

Wilmington Area Planning Council

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REQUEST FOR PROPOSAL

Newark Regional Transportation Center Project

APRIL 11, 2011

INTRODUCTION

The Wilmington Area Planning Council (WILMAPCO) is designated by the Governors of Delaware and Maryland as the Metropolitan Planning Organization (MPO) for the Wilmington, Delaware metropolitan planning area, which consists of New Castle County, DE and Cecil County, MD and is responsible for transportation planning in the region.

The Newark Train Station is located at Mile Post 39.0 on the Northeast Corridor (NEC) in the City of Newark, DE, at South College Avenue/SR 896. Auto access is from S. College Avenue via a signalized intersection, with a 276-space parking lot, a ticket sales and guard booth and a DART bus stop. There are an additional 100 parking spaces available on an adjacent lot. The station has easy pedestrian and bicycle access from S. College Avenue, and is equipped with bike racks and bike lockers.

The station currently functions as a single-track operation, with trains serving a low-level platform and laying over on Track A of the NEC. This configuration limits the station to accommodating only one train at a time. It also creates a conflict with Norfolk Southern (NS), which shares the use of Track A for Newark Yard operations/shifting and for freight train access to the Delmarva Secondary Rail Line. This rail line is entered via Track A and is the primary access point for all rail movement to the Delmarva Peninsula. By agreement, NS restricts the use of Track A until after 9 AM.

Currently, train service through the Newark Train Station operates on four tracks on Amtrak's Northeast Corridor. Commuter service is primarily limited to Track A with 17 SEPTA commuter trains serving the Newark station, with one additional non-revenue (deadhead) train. Per Amtrak regulation, freight service is constrained to operate between 10 PM to 6 AM on the two-track section of the Northeast Corridor between Perryville and North East, MD (Bacon interlock). This also affects freight movement at the Newark Yard. Norfolk Southern's Newark Yard also utilizes Track A and Track 1. Tracks 1, 2, and 3 are used for Amtrak services.

Delaware Transit Corporation's (DTC) Wilmington to Newark Commuter Rail Improvements Project (2004) report included a study to expand passenger rail service to the Newark Train Station and eliminate the



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conflict with freight movement. The report analysis considered alternatives, which included a “No Build” option, and recommended the relocation of the Newark Station. The No Build concept would not accommodate separation of passenger and freight operations, nor will it allow an increase in passenger rail services, including SEPTA, MARC or Downstate Rail Service to Middletown and/or Dover. A No Build option also would not provide high-level platforms which are necessary for full ADA compliance and will be required by FRA in the near future.

In January 2009, the Chrysler Assembly Plant, which is adjacent to the west, ceased operations in Newark, and the site became available for purchase. The University of Delaware (UD) purchased the 272 acre site and created a plan for a new science and technology campus. Part of this plan includes Transit-Oriented Development (TOD) and land has been set aside in their plan to provide for the expansion of the train station at its current location. In conjunction with this plan, the City of Newark has given its support to UD's plan and renewed its request to expand the train station at the current site. An ad-hoc working group with representation from DelDOT, UD, the City of Newark, New Castle County, the Delaware Economic Development Office, Norfolk Southern, and WILMAPCO met with representatives from the offices of U.S. Senators Thomas Carper and Ted Kaufman, and U.S. Representative Mike Castle to discuss this issue and find a solution. The result of these meetings was the commissioning of a feasibility study. In 2010, WILMAPCO and its partners completed this study with the determination that it is feasible to design a new station on the existing site that will allow for the expansion of passenger rail service while eliminating the conflict with freight movement.

More details from this study can be found in WILMAPCO's Newark Train Station Feasibility Study. Other recent studies include DTC's Wilmington to Newark Commuter Rail Improvements Project (2004), and the Delaware Freight and Goods Movement Plan Technical Report (2004). Copies of these documents may be found at our website: <http://www.wilmapco.org/newarktrain/>

PROJECT DESCRIPTION

Project Boundaries

The study area for this project is proposed to encompass the existing Newark Train Station and the land immediately adjacent to it, which is comprised of the NS Newark freight yard and a 272 acre parcel owned by the University of Delaware. The study will also include the portion of the Amtrak NEC in this area. Finally, the study will include any land offsite that would be required to create a commuter train storage yard.

Objective

The goal of this project is to create a plan for the redevelopment of the existing Newark Train Station on South College Avenue into a Regional Transportation

Center consistent with the State of Delaware's transportation and economic development objectives.

Objectives of this project are as follows:

- o A one-page Statement of Purpose and Need, based on existing and future transportation needs.
- o A Memorandum of Agreement between the City of Newark, the passenger and freight train operators and the landowners, which includes the State of Delaware, Norfolk Southern, and the University of Delaware. This MOA will address the partnership needed to create a viable train station with passenger and freight operations on lands that are currently held by multiple parties.
- o A master plan for a station layout that resolves conflicts between freight and commuter rail, and accommodates the expansion of passenger rail services including Amtrak, SEPTA, and MARC, as well as future train service to downstate Delaware. A concept plan for the Newark Regional Transportation Center (NRTC) was developed as part of WILMAPCO's 2010 Newark Train Station Feasibility Study. This concept should be used as the model to develop the master plan. The master plan should be designed to interact with the plans for UD's new campus on the adjacent site. UD has stated its intent to create a TOD element on this campus and the two plans should be designed to complement each other.
- o An assessment of the impact that full-time access to the Delmarva Secondary will have on regional freight movement. Also, a study of the economic development impact that the expanded train station will have on the regional economy.
- o All track work design. Track geometry should be designed for all proposed track speeds. Track work on the NEC will be designed to Amtrak standards. Dedicated freight track will be designed to NS standards.
- o An Environmental Review to NEPA standards that provides an inventory of existing conditions for socioeconomic, cultural and natural environmental resources in the study area. There will also be an assessment of the impacts to these resources from the proposed plan. A geotechnical survey should be included.

SCOPE OF WORK

Task A – Meetings

An initial meeting with the consultant will be conducted to finalize the scope of the study, obtain background information regarding the study and to discuss important features and potential outcomes. An Advisory Committee will be formed with participation from WILMAPCO, DelDOT/DTC, the University of Delaware, the City of Newark, New Castle County, Amtrak, NS and other stakeholders at the beginning of the study. A kick-off meeting will be held for this committee to explain the project's objectives and review the scope of work. Other committee meetings will be held throughout the course of the project to present materials and receive feedback from the stakeholders. A final meeting will be held with the stakeholders to present the results of the study and solicit comments. WILMAPCO will take the lead and work with the consultant to coordinate scheduling of the kick-off meeting, and subsequent meetings. It is expected that 6-7 project meetings will be held with the Advisory Committee.

The consultant will also be required to meet with representatives from DTC, NS, MARC/MTA, SEPTA and Amtrak in order to determine how a new station layout will impact future rail operations.

The consultant will be required to meet with UD and its consultant team to review the design for the new campus and TOD. The station master plan must be designed to be an integral part of the campus layout.

For each meeting attended, the consultant will work with WILMAPCO to prepare meeting minutes and distribute these to document and clarify any questions, resolutions, or other positive outcomes from the meetings.

Public workshops will be held to collect input from the community, to review the proposed plans, and to present the final station master plan. The consultant will provide presentation materials and attend the public meetings to explain plans to the public, answer questions and collect comments.

Task B – Data Collection and Analysis

The study must consider transportation impacts at all proposed locations. This includes the impacts on automobiles, cyclists, transit users and pedestrians, both for ADA accessibility and ease of access for the community. Traffic impacts to the surrounding road network must be considered and any improvements to roadways or intersections should be detailed.

A mode-split analysis was completed for DTC's 2004 Wilmington to Newark Commuter Rail Improvements Project study; however train ridership has risen by approximately 186 riders/day since 2005. A survey of current pedestrians, cyclists and transit users (including transit riders utilizing bus stops on S. College Avenue)

who use the existing station should be included. Ridership forecasts should be included to 2040, based on current trips, demographic changes and modeling.

The economic impact study of increased freight movement and expanded passenger service should consider case studies of similar projects inside and outside of our region. Data from project partners should also be utilized where possible.

Task C – Development of Master Plan

Upon completion of the analyses for this project, a master plan will be created to illustrate the proposed station layout and track configuration. The layout and design will reflect the needs of the passenger services, efficient freight movements and easy access to the adjacent UD campus and TOD. The design of all components will comply with the standards and requirements of the owners and operators, DTC, NS, Amtrak, SEPTA and MARC. Station design will meet all federal requirements for ADA.

The track systems design must meet all specifications of Amtrak, with concurrence of SEPTA, MARC and NS. Information for new railroad signals, traction power and overhead communication systems will be based on Amtrak specifications.

The master plan must contain these components:

- A. A plan with new tracks to separate passenger rail operations from the Newark freight yard operations and resolves the existing conflicts between freight and commuter rail. The station must accommodate the expansion of passenger rail services including Amtrak, SEPTA, and MARC, as well as future train service to downstate Delaware. A concept plan for the Newark Regional Transportation Center (NRTC) was developed as part of WILMAPCO's 2010 Newark Train Station Feasibility Study. This concept should be used as the model to develop the master plan. The plan should include utility relocations, storm water management and required permitting from federal, state and local agencies. This alternative must create loading and storage tracks that will not obstruct freight access to the Delmarva Secondary rail line. All passenger tracks, including storage tracks, must have catenary for electrical supply.
- B. Include high-level platforms, as mandated on the NEC, to serve passenger trains that while not presenting an obstacle to freight operations. The station must be designed to accommodate two trains simultaneously on opposite sides of the platforms, to facilitate transfers. Platform length must conform to Amtrak standards for train length. Passenger access must be provided to all platforms from both sides of the NEC and must be grade-separated from all tracks.
- C. At a minimum, the station structure must provide adequate space for ticketing and for a security guard, a waiting area and public lavatories. Ideally, the station will be fully integrated with UD's campus TOD plan,

with surrounding office, academic, research, retail and residential spaces. The station may be included within a larger structure which brings these uses together under one roof. The station area should include space for bike racks and lockers, with room for expansion. The station should be linked to the James F. Hall multi-use trail, which is located along the northern ROW of the NEC. The entire station site must be designed to be ADA compliant. The plan must show the locations of all train station elements for which the NEPA review and 30% of preliminary engineering will be completed. All Easements that will be needed for the plan must be designated within the MOA.

- D. Include a parking plan with structured parking, surface parking, or a combination of both types to accommodate 500 vehicles, with the flexibility to increase to 800 vehicles in the future. The parking area should have passenger pick-up and drop-off areas. The parking can be integrated into UD's campus plan to utilize shared facilities. Amenities and travel lanes for bus and paratransit service should be provided that separate bus and auto movements, and that will minimize off-route time for buses.
- E. Provide short-term passenger rail equipment storage: between 2,000 and 4,000 linear feet for the storage of multi-car trains. The storage tracks must be electrified and accessible for trains coming from the north (SEPTA) and the south (MARC). All facilities necessary for the storage of these trains must be provided.
- F. Include all necessary surveying and mapping of the station site. An updated parcel map will be required to show boundaries and ownership of parcels within the study area, including the NEC ROW. Locations of all on-site utilities must be included in mapping using as-built plans and field surveys.

Task D – Report Preparation

Upon completion of the study, a technical report will be prepared by the consultant to document the results. This report will include a study area map, tables and other graphics to clearly document the data and outcomes of all analyses.

The final report must also include:

- A station master plan with Preliminary Engineering to 30% completion
- A NEPA environmental review conducted in compliance with FTA Section 5309 and New Starts requirements (i.e. an Environmental Assessment may be acceptable in place of an EIS)

- A detailed phasing plan for the construction of all station elements. The plan must explain the initial construction of basic station elements as well as all expansion phases. The train station must remain fully functional for passenger and freight operations during all phases of construction. This stipulation also applies to maintenance of bus, auto and pedestrian access to the station, as well as to maintaining a comparable number of parking spaces.
- A refined cost estimate for the master plan, complete with all phasing costs and explanations
- A recommendation of appropriate funding streams and grants that can be leveraged to finance the construction of the station
- An appendix containing pertinent data and information

A draft technical report will be developed and submitted to WILMAPCO for review and comment and the results will be presented at an Advisory Committee meeting for review and approval. All comments received from WILMAPCO and meeting attendees will then be incorporated into a final technical report which will be submitted to WILMAPCO, DTC/DeIDOT, and the University of Delaware for approval.

As part of the final technical report, the consultant will identify a path forward for implementing the proposed improvements identified as a part of this study. The study should be completed within 18 months.

Project Team

WILMAPCO DeIDOT DTC DEDO City of Newark Univ. of DE	New Castle County MTA/MARC SEPTA Norfolk Southern AMTRAK FTA
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Proposed Schedule

We are prepared to begin work immediately upon selection of a consulting firm(s).

	MONTH																	
TASK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Refine scope of work/sign contract																		
Data Collection & Analysis																		
Development of Recommendations																		
Report Preparation								TR										FR

TR- Interim Technical report on data collected for use in analysis.
FR- Final Report

Funding

This project will be funded through a TIGER II Planning Grant and with the local match provided by the partners. While a firm total has not been established, the budget will be primarily spent on the analysis of data to develop the final product. As part of the RFP, we ask that an estimate of the costs to perform each of the listed tasks be presented.

Deliverables

Items that will be produced by the consultant will consist of:

- Draft reports – one high-quality copy and one electronic MS Word document
- 3-4 poster boards for presentation purposes
- Attendance at 5-7 meetings at WILMAPCO to discuss project and to review draft reports as identified in the project schedule
- Produce an MS Word document of final report - one high-quality copy and one electronic document
- GIS layer of all proposed improvements

SUBMISSION REQUIREMENTS

The Consultant shall submit nine (9) copies of a Proposal/Statement of Qualifications. 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 organization 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 twelve (12) 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.
- The consultant shall comply with Federal Transit Administration regulations surrounding Lower Tier Covered Transactions. 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. More information regarding WILMAPCO's contract clauses can be found on our website: <http://www.wilmapco.org/contracts/fta-clauses-and-certifications.pdf>
- 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 transportation problems and in presenting plans to policy makers and the public.
- extent to which Disadvantaged Business Enterprises 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 candidates 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	15%
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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	15%

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., May 10, 2011** 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 **June 6, 2011**.

Nine (9) copies must be mailed or hand delivered to:

WILMAPCO
850 Library Avenue, Suite 100
Newark, DE 19711
ATTN: Mr. Dave Gula, Senior 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 a steering 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: Dave Gula
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