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Request for Proposals: Sidewalk Gap Analysis for New Castle County, Delaware and Cecil County, Maryland

PROJECT OVERVIEW

The primary objective of the Sidewalk Gap Analysis is to identify, assess, and prioritize gaps in the sidewalk network to enhance pedestrian accessibility, safety, and mobility. The analysis will incorporate public engagement to ensure community needs and input shape the prioritization and improvement strategies. This analysis aims to assist in future planning, funding allocations, and infrastructure development.

The **Sidewalk Gap Analysis** will identify, assess, and prioritize gaps in the region's pedestrian network to promote low-stress, accessible pedestrian routes and improved connectivity within New Castle and Cecil Counties. Work will include:

- Update GIS to identify and map existing sidewalk infrastructure.
- Locate and document gaps in the sidewalk network within the Center, Core, and Community Transportation Investment Areas (TIA).
- Conduct stakeholder outreach to get feedback about priority gaps.
- Assess the impact of sidewalk gaps on pedestrian mobility, accessibility, and safety using WILMAPCO pedestrian priority area analysis and other identified factors.
- Provide recommendations, prioritization, and recommended funding program for closing sidewalk gaps.

PROJECT GOALS

The project seeks to:

- Identify and map existing sidewalk infrastructure.
- Locate and document gaps in the sidewalk network.
- Assess the impact of sidewalk gaps on pedestrian mobility, accessibility, and safety.
- Ensure compliance with relevant regulations, such as the Americans with Disabilities Act (ADA) or local accessibility requirements.
- Engage the public and key stakeholders to gather input and ensure the recommendations align with community needs.
- Provide recommendations for prioritization, funding, and phased implementation of sidewalk improvements.

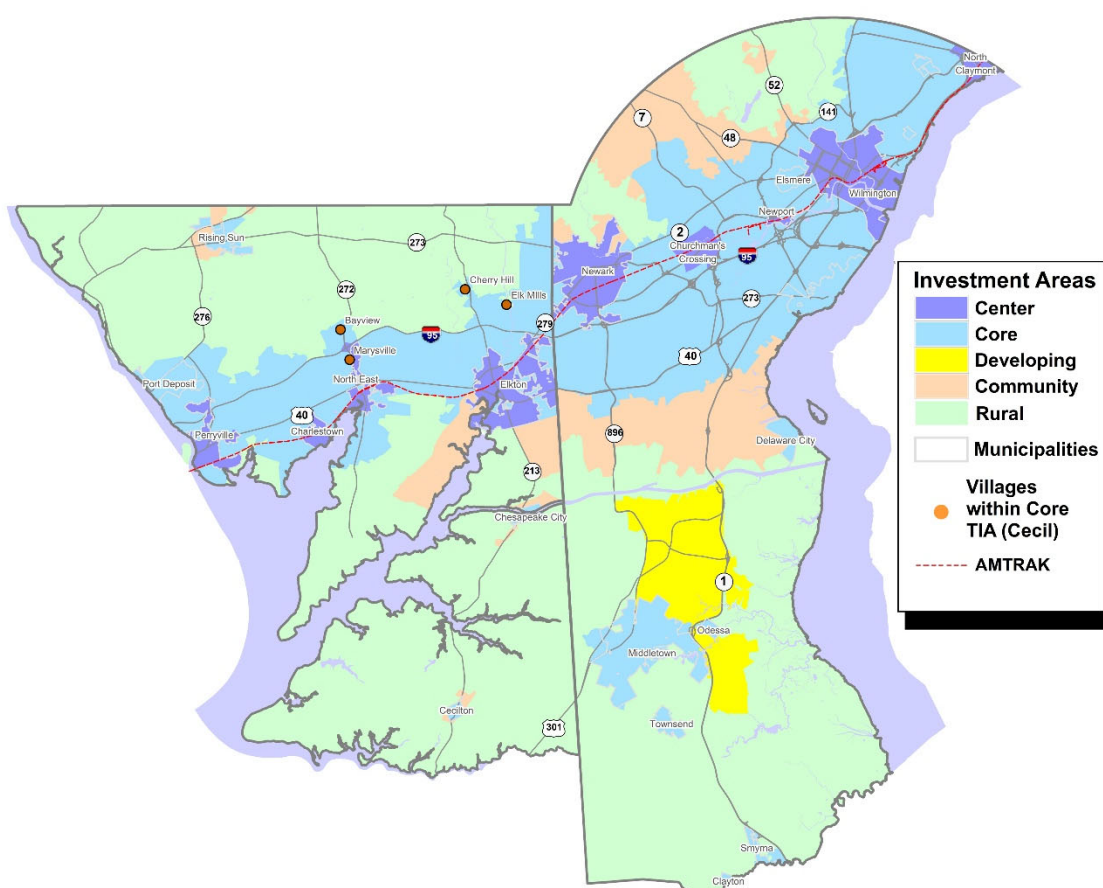
STUDY AREA

Planning will focus primarily on Center, Core, and Community Transportation Investment Areas (TIAs) for which the WILMAPCO Regional Transportation Plan (RTP) calls for retrofitting of sidewalks. These areas are defined as:



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- **CENTER:** High existing and planned concentrations of people and jobs with opportunities for significant re-development. Transportation Objectives include intensive transportation investment with an emphasis on public transportation (including rail and the most frequent bus service) and walking and bicycling improvements.
- **CORE:** Established places with a mixture of people and jobs, often along and nearby suburban highways. Transportation Objectives include maintain and manage the existing infrastructure while allowing for system expansion for all modes of transportation, except train stations and the addition of public transit centers.
- **COMMUNITY:** Established places home to mostly single-family residential communities. Transportation Objectives include maintain and manage the existing infrastructure while allowing for some periodic system expansions. Infrequent bus service is appropriate, as are expansions to pathways, sidewalks, and bike lanes.



PLANNING PARTNERS

WILMAPCO will be responsible for administering the plan. The Planning Partners will collaborate on developing the plan and include:

- **Wilmington Area Planning Council (WILMAPCO)**—Will provide overall coordination for project including public outreach support. The WILMAPCO Nonmotorized Transportation Working Group will serve as a forum for ongoing review and coordination of project materials.
- **Delaware Department of Transportation (DelDOT)**—Will provide transportation GIS and data.
- **Maryland Department of Transportation (MDOT)**—Will provide transportation GIS and data.
- **Cecil County Land Use**—Will assist with public outreach support.



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- New Castle County Land Use—Will assist with public outreach support.
- Cecil Transit —Will provide input on existing transit conditions and access to bus stops.
- Delaware Transit Corporation (DTC) — Will provide input on existing transit conditions and access to bus stops.

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

- Delaware Greenways
- Municipalities and umbrella civic associations

TASKS AND DELIVERABLES

TASK 1: DATA COLLECTION

Existing Sidewalk Infrastructure Inventory: Compile data on current sidewalks from GIS, aerial imagery, and local government databases. Supplement this with field data where necessary.

Pedestrian and Demographic Data: Identify key pedestrian routes (schools, parks, hospitals, transit hubs, commercial centers) and gather demographic data (e.g., age, income, disability status).

Traffic and Pedestrian Data: Compile pedestrian and vehicular traffic data from existing counts and online data platforms, focusing on areas with high foot traffic, transit use, crash data, or known safety issues.

Deliverable: Data inventory including GIS maps with current sidewalks and pedestrian points of interest.

TASK 2: PRELIMINARY GAP REVIEW

Gap Identification: Perform field surveys and crowdsourcing to identify missing sidewalk segments and record non-compliant or damaged sidewalks.

Deliverable: Preliminary documentation reflecting sidewalk conditions and identified gaps.

TASK 3: GAP AND CONNECTIVITY ANALYSIS

Gap and Connectivity Analysis: Analyze the sidewalk network, focusing on how sidewalk gaps affect pedestrian connectivity to key locations such as schools, public transport, and commercial areas.

Accessibility and Safety Analysis: Examine gaps from a safety and ADA compliance perspective. Identify areas with a higher risk of pedestrian accidents or barriers for individuals with mobility challenges.

Transportation Opportunity Analysis: Assess whether sidewalk gaps disproportionately impact vulnerable populations and where connecting these gaps will offer better access to jobs, goods, and services.

Deliverable: Analysis of sidewalk gaps with focus on pedestrian safety, transportation opportunity, and accessibility.

TASK 4: PUBLIC AND STAKEHOLDER ENGAGEMENT

Public engagement is central to ensuring the analysis aligns with community needs. This task involves soliciting input from a wide range of stakeholders and the public, ensuring transparent communication throughout the process.

Key Stakeholder Identification: Identify relevant stakeholders, including local government officials, neighborhood associations, businesses, advocacy groups, schools, and transit authorities.

Outreach Plan: Develop a comprehensive outreach plan to involve stakeholders at various stages of the project, ensuring broad representation of the community.

Public Engagement Opportunities: Host several public meetings in affected areas to introduce the project, present initial findings, and gather feedback on pedestrian needs and sidewalk gaps. Meetings will be designed to maximize participation, using various formats such as in-person workshops, virtual engagement, and pop-up events. Phasing of engagement should include:

- **Introduction & Initial Feedback:** Present project scope, goals, and preliminary gap analysis results. Solicit input on perceived pedestrian issues, priority areas, and missing sidewalk segments.
- **Feedback on Prioritization:** Present preliminary prioritization of sidewalk gaps based on analysis and initial public feedback. Seek input on whether the criteria and rankings reflect community priorities.

Deliverables:

- Materials for a project website.
- Stakeholder outreach plan detailing target groups, methods of engagement, and anticipated timelines for input collection.
- Reports summarizing community feedback, key concerns, and suggestions, including both in-person and online engagement.
- Summary of the results of community engagement and how public input is being incorporated into the analysis.

TASK 5: PRIORITIZATION OF GAPS

Prioritization Criteria: Establish and refine prioritization criteria based on existing WILMAPCO pedestrian priority areas (www.wilmapco.org/ped-priority), pedestrian demand, safety, accessibility, community input, and mobility opportunity considerations.

Prioritization: Present rankings of sidewalk gaps based on the criteria, including high-priority areas near schools, parks, and transit stops.

Funding Strategy: Provide rough cost estimates for filling the gaps and identify potential funding sources, including local, state, and federal grants, and development coordination. Identify phased implementation of sidewalk improvements for inclusion in the Transportation Improvement Program (TIP).

Deliverable: Prioritized list of sidewalk gaps with associated cost estimates and funding strategies.

TASK 6: FINAL REPORT AND PRESENTATION

Final Report: Compile a comprehensive final report that includes an overview of the existing sidewalk network, gap analysis, community feedback, prioritization framework, cost estimates, and recommendations for future improvements.

Final Presentation: Prepare presentation of final report and recommendations for the Planning Teams use for presenting to key decision-makers, including local government, planning commissions, and stakeholders. Emphasize how public input shaped the final recommendations.

Deliverable: Final presentation report, including GIS data files, maps, community engagement summaries, and prioritized sidewalk gap recommendations. Report will provide in pdf and MS Word formats.

Schedule and Funding

Suggested Schedule

Project is expected to take twelve months to complete. Notice to proceed is anticipated in July 2025.

Funding

This project will be funded from WILMAPCO's FY 2026 Unified Planning Work Program (UPWP), available at www.wilmapco.org/upwp.

SUBMISSION REQUIREMENTS

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

- 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.

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%

- 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.

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., June 30, 2025 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 and/or reviewed before 8:30 a.m. of the morning following the deadline. Tentatively, we will interview finalists during the week of July 14th, 2025.

Four (4) bound copies and one electronic copy must be mailed or hand delivered to:

WILMAPCO
100 Discovery Blvd, Suite 800
Newark, DE 19713
ATTN: Ms. Heather Dunigan, 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: Heather Dunigan
Phone: (302) 737-6205 Ext. 118
Fax: (302) 737-9584
E-mail: hdunigan@wilmapco.org