



Request for Proposals

Joint Comprehensive and Strategic Plan Update

**305 S Third Street
Knoxville, Iowa 50138
(641) 828-0550**

NOTICE TO BIDDERS

The City of Knoxville, Iowa is seeking proposals from qualified firms/ providers of consultant services to perform a joint update of the Knoxville Comprehensive Plan and Knoxville Strategic Plan. The City of Knoxville will accept proposals from firms interested in providing the requested services. Proposals must be received by no later than 3:00 P.M. local time on _____, at:

City Hall
Attention: City Clerk
Comprehensive and Strategic Plan RFP
305 South 3rd Street
Knoxville, Iowa 50138

The contract will be awarded with a predetermined amount of funds available. The final scope of work is not to exceed \$60,000, payable over Fiscal Years 2016-17 and 2017-18. The project is expected to commence in January 2017 with completion by December 2017.

If there are any questions regarding this request for proposals, please contact Lauren Dietz, Interim Zoning Administrator, in writing at ldietz@knoxvilleia.gov. Answers will be provided either by email or on the City website, and will be accessible to all interested firms.

Proposal documents are available by accessing the City's web site at <http://www.knoxvilleia.gov/Bids.aspx> or by contacting the City Clerk at 641-828-0550.

The City retains the right to amend the request for proposals at any time.

Brian Hatch, Mayor

TABLE OF CONTENTS

	Page
Cover Page	1
Notice	2
Table of Contents	3
I. General Information	4
II. Comprehensive Plan Content	5
III. Strategic Plan Content	6
IV. Proposal Format	6
V. Selection Process	7
VI. Anticipated Timeline	7
VII. Evaluation Criteria	7
VIII. Submission of Responses	7
IX. Due Date	8

I. General Information

The City of Knoxville is located in south central Iowa, 25 miles southeast of Des Moines. As of the 2010 U.S. Census, the population within city limits is 7,313. Knoxville's population has been steadily declining over the past two decades—the only city within Marion County to lose population over that time period.

The last Comprehensive Plan update was in 1999, and since that time the City has experienced minimal residential growth and modest commercial growth. The existing 5-year Strategic Plan was implemented in 2008

The goal of this process is the development of a 20-year Comprehensive Plan and corresponding 5-year Strategic Plan.

Recent plans and studies that have been adopted and/or utilized by the City of Knoxville that should be considered or incorporated as part of these updates include:

- 2013 Laborshed Report
- 2014 Technology Action Plan
- 2014 Citizen Survey
- 2015 Pavement Management Study
- 2015 Rail Port Study
- 2015 IDOT Transportation Engineering Assistance Program (TEAP) Study
- 2015 Knoxville Trails Master Plan
- 2015 Young's Park Master Plan
- 2016 City Hall/Public Safety Facility Study
- Any relevant regional plans/studies

Copies of most of these plans, as well as the current Comprehensive and Strategic Plans are available on the City's website at www.knoxvilleia.gov, or can be provided upon request.

II. Comprehensive Plan Content

The Comprehensive Plan portion of the project would include assembling and analyzing data regarding all of the existing conditions within the City of Knoxville and utilizing that data to develop policies, actions, and an implementation plan to guide future development and decision making within the community with a 20-year time horizon. It is anticipated the new Comprehensive Plan would cover the following content:

1. Community Assessment
2. Demographics/Economic Overview
 - a. Population, housing and demographic trends, and projections
3. Employment/Economy
 - a. Employment trends
 - b. Economic trends and forecasts, actions for an economic development plan
4. Natural Resources and Stormwater Management
 - a. Potential inclusion of an action plan for a new municipal stormwater utility
5. Land Use
 - a. Existing land use, future land use plan, with an appropriate balance of commercial and residential uses. This plan should include policies and action steps for implementation to guide future development and land use decisions, including proposals and policy for land annexation.
6. Housing
7. Transportation
8. Parks & Recreation
9. Public Facilities
10. Implementation

The City considers citizen input essential. The Comprehensive Plan process should be structured to maximize citizen involvement and participation. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse citizenry and ensuring an open public dialogue through the development of the plan.

City staff will maintain a project web page on the City's website to communicate the project schedule, upcoming meeting dates, and links to various contact persons. The consultant shall provide web-ready graphics and maps as they are produced.

III. Strategic Plan Content

The Strategic Plan portion of the project will include extensive strategic planning sessions with the Mayor and City Council, along with City Administrative staff, to determine the vision, mission statement, core beliefs, and action items for the City of Knoxville to focus on for the next 5 years.

IV. Proposal Format

Please limit the total length of the proposal to a **maximum of twenty (20) pages**. The content of the proposal shall include:

- A. Letter of Transmittal
- B. Executive Summary
- C. Brief organizational profile, including background and experience of the firm and key staff on the project
- D. Previous project summaries for similar projects in size and scope, including reference contact information, for a minimum of three (3) projects. (The City reserves the right to contact any references provided or otherwise obtained).
- E. Proposed Operation Plan, including an explanation of technical approaches and a detailed outline of the proposed services for executing the requirements of the proposed scope of services
- F. Anticipated Project Schedule
- G. Project management, including:
 - a. Project organizational chart including key staff to be assigned
 - b. Location of office from which the management of the project will be performed
 - c. Summary/matrix of key personnel's shared project experience
- H. Appendices (not counted toward the 20-page requirement)
 - a. Signature/Certification
 - i. The proposal shall be signed by an official authorized to bind the offer and shall contain a statement that the proposal is a firm offer for a ninety (90) day period from the submittal deadline. The proposal shall also provide the following information: name, title, address, and telephone number of the individual(s) with the authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
 - b. Resumes of person(s) who will be performing the work
- I. A proposed work task plan, detailing specific tasks within each phase. The City reserves the right to negotiate work tasks prior to finalizing a contract with the selected firm.

Proposals must contain 9 paper copies and one electronic copy (flash drive or CD). The proposals shall be retained by the City of Knoxville and will not be returned.

V. Selection Process

A work session of the City Council and Planning & Zoning Commission may be scheduled to interview qualified firms. The Planning & Zoning Commission will discuss proposals at their next meeting and provide a recommendation to the City Council, to be approved at a subsequent regular meeting of the Council.

VI. Anticipated RFP Timeline

Submittal deadline:	3:00 p.m., _____
Interviews:	May/June 2016
City Council Consultant Selection	May/June 2016
Approval of Final Contract	July 2016

VII. Evaluation Criteria

The City will evaluate proposals based on a variety of factors:

- Firm's Experience with projects of similar size, scope, and complexity
- Firm's experience in meeting similar project goals
- Firm's experience in incorporating active public participation in similar projects
- Firm's proposed project timeline
- Firm's references

Based on the materials submitted, the City may invite any or all firms to make a presentation on their proposal.

VIII. Submission of Responses

- A. Acceptance/Rejection/Modification to Responses:
The City of Knoxville reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process. The City reserves the right to split or to make the award in any manner deemed most advantageous to the City at its sole and exclusive discretion.
- B. Economy of Preparation:
Statements of Qualification should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.
- C. Cost of Preparation:
The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

- D. Ownership:
Submitted materials become the property of the City and will not be returned.

- E. Public Records:
Submitted responses and any agreement or other documents become public records that are subject to review and copying by any person making an appropriate request for public records.

IX. Due Date

The proposal with 9 complete copies and one electronic copy (flash drive or CD) will be received at the Office of the City Clerk no later than 3:00 p.m., _____. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

City of Knoxville
Attention City Clerk
Comprehensive and Strategic Plan RFP
305 S. 3rd Street
Knoxville, IA 50138

Each response shall be submitted in a sealed envelope prior to the time established for opening, and the envelope shall be marked with the title of the proposal. If submitted by mail, this envelope shall be enclosed in another envelope addressed to the City Clerk at the address specified above. If submitted other than by mail, it shall be delivered in person or by courier to the Office of the City Clerk. Proposals submitted by mail must be received in the Office of the City Clerk by the time specified herein.