

**CITY of KNOXVILLE, IOWA  
REQUEST FOR PROPOSALS  
RED ROCK INDUSTRIAL PARK &  
RAIL PORT STUDY  
DECEMBER 2013**



**CITY of KNOXVILLE  
Donald Zoutte, Sr., Mayor**

**April Verwers, City Council  
Carolyn Formanek, City Council  
David Roozeboom, City Council  
Elsie Kemp, City Council  
Tim Pitt, City Council**

**Harold Stewart, City Manager  
Dylan Feik, Assistant City Manager**

**Notice to public:** The City of Knoxville is soliciting Requests for Proposals (RFP) for the Red Rock Industrial Park and Rail Port Study in the City of Knoxville, Iowa. The submission deadline for all RFPs is 5:00 pm CST on Tuesday, January 7<sup>th</sup>, 2014.

# **REQUEST FOR PROPOSALS**

Red Rock Industrial Park and Rail Port Study

Timeframe: 4-12 months

## **Study Scope:**

This study is intended to explore the feasibility of providing additional rail service and flexibility generally to the existing rail-served industrial park located in the northeast region of the City of Knoxville (See Exhibit A: Attached). The study is intended to explore possible expansion of rail infrastructure in the area to provide additional rail-served properties for future industries. The study is also intended to provide investigation into a possible transload facility which would allow the ability to send and receive materials by rail for customers who do not currently have rail access. This type of facility could provide service for inbound products or outbound finished products including dry goods and/or liquids. As many communities and businesses in the area are no longer rail-served, this location could provide access to rail shipping for those previously unable to do so.

Overall, the City of Knoxville intends to utilize the study as a decision-making tool for future rail improvements within the region. As project deliverables, the study will include the following-

## **Study Goals:**

1. Determine feasibility of providing additional rail-served properties suitable for industrial facilities to allow expansion of an existing industrial park.
2. Determine feasibility of providing a regional transload facility to assist off-site shippers
3. Determine limitations, if any, for inbound and outbound shipments
4. Provide possible layouts for improvements
5. Determine possible users for the facility
6. Investigate the level of anticipated usage
7. Estimate of costs to construct the improvements
8. Recommend funding options for construction of the required improvements
9. Determine a marketing strategy to ensure the success of investment

## **Questions to be Answered by the Study:**

1. Is serving additional property in the area of the existing industrial park practical?
2. How much land is readily available?
3. Is a regional transload facility practical?
4. Who would use the facility/would the facility experience adequate usage?
5. What are the limitations and restrictions for inbound and outbound shipments?
6. What types of track and road layouts would work with existing industries?
7. What types of track and road layouts would be acceptable to the BNSF Railway?
8. What is the level of anticipated usage?
9. What would the preferred improvements cost?
10. How would the improvements be funded?
11. How would the facility be marketed to potential users?

# **SUBMISSION REQUIREMENTS**

Red Rock Industrial Park and Rail Port Study

Timeframe: 4-12 months

## **Deadline for Submission**

Proposals should be received no later than 5:00 p.m. CST on Tuesday, January 7<sup>th</sup>, 2014.

Applications and packet materials can be mailed to:

RFP – Red Rock Industrial Park and Rail Port Study

City Clerk's Office, City of Knoxville

305 S. Third Street

Knoxville, Iowa 50138

Packets may also be submitted electronically to:

[cityclerk@knoxvilleia.gov](mailto:cityclerk@knoxvilleia.gov)

## **Pre-Submission Meeting**

A pre-submission meeting will be held at 10:00am on Wednesday, December 11<sup>th</sup>, 2013 at Knoxville City Hall located at 305 S. Third Street, Knoxville, IA 50138. The meeting is non-mandatory and bears no weight in the selection process. The purpose of the meeting is to provide adequate, face-to-face meeting time between the City of Knoxville and its representatives and those parties interested in an RFP submission.

## **Requests For Proposal Criteria**

Applicants should submit a thoughtful, clear and well-organized proposal packet that includes the components listed below. It is noted that all expenses incurred by the respondents in replying to the RFP or in making an appearance before the review committee are at the respondents own risk.

- Proposed Scope of Services, including:
  - Methodology. Please describe how you are going to approach the study in order to create an effective analysis of impacts.
- Detailed description of each deliverable
- Proposed timeline and fee schedule (budget)
- Key team member resumes and project responsibilities
- Please limit proposals to ten (10) pages front and back
- Provide at least two (2) examples of previous work that is comparable to this project as an appendix
- Provide five (5) copies of the packet if sending hard copies
- Electronic submissions are preferred

## **Selection Criteria**

- Qualification of Team. Particular attention will be given to teams with freight and/or rail experience
- Quality of Performance History. Demonstration of effective work quality, cost control and adherence to schedules and deadlines
- Local Knowledge. Knowledge of the key issues in Central Iowa impacting freight and

goods movement

**Point of Contact**

Respondents shall direct all questions regarding this RFP and selection process to:

Harold Stewart, City Manager  
305 S. Third Street  
Knoxville, Iowa 50138  
[citymanager@knoxvilleia.gov](mailto:citymanager@knoxvilleia.gov)

Respondents are strictly prohibited from lobbying employees or Council members for the City of Knoxville and anyone connected to this RFP at any time. Failure to comply with this clause shall be grounds for rejection of the offending RFP as non-responsive.

**Budget**

An amount not to exceed \$118,000 is available to complete the study.

**Proposal Reviews/Interviews/Selection**

A selection committee of local officials will conduct the initial review of RFP submissions and consideration is expected to be given to the criteria listed in this RFP. The City of Knoxville reserves the right to reject any and all proposals, to waive any and all formalities, and generally to make the award which will best meet the objectives stated in this RFP.

Upon notification of selection by the City of Knoxville, the successful respondent is required to execute and deliver a contract within two (2) weeks of notification. If the respondent is unable or unwilling to do so the City of Knoxville has the right to request another respondent to enter into contract for the study.

All dates in the RFP are subject to change at the discretion of the City of Knoxville, and notice of any changes will be provided to all respondents.

Prospective firms are advised that no obligations or commitments are incurred by the City of Knoxville in soliciting the proposals. The City of Knoxville reserves the right to select the most highly qualified firm based upon recommendations of the selection committee.

# Exhibit A: Location and Site Map

## Red Rock Industrial Park and Rail Port Study

