

REQUEST FOR PROPOSALS

Logistic/Fulfillment Center Transportation & Land Use Impact Study

WILMAPCO Council:

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Mayor of Wilmington

Kelley A. Benson, Mayor
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Representative

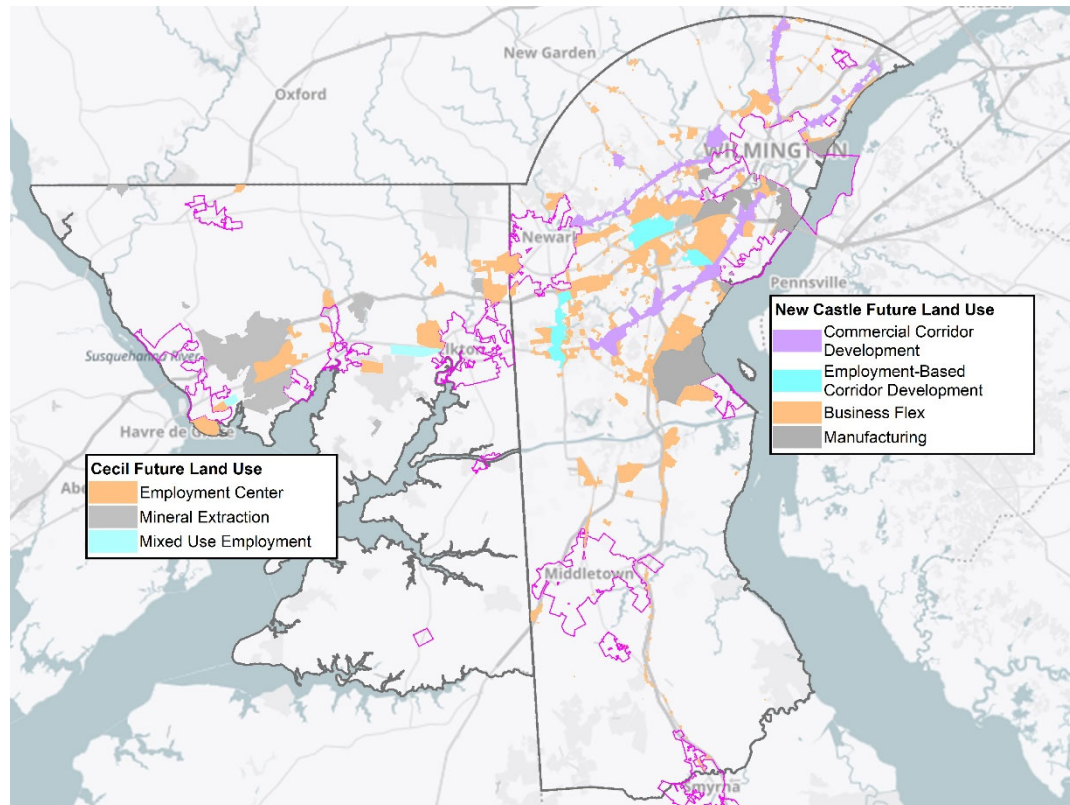
Vacant
New Castle County Municipalities
Representative

WILMAPCO Executive Director
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INTRODUCTION AND STUDY AREA

The Wilmington Area Planning Council (WILMAPCO), the New Castle County Department of Land Use and the Cecil County Department of Planning and Zoning are seeking proposals to evaluate the impact of these facilities on roadway infrastructure in New Castle County and Cecil County. It will evaluate whether the current ITE Codes adequately address these uses as well as if and what empirical trip data should be incorporated. The study will additionally evaluate the effectiveness of current traffic mitigation efforts prescribed to address truck traffic resulting from these facilities.

The area includes the land currently identified in approved comprehensive plans with appropriate areas where distribution centers are allowed.



GOALS AND OBJECTIVES

Over the past decade the growth of e-commerce paired with expedited shipping has given way to the rise of logistical operation centers (fulfillment centers). This trend has only been exacerbated by COVID 19. Large facilities typically serve as a regional truck freight hub, while other locations serve as final mile distribution centers. WILMAPCO and its partner agencies have conducted several laudable efforts including the 2022 Delaware Freight Plan (as well as the ongoing First and Final Mile efforts), the 2022 Maryland Freight Plan, and work conducted by the Air Quality Subcommittee, that have wrestled with the impacts of these facilities on our communities, environment, and road infrastructure.

Modern logistic facilities are complex operations that are not particularly well addressed in the ITE Trip Generation Manual, let alone local zoning and subdivision regulations. Are the current trip generation codes adequate to evaluate trips from these operations? Currently the ITE Trip Generation Manual includes four (4) classification/codes that addresses aspects of logistics/fulfillment operations (Industrial Park (140), Warehousing (150), High Cube Fulfillment Center Warehouse (155), and High-Cube Parcel Hub Warehouse (156)) however none of them are particularly tailored to the use. The Massachusetts Metropolitan Area Planning Commission (MAPC) evaluated this in their report *“Hidden and in Plain Sight: Impacts of E-Commerce in Massachusetts”* (2021). They recommended the use of empirical trip data, which they found to be consistent with the ITE Manual recommendation that “When practical, the user is encouraged to supplement the data in this document with local data that have been collected at similar sites.” Additionally, MARC made recommendations with respect to traffic impact studies, site plan review, traffic mitigation, off-site parking, etc...

The Logistic/Fulfillment Center Transportation and Land Use Impact Study will evaluate the impacts that these facilities have on roadway infrastructure in New Castle County and Cecil County. It will evaluate whether the current ITE Codes adequately address these uses, as well as if and what empirical trip data should be incorporated. The study will additionally evaluate the effectiveness of current traffic mitigation efforts prescribed to address truck traffic resulting from these facilities. The MAPC report identified concerns regarding adverse impacts to air quality of logistic and fulfillment facilities.

The Logistic/Fulfillment Center Transportation and Land Use Impact Study will evaluate the impact of facilities based on their size and nature of operation. It will make land use and transportation recommendations informed by industry best practices as well as with state agencies (DNREC and Maryland Department of the Environment). Finally, the Logistic/Fulfillment Center Transportation and Land Use Impact Study will examine land use/zoning provisions in county codes and make recommendations based on best practices, to provide regulatory protections for neighboring communities, while allowing logistic and fulfillment centers in locations that best support their operational needs. This will further include an effort to ensure that how the use is defined is clear and consistent by both state and county governments.

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)
- Maryland Department of Transportation (MDOT)
- Cecil County Office of Planning and Zoning
- New Castle County Department of Land Use



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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 1: Review of the Logistic/Fulfillment Center Landscape in the Region

Compilation of an inventory of existing and currently approved facilities located in Cecil County and New Castle County. This will be used to analyze the latest trends and patterns in facility type and their corresponding land use within the study area. After this is complete, an analysis of general distribution origin/destination patterns will be conducted to assist in identifying how these facilities are currently utilizing the transportation network on a local and regional scale.

Deliverables:

- Inventory of logistic/fulfillment center facilities in the study area, delineating those currently in operation from prospective proposed facilities.
- Review of the latest development and land use trends for these facility types in the study area.
- Origin/destination analysis of general distribution trends for existing facilities and how those patterns are/could impact the transportation network in both written (Word, Excel) and GIS (shapefile) format.

Task 2: Economic Analysis of Warehousing/Logistics/E-Commerce Sector

Review and analysis of economic and market trends across the warehousing, logistics, and e-commerce sector(s) nationally, regionally, and within the study area. The information provided by this will help better understand the primary drivers influencing demand for warehousing/distribution centers in each County. This information will then be used to analyze and develop projections for future economic trends and market demand for the sector, considering the national/regional market but specifically for Cecil County and New Castle County. The results of these analyses will help inform agency partners about likely future demand for warehousing-related uses, incorporating market and economic data as well as zoning for existing and future land use. As the industry is rapidly evolving, the Consultant should interview 4-5 relevant sector experts during the study period to better understand emerging trends.

Deliverables:

- Market analysis for the warehousing/logistics/e-commerce sector nationally*, regionally, and within the study area.
- Projected future demand for warehousing and logistic/fulfillment centers in Cecil County and New Castle County.
- Summary of interviews with e-commerce/logistics experts and how the information discussed compares/contrasts with market analysis.

Task 3: Traffic Assessment

Evaluation of traffic impacts that distribution centers have on roadway infrastructure in New Castle County and Cecil County. It will evaluate whether the current ITE Codes adequately address these uses as well as if and what empirical trip data should be incorporated. The study will additionally evaluate the effectiveness of current traffic mitigation efforts prescribed to address truck traffic resulting from these facilities. This task should build upon the recently completed New Castle County First/Final Mile Network Update. URL: <https://www.wilmapco.org/finalmile/>

Deliverables:

- ITE Trip Generation Code Analysis.
- Truck Traffic Mitigation/Treatment Evaluation.



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Task 4: Best Practices Guide for Warehousing Site Design Analysis and Proposal Review

Review and analysis of existing warehousing and logistics center sites in New Castle County and the Cecil County. Based on these findings, the Consultant shall produce a best practices guide for municipalities considering such development proposals. The guide should include recommendations and model code language about zoning and site plan review, building codes, parking, proposal review, mitigation, tax incentives, and post-development monitoring.

Deliverables:

- Analysis of existing warehousing and logistics center sites.
- Best Practice Guide for Warehousing/Logistics Center Proposals and Site Plan /TIS Review.

Task 5: Final Report

Based on work completed in previous Tasks, a final report will be developed which includes a separate executive summary and actionable steps for County and State agencies to take when considering warehousing and logistics center development approval. Recommendation of actions to be considered include (but are not limited to) revision of policies and regulations relating to citing and accounting for the impact of these facilities on the transportation system.

Deliverables

- Meeting notes from Project Management Committee and open house(s).
- Final Report detailing process for/results of all Tasks, recommendations of actions to be considered, and connection to relevant State/County plans.
- Final presentation of findings to WILMAPCO TAC, PAC, and Council, Cecil County and New Castle County, and the Delmarva Freight Working Group.

ANTICIPATED SCHEDULE

| TASK | MONTH | | | | | | | | | | |
|--|-------|---|---|---|---|---|---|---|---|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Logistic/Fulfillment Center landscape | | | | | | | | | | | |
| Economic Analysis of Warehousing/Logistics/E-Commerce Sector | | | | | | | | | | | |
| Traffic Assessment | | | | | | | | | | | |
| Warehousing Site Design Analysis – Best practices | | | | | | | | | | | |
| Final Report | | | | | | | | | | | |



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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 10 months to complete.

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 two (2) open houses in the study area to discuss project and assist in stakeholder outreach.
- Attendance, in person or teleconference, at Project Management Committee and/or joint committee meetings.
- Presentations to WILMAPCO, Cecil County, and New Castle County.
- 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 the Proposal/Statement of Qualifications via electronic copy for the purpose of sharing with the Project Management Committee. 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.
- A written statement that all terms and conditions contained in this RFP are accepted by the consultant.



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- 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:
 - 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. September 5th, 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. Tentatively, we will interview finalists during the week of **September 22nd, 2025**.

An electronic copy may be emailed to dblevins@wilmapco.org or a flash drive delivered to:

WILMAPCO
 100 Discovery Blvd, Suite 800
 Newark, DE 19713
 ATTN: Mr. Dan Blevins, Principal Planner



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The selected firm(s) will assume sole responsibility for the 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 for 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. Dan Blevins
Phone: (302) 737-6205 Ext. 121
Fax: (302) 737-9584
E-mail: dblevins@wilmapco.org



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