptions and funding levels from previous studies and agreements

Deliverables – Meeting notes from Project Management and Advisory Committees. Report detailing analysis of model results and digital version of the model itself (including illustrative depictions of results and potential differences from previous work).

Task 4: Post-Model Processing and Level of Service Evaluations

Perform a review of model outputs and analysis of LOS throughout the study area including:

- Post-process Peninsula model for baseline peak hour forecasts
- Evaluation of service standards and explore techniques for measuring LOS or travel time on transportation facilities, which may include travel time on segments and not intersections.
- Evaluation of techniques described in the Development Coordination Manual, or other techniques that reflect then-existing best practices or innovative approaches to measuring transportation or network capacity
- Note that New Castle County may supplement data and findings with additional land use analysis

Deliverables – Meeting notes from Project Management and Advisory Committee. Report detailing analysis/model results. Development of spreadsheet layers for each development included in parcel specific forecast.

Task 5: Final Report

- Draft a completed land use and transportation plan consistent with requirements in the Unified Development Code and the DelDOT Development Coordination Manual. LUTP may be used for a potential update to the SNCC TID
- Recommendation of actions to be considered in the implementation including (but not limited to) revision of laws, ordinances, policies, and regulations relating to comprehensive planning and transportation

Deliverables – Meeting notes from Project Management Committee, Advisory Committee, and public workshop(s). Report detailing analysis/model results. Final report should contain documentation of PEL Study results.



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ANTICIPATED SCHEDULE

TASK	MONTH																
	Fiscal Year 2026										Fiscal Year 2027						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Issues, Opportunities and Constraints			i														
Market Assessment																	
Updated Modeling of Transportation and Land Use							i										
Post-Model Processing and Level of Service Evaluations																	
Final Report												i				i	
Public Workshop i																	

FUNDING

This project will initially be funded from WILMAPCO's FY 2026 Unified Planning Work Program (UPWP), available at www.wilmapco.org/upwp. This study is expected to require 17 months to complete; the funding for months 11 through 17 will be included in WILMAPCO's FY 2027 UPWP. As part of the RFP, we request the inclusion of an estimate of the costs to perform each of the listed tasks over the full 17-month study period.

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 and public workshops. Display will also be made available in PDF.
- Materials for a project website, including illustrative depictions of the preferred alternative, including real-world simulations of potential build-out.
- 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 about 10 Project Management Committee, Advisory Committee, and/or joint committee meetings.
- Presentations to WILMAPCO, New Castle County Planning Board and New Castle County Council.
- Meeting summaries for all meetings and workshops, including written records of all public comments.
- Final report– one high-quality PDF, one MS Word version and final publication format (such as Adobe InDesign).
- GIS files of all mapping work.

SUBMISSION REQUIREMENTS

The Consultant shall submit four (4) bound copies of a Proposal/Statement of Qualifications OR one (1) electronic copy for the 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:



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- 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 organizational 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 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 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.
- 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:



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- 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.)
- Creativity in identifying planning approaches and solutions to land use and transportation problems and in presenting plans to policy makers and the public.

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 **4:00 p.m. July 21st, 2025** at the WILMAPCO offices or via email.

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 **August 4th, 2025**.

An electronic copy must be emailed or hard copies hand 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.

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: Mr. Dave Gula
Phone: (302) 737-6205 Ext. 122
Fax: (302) 737-9584
E-mail: dgula@wilmapco.org



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