STATE of IOWA
CRUDE and BIOFUEL
RAIL TRANSPORTATION STUDY

Request For Proposal

Iowa Department of Transportation

Introduction

The Iowa Department of Transportation’s Office of Rail Transportation is interested in a Project Specific contract to provide assistance in research, process guidance, facilitation, and documentation for work on the State of Iowa Crude and Biofuel Rail Transportation Study. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

The Iowa Department of Transportation (DOT) is proposing a study in partnership with federal, state, and local agencies, and the railroads regarding an evaluation of the prevention, preparation, response, and recovery posture in Iowa for incidents involving petroleum and biofuels shipments within the state. The objective of the study is to document the state of practice, determine a target condition, and identify actionable items to bridge the gap associated with the possibility of these incidents in the State of Iowa. The study will:

- Inform the parties involved about the movement of crude oil and biofuel products.
- Analyze the risks to public health and safety, and the environmental impacts.
- Document current programs and efforts related to rail incident prevention and management, including the location of emergency equipment and services.
- Compile strengths, weaknesses, opportunities, and threats related to the state’s preparedness.
- Identify cost-effective actions to address existing gaps and make public health/safety and environmental protection policy recommendations for appropriate federal, state and local agencies, and the private sector/industry.
- Identify constraints to implementation and the appropriate risk profile considerations of these constraints.
- Establish performance measures and timelines to quantify successful implementation.

The Bakken region of North Dakota, Montana and parts of Canada produces a light, sweet crude oil that is less viscous and contains more volatile components than heavier oils such as from the tar sands region of Canada. Record volumes of Bakken crude oil are moving by rail from North Dakota to refineries elsewhere in the U.S.

The production of crude oil in the Bakken region has increased at a rate that exceeds the ability of the nation’s pipelines – from 81,000 barrels per day in 2003 to more than one million barrels per day by mid-2014. Increasingly, rail shipments are the mode choice for large quantities of
crude oil, moving more than 60% of the Bakken Shale oil. Even if pipeline capacity increases, rail shipment of crude oil is here to stay for at least a portion of the product as producers take advantage of the additional flexibility of rail to ship to multiple refineries around the nation as price and capacity dictates.

Over the last few decades, ethanol and biodiesel fuels have become significant value-added products for Iowa’s agricultural economy. As the largest producer in the United States, Iowa generated 28% of the nation’s fuel ethanol in 2014. Nationally, nearly 70% of all ethanol produced was transported by rail in 2013.

The increase in the volume of crude oil and biofuels shipped by rail and the associated increased risks of spill, fire and explosion, and other incidents have highlighted the need for the Iowa DOT and other state agencies to develop a better understanding and plan to ensure the safe and efficient transport of these products through Iowa.

Project Scope

The study consists of three phases. The consulting services shall encompass and include all detail work, materials, equipment and supplies necessary to provide team development and facilitation, meeting notes, and final reports of coordinated activities. This includes, but is not limited to research, meeting planning, expertise and team leadership in process analysis/improvement, and knowledgeable reporting in the area of hazardous materials and emergency response management as it relates to railroads.

To better understand the expectations of the project, the three phases are described below.

Phase 1
Researching the past history and current conditions of the safe transportation of crude and biofuel in Iowa, including:

- The history, concerns, and relationship of crude and biofuel rail transportation with Iowans and the economy
- An inventory of current programs, training efforts, and resources that have an impact on prevention, preparation, response, and recovery for rail incidents
- The hazardous materials communication and response structure for local, state, and federal entities

DELIVERABLES
Phase 1 will be considered complete upon the acceptance of a draft report from the consultant to be used to create the introduction, background, and scope of the draft final report for the study. The phase 1 draft report shall include, but is not limited to:

- An abstract of rail history in Iowa
- A summary of all efforts relating to rail incident management, including maps showing the geographic location of response teams and physical assets
- A hierarchical diagram of the relationships that exist before, during, and after an incident between all relevant agencies and the private sector

Phase 2
The identification, coordination, and facilitation of a stakeholder group that will:
• Perform a risk assessment including likelihood and severity, and set goals for a feasible state of practice in Iowa
• Conduct a gap analysis between Iowa’s current state of practice and the target condition
• Develop practicable Action Items and Policy Recommendations for all levels of government and the railroad industry with roles, responsibilities, and time frames

DELIVERABLES
Phase 2 will be considered complete upon the acceptance of a draft report from the consultant to be used to create the body of the draft final report. The phase 2 draft report shall include, but is not limited to:
✓ The manner in which stakeholder and team participants were determined
✓ The methodology and detailed output of the risk assessment, goals, and gap analysis
✓ A list of actions and policy recommendations

Phase 3
An analysis, draft and final report regarding:
• Expectations from the implementation of the study
• Identification of gaps not resolved by this study
• Implementation and update timelines

DELIVERABLES
Phase 3 will be considered complete upon the acceptance of a draft final report from the consultant. The phase 3 draft final report shall include, but is not limited to:
✓ The cohesive and coherent inclusion of the information from the draft reports of phases 1 and 2
✓ Final conclusions of what can be anticipated from the execution of the action items and policy recommendations
✓ An explanation of any remaining gaps not being addressed
✓ A plan for the complete execution of this study

Contract Information
The Department anticipates that the selection process will be completed by mid-June, 2015. Negotiation with the top selected consultant will commence upon notice that the selection process is completed. The draft final report is expected to be completed by January, 2016. It is anticipated that a Cost plus Fixed Fee payment method will be used.

There is no specific dollar amount allocated to this contract, and expenditures will vary dependent upon the number and magnitude of work orders over the contract period. The Department will not guarantee a set amount of work or contract value for this contract.

General Requirements
The consultant and their subconsultants are required to be prequalified as defined in the Iowa DOT’s Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Work under this contract will require prequalification in work categories 151 – Rail Transportation Planning and 355 - Regulated Material Investigation and Remediation Services. Failure to remain prequalified during the contract will result in cancellation of any remaining portion of the
contract. Details regarding prequalification are available at the Consultant Utilization webpage, http://www.prof-tech-consultant.dot.state.ia.us/.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds. Although a DBE / TSB goal is not established, the Department still encourages the spirit of the program to be incorporated in the proposed contract whenever possible.

In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation. A list of certified DBE firms may be found at http://www.dot.state.ia.us/contracts/contracts_eeoaa.htm. A list of TSB firms may be found at https://dia.iowa.gov/tsb/.

**Selection Information**

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

- Technical project approach and understanding of project (30 percent)
- Recent experience of key personnel and sub-consultants (20 percent)
- Understands issues and relevancy to rail transportation of crude/biofuels (20 percent)
- Commitment of principals and availability to meet schedule (15 percent)
- Relevant knowledge of Emergency Response Management (15 percent)

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate.

**Proposal Requirements**

Please provide the following information in the order listed:

1. Include your firm’s approach to addressing the identified tasks, your understanding of the project’s scope, key issues and relevancy to Iowa’s transportation and emergency response systems. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
2. Include the name, qualifications, experience, office address and availability of the
contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.

3. Include experience and qualifications for any sub-consultants to be used and work they will perform.

4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.

5. A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period. A graphical representation of the proposed schedule should be included.

6. The location of the office where the majority of work will be performed.

7. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.

8. Include a statement that the consultant will meet the DBE goal. If the consultant can not meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a proposal is 7 megabytes.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to tamara.nicholson@dot.iowa.gov. An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

Proposals are due by 3:00 pm on June 4, 2015.

Any technical questions or questions regarding this RFP shall be submitted via email to tamara.nicholson@dot.iowa.gov and phillip.Meraz@dot.iowa.gov. Any questions about this RFP must be received by noon on May 28, 2015. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, http://www.prof-tech-consultant.dot.state.ia.us.
Any proposal not complying with all requirements stated in the RFP may not be accepted.

Public Records Law

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran’s status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 800-262-0003. If you need accommodations because of a disability to access the Iowa Department of Transportation’s services, contact the agency’s affirmative action officer at 800-262-0003.

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i https://www.aar.org/BackgroundPapers/Moving%20Crude%20Oil%20by%20Rail.pdf#search=bakken