

ANNOUNCEMENT

REQUEST FOR PROPOSALS

Waterfront Transit Study

The Delaware River Waterfront Corporation (DRWC) is hereby seeking proposals from reputed, qualified and experienced firms for a comprehensive transit study and action plan for Delaware Avenue/Columbus Boulevard.

Attached is information relating to submitting a proposal including specific requirements.

A mandatory pre-proposal meeting will be held on Wednesday, March 21 at 1:00 pm at the DRWC offices at 121 N. Columbus Blvd. DRWC will accept all questions in writing until 5:00pm on March 23, 2018. DRWC will post a written response to all questions on its web site by Tuesday, March 27, 2018.

Sealed proposals (four hard copies; one CD/flash drive) must be received by Monday, April 9, 2018 at 4:30 P.M. EST. The proposal should be addressed to:

Karen Thompson

Delaware River Waterfront Corporation

121 North Columbus Boulevard

Philadelphia, PA 19106

If you have any additional questions, please contact Ms. Thompson at: kthompson@drwc.org.

PROJECT BACKGROUND:

The Master Plan for the Central Delaware, a plan for the redevelopment and revitalization of six miles of Central Delaware River waterfront in Philadelphia, was released in October of 2011 and adopted by the Philadelphia City Planning Commission in March of 2012. This plan makes recommendations for a wide range of waterfront improvements including new development, open space, transportation networks, and programming. Both the full 300-page Master Plan as well as the 24-page Summary Report can be downloaded here: <http://www.delawariverwaterfront.com/planning/masterplan-for-the-central-delaware>

Over the past six years, the Delaware River Waterfront Corporation has been responsible for the implementation of the Master Plan. It has built new parks, trails, and connector street improvements including the Race Street Pier, Washington Avenue Pier, Pier 68, and Spruce Street Harbor Park, all with the goal of providing a diverse range of places and activities to draw people to the waterfront. These destinations, along with the many private development projects being proposed all along the waterfront, are reinforcing the need for reliable waterfront transit and plan for implementing a comprehensive network of non-automobile transportation.

The Master Plan identified that a primary challenge in re-connecting people to the waterfront is the current auto-centric nature of the Delaware Avenue/Columbus Boulevard corridor. The vital need to transform Delaware Avenue/Columbus Boulevard into an urban, walkable street with meaningful pedestrian, bicycle, and transit options to reduce the auto-dependent nature of the road and waterfront is key to the waterfront's transformation. So important is this corridor transformation that it is one of the plan's eight principles.

In the five years since the adoption of the master plan, DRWC has opened a number of new waterfront parks and destinations and private developers begin redeveloping parcels with new uses. DRWC now looks to take this next step in the development of a waterfront transit plan In order to improve waterfront accessibility by developing a number of recommendations for short, mid- and long-term improvements to waterfront-serving transit with the support and buy-in of SEPTA and other relevant agencies and community members.

PROJECT SCOPE

CONSULTANT QUALIFICATIONS:

It is anticipated that the selected consultant team will have strong qualifications in transportation and transit planning. Expertise in multi-modal transportation, bus operations, and American with Disabilities Act compliance is strongly encouraged.

PROJECT LIMITS:

This study will focus on recommendations within the Central Delaware River Waterfront (Oregon Avenue to Allegheny Avenue, I-95 to the river), as well as crosstown connections to the waterfront from

other parts of the city, particularly the multiple bus routes that connect to points along the Central Delaware study area.



PROJECT OBJECTIVES:

The overall objective of the study is to develop a comprehensive transit plan for the waterfront to focus on immediate or near-term transportation changes that should be made to provide short-term improvements to waterfront transit. This includes not only connections both north and south along Delaware Avenue/Columbus Boulevard but also those crosstown connections that will improve the ability of Philadelphians and visitors to reach the waterfront, particularly those not in waterfront-adjacent neighborhoods. In addition to concrete recommendations for transit operations and planning, this study should also look at any physical, policy, or other changes that would be necessary or complementary to improved transit within the study area (e.g. proposed stop locations and ADA accessibility). In developing these shorter-term recommendations, the consultant will work closely with SEPTA to understand how the waterfront fits into their ongoing initiatives and requirements, including trolley modernization, bus network redesign, transit stop/ADA accessibility, a South Philadelphia transit center, and their Direct Bus program.

In addition, there have been a number of proposals for light-rail or other major transit types for Delaware Avenue over the years, as well as a number of studies performed by DRWC or other agencies related to traffic and transit beyond the Master Plan for the Central Delaware. For example, the Delaware Regional Port Authority completed an Alternative Analysis Planning Study in 2010 to evaluate transit alternatives on the waterfront. More recently, DVRPC has worked on both a long-term traffic modeling study and is currently finishing a report on waterfront transit for SEPTA and DRWC in relation to SEPTA's trolley modernization project.

The final deliverable should also include a long-term "action plan" or similar set of recommendations to provide a way forward to achieve the reliable waterfront transit and related connections in the mid- and long-term that will achieve a key goal of the master plan. As part of crafting this comprehensive study, previous studies and proposals for waterfront transit should be examined to inform this project.

PROJECT EVALUATION

DRWC is very interested in using data to inform the recommendations of this study as well as measure the impacts as recommendations are implemented. The selected consultant team should be prepared to gather and analyze both quantitative and qualitative data that reflects the current conditions in the area. Additional qualitative data that captures transit riders and other waterfront visitors' perceptions of waterfront transit and access should be gathered. The final product should also include future data collection needs and strategies to advance the recommendations in the study.

AGENCY COORDINATION & COMMUNITY ENGAGEMENT

In order to ensure this transit study results in viable and implementable recommendations, the consultant team will need to continue the tradition of agency, stakeholder, and community engagement established in the Master Plan for the Central Delaware and DRWC's subsequent projects and initiatives.

AGENCY AND STAKEHOLDER ENGAGEMENT

The agencies and stakeholders that should be engaged include, but are not limited to, the following:

- SEPTA
- PennDOT
- City of Philadelphia Streets Department
- City of Philadelphia Office of Transportation and Infrastructure Systems
- Philadelphia City Planning Commission
- Delaware River Port Authority
- Delaware Valley Regional Planning Commission
- Central Delaware Advocacy Group
- Neighboring Business Improvement Districts (e.g. Old City District)

COMMUNITY ENGAGEMENT AND PUBLIC OUTREACH

DRWC includes civic engagement and participation as a critical element of all planning, design, and construction projects. Beyond the regulatory agencies and stakeholders, it is vitally important that the everyday users of waterfront (or connecting) transit, waterfront visitors, and neighborhood residents

are engaged in a meaningful way about transit. This engagement can take multiple forms, including standard large-format public meetings, intercept surveys, in-person interviews, online questionnaires, or other forms of engagement. Respondents are encouraged to include additional public outreach methodologies in their proposals, as DRWC is interested in complementing the traditional forms of community engagement with new means of reaching a broad range of current and potential users of the space.

PROJECT MANAGEMENT:

This project will be managed by DRWC, a 501(c)(3) nonprofit organization, and overseen by the Planning Committee of the DRWC Board of Directors. DRWC may assign an independent consultant project manager to work with the selected firm to act on their behalf in day-to-day management of and interaction with the selected firm, assist with the review and approval process, and provide additional support as-needed.

PROJECT SCHEDULE:

Consultant Selection Schedule:

Week of 3/12/2018	Request for Proposals released
3/21/2018	Pre-Proposal Meeting
3/23/2018	Questions due to DRWC in writing (email only to kthompson@drwc.org) by 5:00pm
3/27/2018	DRWC to post answers to questions online by 5:00pm
4/9/2018	Proposals due to DRWC
4/27/2018	Firm selection finalized and contract awarded by DRWC board

DRWC anticipates a six-month planning process. Proposals should include a more detailed proposed schedule for work, as described below in the Submittal Contents and Requirements section.

FEE

DRWC anticipates a maximum project budget of \$200,000. Fee proposals should be broken down by deliverable, and include reimbursable expenses.

SUBMITTAL CONTENTS AND REQUIREMENTS

1. Letter of Transmittal including:

- A statement indicating your understanding of the work to be performed;

- An affirmation of the firm's qualifications for professionally and expertly conducting the work as understood;
 - The firm's contact person concerning the proposal and a telephone number and email where that person can be reached.
 - Complete itemized summary of services to be provided and their costs.
2. **Qualifications** including professional practice, areas of specialization, practice philosophy, and project/client mix as well as examples of a minimum of three (3) projects conducted by the firm of a similar scope. Please disclose any professional engagements, relationship, conflicts of interest or potential conflicts of interest with developers of projects, their contractors, subcontractors and consultants that might impact the project, both as it relates to design and construction.
3. **Project Understanding and Approach:**

The proposal must include a project vision and a detailed description of the procedures and methods you propose to use to complete this scope of work as a two to three page narrative describing how you would approach the project. The narrative should also address the following questions:

- How will your philosophy of public transit, multi-modal transportation, urban planning best practices, and community engagement shape your approach to this work?
- What experiences do you bring to this work that you feel will ensure its success? What creative methods for soliciting and incorporating input from a diverse range of stakeholders might you use to formulate an actionable and progressive transit plan for the waterfront?
- Should you be selected to lead this project, what other consultants/disciplines might you want to bring onto your team? What role(s) will you expect them to fill?

4. **Project Team**, including:

- Team organization/organization chart
- Services to be provided by each team member
- Technical resources
- Key principal, project, technical, and support personnel with resumes showing experience with similar projects
- Statement regarding proposed Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and Disabled Business Enterprises ("DSBE") participation

5. **References**

List three references for the prime consultant indicating project names, firm's role, total design fee, start and completion dates, and full client contact info (including telephone and email).

6. **Fees:** Submit Fee Proposal which includes the following:

- Lump sum cost proposal
- Allowance for reimbursable expenses
- Hourly rate schedule for additional services

7. **Schedule:**

A detailed project work schedule should be provided which includes time frames for each major work element, target dates for agency and public meetings, and dates for completion of draft and final documents.

8. **Administrative Forms:** The following forms, found on the DRWC website RFP page must be filled out and submitted by all individuals and/or firms, including sub-consultants:

- a. Campaign Contribution Disclosure Forms
- b. DRWC Conflict of Interest Form
- c. Solicitation for Participation and Commitment Form

Sealed proposals (four hard copies; one CD or flash/jump drive), must be received by Friday, April 6, 2018, at 4:30 P.M. EST. Proposals should be addressed to:

Karen Thompson
Director of Planning
Delaware River Waterfront Corporation
121 North Columbus Boulevard
Philadelphia, PA 19106

SELECTION PROCESS

DRWC will review the proposals and reserves the right to ask for more information or additional questions of one or more respondents. DRWC also may consult SEPTA or other agencies for feedback on the responses to this RFP. Interviews of short-listed firms will not be conducted so teams should consider the strength of their overall response and narrative of their project vision and approach. After reviewing all responses, DRWC staff will make a recommendation to DRWC's Planning Committee and Board, who will make the final decision and award a contract at DRWC's April Board meeting. The staff of the DRWC will finalize the scope of work and execute a contract, in a form satisfactory to both parties.

DRWC encourages the response and inclusion of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and Disabled Business Enterprises ("DSBE") (collectively, "M/W/DSBE") in its contracts. The goal of DRWC is to ensure that all businesses desiring to do business with DRWC have an equal opportunity to compete by creating access to DRWC's contract opportunities by M/W/DSBEs and meaningfully increasing opportunities for the participation by M/W/DSBEs in DRWC's contracts at

all tiers of contracting.

Respondents to this RFP should provide a description of any efforts it has made within its company and proposal which will help DRWC achieve these goals. These efforts may include, but are not limited to the following:

1. A description of respondents written diversity program identifying the race, gender and ethnic composition of its board of directors
2. Firm employment profile
3. A list of all M/W/DSBE vendors that the respondent does business with and a statement of the geographic area(s) where its services are most concentrated
4. A description of the respondent's efforts to maintain a diverse workforce, to maintain a diverse board of directors or administer a fair and effective M/W/DSBE contracting process.

Respondents should fill out and attach the Solicitation for Participation and Commitment Form, found on the DRWC website RFP page, for any M/W/DSBE firms that will be working on the project.

RESERVATION OF RIGHTS AND SELECTION CRITERIA

RESERVATION OF RIGHTS:

The DRWC reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the proposal submission, evaluation and selection process under this RFP:

- (a) To reject any proposals if, in the DRWC's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the respondent does not meet the qualifications set forth in the RFP, or it is otherwise in the DRWC's best interest to do so;
- (b) To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;
- (c) To accept or reject any or all of the items in any proposal and award the contract(s) in whole or in part if it is deemed in the DRWC's best interest to do so;
- (d) To reject the proposal of any respondent that, in the DRWC's sole judgment, has been delinquent or unfaithful in the performance of any contract with the DRWC or with others, is financially or technically incapable or is otherwise not a responsible respondent;
- (e) To reject as informal, non-responsive, or otherwise non-compliant with the requirements of this RFP any proposal which, in the DRWC's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way that is unacceptable to the DRWC, deviates from this RFP and its requirements, contains erasures, ambiguities, or alterations, or proposes or requires items of work not called for by this RFP;
- (f) To waive any informality, defect, non-responsiveness and/or deviation from this RFP and its requirements that is not, in the DRWC's sole judgment, material to the proposal;

- (g) To permit or reject at the DRWC's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submission;
- (h) To request that some or all of the respondents modify proposals based upon the DRWC's review and evaluation;
- (i) To request additional or clarifying information or more detailed information from any respondent at any time, before or after proposal submission, including information inadvertently omitted by the respondent;
- (j) To inspect and otherwise investigate projects performed by the respondent, whether or not referenced in the proposal, with or without the consent of or notice to the respondent;
- (k) To conduct such investigations with respect to the financial, technical, and other qualifications of each respondent as the DRWC, in its sole discretion, deems necessary or appropriate; and
- (l) To waive and/or amend any of the factors identified in the RFP as pertaining to the respondent's qualifications.

CONTRACT NEGOTIATION AND AWARD:

The DRWC reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the contract negotiation and award process resulting from this RFP:

The DRWC reserves the right to enter into post-submission negotiations and discussions with any one or more respondents regarding price, scope of services, and/or any other term of their proposals, and such other contractual terms as the DRWC may require, at any time prior to execution of a final contract. The DRWC may, at its sole election, enter into simultaneous, competitive negotiations with multiple respondents or negotiate with individual respondents seriatim. Negotiations with respondents may result in the enlargement or reduction of the scope of services, or changes in other terms that are material to the RFP and the submitted proposals. In such event, the DRWC shall not be obligated to inform other respondents of the changes, or to permit them to revise their proposals in light thereof, unless the DRWC, in its sole discretion, determines that doing so is in the DRWC's best interest.

In the event negotiations with any respondent(s) are not satisfactory to the DRWC, the DRWC reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other respondents; to enter into negotiations with firms that did not respond to this RFP and/or to solicit new proposals from firms that did not respond to this RFP, including but not limited to negotiations or proposals for components of the System, if any, that are deleted by the DRWC from the successful proposal or the contract resulting from it. The DRWC reserves the right not to enter into any contract with any respondent, with or without re-issue of the RFP, if the DRWC determines that such is in the DRWC's best interest.

PROPOSAL EVALUATION:

Proposals that the DRWC determines, in its sole discretion, are responsive to the RFP will be reviewed by a selection committee designated by the DRWC. The DRWC, in its sole discretion, may require any

respondent to make one or more presentations of its proposal to the selection committee, in DRWC offices, at no cost to the DRWC, addressing its ability to satisfy the requirements of this RFP. The DRWC shall not be required, however, to permit any respondent to make such a demonstration.

Cost to the DRWC is a material factor, but not the sole or necessarily the determining factor in proposal evaluation. The DRWC may, in its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible and qualified respondent submitting the lowest price. The contract will be awarded to the respondent whose proposal the DRWC determines, in its sole discretion, is the most advantageous to the DRWC and in the DRWC's best interest.

The DRWC, in its sole discretion, may, but shall not be required to, reject without further consideration the proposal of any respondent that has not demonstrated, in the DRWC's sole judgment, that it satisfies the qualifications criteria provided in the RFP. The DRWC reserves the right, in its sole discretion and without notice to respondents, to modify this evaluation procedure as it may deem to be in the DRWC's interest.

Evaluation factors to be considered by the DRWC include, but are not limited to, the following (no particular order of importance, weighting, or other priority is assigned to these factors or reflected by their order in the list):

- (a) Project understanding and soundness of proposed project methodology, including but not limited to the detail and accuracy of the proposed scope and statement of work and implementation plan
- (b) The respondent's financial and technical qualifications to perform the work required by the RFP, as presented in its proposal and determined by any other investigations conducted or information obtained by the DRWC
- (c) References provided by the respondent, particularly from projects of similar complexity and scope;
- (d) Commitment and ability to complete the project and secure approvals and permits within a reasonable time frame
- (e) Superior ability or capacity to meet particular requirements of contract and needs of the DRWC and those it serves
- (f) Superior prior experience of applicant and staff
- (g) Superior quality, efficiency and fitness of proposed solution for the DRWC
- (h) Superior skill and reputation, including timeliness and demonstrable results
- (i) Administrative and operational efficiency, requiring less DRWC oversight and administration
- (j) Anticipated long-term effectiveness
- (k) Meets qualification/prequalification requirements as set forth in this RFP
- (l) Inclusion of M/W/DSBE participation as prime contractors, subcontractors, joint venture partners and employees in respondent's proposal;

(m) Any other factors the DRWC considers relevant to the evaluation of the proposal.

CONFIDENTIALITY, RESPONSIBILITY, AND DISCLOSURE RULES

CONFIDENTIALITY AND PUBLIC DISCLOSURE:

The successful applicant shall treat all information obtained from DRWC which is not generally available to the public as confidential and proprietary to DRWC. The successful applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant agrees to indemnify and hold harmless DRWC, their officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful applicant or any person acquiring such information, directly or indirectly, from the successful applicant or through this RFP process.

By submission of a proposal, applicants acknowledge and agree that DRWC is subject to state and local disclosure laws and, as such, are legally obligated to disclose public documents, including proposals, to the extent required hereunder. Without limiting the foregoing sentence, DRWC's legal obligations shall not be limited or expanded in any way by an applicant's assertion of confidentiality and/or proprietary data.

PRIME PROVIDER/CONTRACTOR RESPONSIBILITY:

The selected applicant will be required to assume responsibility for all services described in their proposals whether or not they provide the services directly. DRWC will consider the selected applicant as the sole point of contact with regard to contractual matters.

DISCLOSURE OF PROPOSAL CONTENTS:

Subject to the public disclosure requirements stated above, cost and price information provided in proposals will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFP process becomes the property of DRWC and will only be returned at DRWC's option. Proposals submitted to DRWC may be reviewed and evaluated by any person other than competing vendors. DRWC retains the right to use any/all ideas presented in any reply to this RFP. Selection or rejection of a proposal does not affect this right.

NON-DISCRIMINATION:

The successful vendor, as a condition of accepting and executing a contract with DRWC through this RFP, agree to comply with all relevant sections of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, hereby assuring that:

The provider agency does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap or

disability in providing services, programs or employment or in its relationship with other provider contractors.

MISCELLANEOUS:

DRWC reaffirm their right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful applicant selected will perform a variety of duties as agreed upon in the final negotiated contract. The selected applicant and DRWC will finalize the contract terms and conditions. If DRWC and the selected applicant are unable to agree on terms and conditions, DRWC may exercise its right to negotiate with other eligible vendors.