

## REQUEST FOR PROPOSALS

### Safe Streets and Roads for All (SS4A) Citywide Safety Action Plan - Wilmington

#### **WILMAPCO Council:**

**John Sisson, Chair**  
Delaware Transit Corporation  
Chief Executive Officer

**Geoff Anderson**  
Maryland Dept. of Transportation  
Chief, Office of Planning,  
Programming and Delivery

**David L. Edgell**  
Delaware Office of State Planning  
Coordination, Director

**Adam Streight**  
Cecil County Executive

**Shanté Hastings**  
Delaware Dept. of Transportation  
Secretary

**Marcus Henry**  
New Castle County Executive

**John Carney**  
Mayor of Wilmington

**Kelly A. Benson- Mayor**  
Cecil County Municipalities  
Representative

**Vacant**  
New Castle County Municipalities  
Representative

**WILMAPCO Executive Director**  
Tigist Zegeye

## INTRODUCTION AND STUDY AREA

---

The City of Wilmington (City) and the Wilmington Area Planning Council (WILMAPCO) are seeking proposals to develop a comprehensive, well-defined strategy to prevent roadway fatalities and serious injuries through a public Comprehensive Safety Action Plan (Plan) for the City. The Plan will build upon the 2023 SS4A Safety Action Plan for New Castle County, Delaware. The 2023 plan was conducted by WILMAPCO, New Castle County, municipal and state agencies, and community stakeholders.

Responses to this Request for Proposals (RFP) will be used to identify qualified consultants to support the development process for the Plan. The Plan will list and describe recommended safety programs, projects, strategies, and safety countermeasures to be implemented.

## GOALS AND OBJECTIVES

---

Develop a Comprehensive Safety Action Plan for the City. The Plan will comply with the United States Department of Transportation (USDOT) eight-element [FY25 Self-Certification Eligibility Worksheet](#) in identifying improvements to the safety and resiliency of the transportation network and analyzing the ability to prevent serious injury or death of all road users. The Plan will efficiently leverage existing transportation plans and comply with the DelDOT Complete Streets Design Guide.

The Plan will collect and analyze data, involve the public at multiple Plan stages, and identify innovative and cost-effective strategies and alternatives. The Plan will develop recommendations that will result in system safety improvements for the current and future transportation needs of all road users. The Plan will be guided by data analysis, consider populations that are most vulnerable to serious injury or fatality, and create a prioritization framework for project implementation.



## PLANNING PARTNERS

---

WILMAPCO will be responsible for Plan administration. A Plan advisory committee will be composed of the following members:

- City of Wilmington
- Delaware Transit Corporation
- Delaware Department of Transportation
- Civic, advocacy and local stakeholders

## SCOPE OF WORK

---

After being selected, the consultant will execute a services agreement with WILMAPCO to provide the scope of work set forth below. The chosen consultant will create a SS4A citywide Safety Action Plan, in compliance with USDOT rules and regulations. The Plan will begin by creating an inclusive advisory committee, based on the proven Wilmington Initiatives framework. The committee will establish a timeframe within which Wilmington will eliminate transportation fatalities and serious injuries. The Plan will analyze existing conditions and historical crash trends citywide. The Plan will identify a high injury network and employ the evidence-based Safe Systems Approach, along with proven safety countermeasures. This approach will reduce conflicts and manage speeds, thereby reducing crash severity and frequency. The Plan will conclude with recommendations including policy and process changes, and systemic improvements at various costs and timelines. Inclusive public engagement will inform every step in the process. The Plan will not include demonstration or “quick build” activities. Additional details regarding the Safety Action Plan Components can be found on the USDOT SS4A Grant Program home page.

## ANTICIPATED SCHEDULE

---

The Plan will begin upon execution of the signed contract and shall be completed within 12 months.

MILESTONE	SCHEDULE DATE
PLANNED DRAFT PLAN COMPLETION DATE	JULY 17, 2026
PLANNED FINAL PLAN COMPLETION DATE	SEPTEMBER 18, 2026
PLANNED FINAL PLAN ADOPTION DATE	NOVEMBER 6, 2026
PLANNED SS4A FINAL REPORT DATE	DECEMBER 4, 2026

## FUNDING & BUDGET

---

This project is funded under the USDOT SS4A program. As part of the RFP, we request a proposed level of effort delineating the staff assigned with title, hours, and hourly rate for each task. As well as a proposed schedule showing the timeline for each task including milestones and significant meetings or reviews.



*Partners with you in transportation planning*

## 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 presentations at meetings and public workshops. The display will also be made available in PDF format.
- Materials for a project website.
- Conducting a minimum of two public meetings in the study area to discuss the Plan and solicit public input for Plan recommendations.
- Leading efforts in public and stakeholder outreach.
- Attendance, in person or teleconference, at 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 PDF and one MS Word version.
- GIS files of all mapping work.

## SUBMISSION REQUIREMENTS

---

The Consultant shall submit one (1) electronic copy. Receipt of insufficient proposals will 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 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 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.
- 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.

## 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., August 29, 2025 via electronic submission**. Proposals received after this time and date will not be accepted or considered. Finalist interviews will be tentatively conducted during the week of **September 22, 2025**.

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: Leonard Bonarek  
Phone: (302) 737-6205 Ext. 115  
E-mail: [lbonarek@wilmapco.org](mailto:lbonarek@wilmapco.org)

