



Request for Qualifications (RFQ) for Professional Consulting Services

1. Public process and citizen involvement
2. Ecological and natural resource management
3. Architectural services and historic structure evaluation
4. Landscape architecture and engineering services

November 21, 2012

Purpose of Request

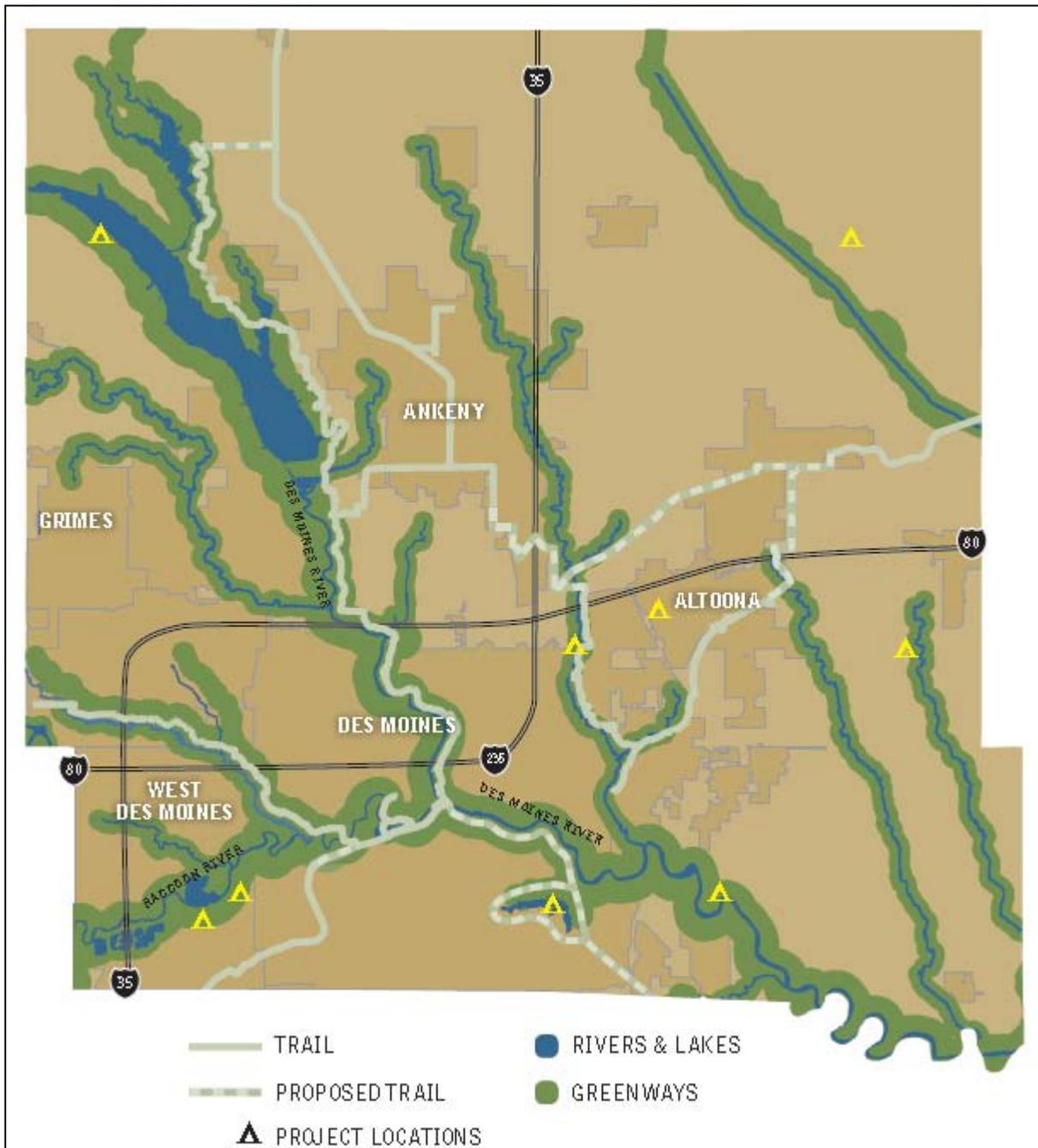
The Polk County Conservation Board is seeking formal submittal of qualifications for **one or more of the above listed professional service disciplines** in preparation for several upcoming parks, trails, and ecological planning projects and in anticipation of future planning, design and engineering services needs.

Background

The Polk County Conservation Board's mission is to provide the citizens of Polk County with quality outdoor recreation, conservation education, and long term protection of Polk County's natural heritage.

The Polk County Conservation Board has identified a number of capital improvement projects through the completion of master plans for individual parks and more comprehensive regional plans for trails and greenways. The recently approved Polk County Water and Land Legacy (PCWLL) Bond Referendum will provide up to \$50 million for the Conservation Board to apply to these projects. Approximately 44% of the bond funding is targeted towards park and trail improvements, 36% to land and habitat protection and 20% to improving lakes, rivers and streams. Many of the projects will be cooperative projects with local communities and agencies. In addition, funding for a number of these projects will be leveraged with additional local, state and federal grant funding.

Information concerning PCWLL and copies of each of the park master plans are available on the Polk County Conservation Board website: <http://www.leadingyououtdoors.org>



Polk County Parks and Trail System

General Information

The end product of the RFQ process will be a list of two (2) to five (5) qualified firms, per discipline area listed above, pre-approved to perform work for the Polk County Conservation Board on an as-needed basis, for a period of five (5) years. All firms will be notified if they are or are not listed with Polk County Conservation Board at the conclusion of the review period.

Polk County Conservation Board reserves the right to reject any or all submittals presented. Further, Polk County Conservation Board may, entirely at its own discretion, request additional information or clarification from any or all proposers and to allow for corrections of errors or omissions. This request is not intended to, nor shall it limit Polk County Conservation Board's right to negotiate with individual responding firms or other firms as it deems appropriate to establish contract terms and conditions on a project-by-project basis.

It should not be assumed that a request for proposals (RFP) process will follow this RFQ. If an RFP process is commenced, qualified firms will be invited to submit proposals based on the RFQs received. The Polk County Conservation Board may also contract with any qualified firm to provide consulting work without an RFP. The Polk County Conservation Board may contract with additional qualified firms for smaller projects when it is advantageous to do so to expedite projects or more efficiently complete the projects.

There is no expressed or implied obligation for the Polk County Conservation Board to reimburse responding firms for any expenses incurred in the preparation of submittals for this request. Submittal of RFQs does not obligate the Polk County Conservation Board to hire a consultant.

Professional Services Required

The selected consultants shall be qualified to provide one or more of the following professional services:

1. Public process and citizen involvement
2. Ecological and natural resource management
3. Architectural services
4. Landscape architectural and engineering services

A consultant does not necessarily need to possess more than one discipline to submit proposals, nor does possessing multiple disciplines necessarily provide an advantage. The Polk County Conservation Board will be selecting consultants that best meet the needs of the Polk County Conservation Board from each discipline. Furthermore, the Polk County Conservation Board is not requesting that firms form teams for this RFQ. As part of the proposal process, we are asking that firms identify other firms that they have worked with over the past 24 months and what support services they provided. Additionally, we are asking each firm to indicate their desired or preferred partners.

Professional Services Description in Relation to Planned Projects

In the next five (5) years we anticipate seeking consultants for assistance on several park, trail, and natural resource related planning projects. Below are descriptions of the professional services and activities likely to be sought. A listing of the projects and identification of related professional service disciplines appears in a table below. Beyond the first three years, we anticipate seeking similar professional services, as well as design and engineering for park and trail infrastructure, as projects are programmed.

1. *Public Process and Citizen Involvement* -

The Polk County Conservation Board is seeking qualified consultants to provide assistance in the design, facilitation, and interpretation of the public participation and input process for park and trail master plans and selected park improvement projects. Potential activities include:

- Develop a framework to effectively incorporate public participation
- Design and facilitate public event(s) to engage citizens and to collect citizen input
- Assist in the facilitation of committee or work team meetings throughout the planning process
- Coordinate (with County staff) the presentation of findings and recommendations to the public for opinion testing through open houses or other forums. Summarize/synthesize public input on the alternatives and preferred alternatives
- Analysis and preparation of reports summarizing public participation, results, and recommendations

2. *Ecological Services* -

Polk County Conservation Board is seeking qualified consultants to conduct comprehensive ecological analysis and to prepare detailed natural resources restoration and management plans for three regional parks. Potential activities include:

- Description of site hydrology, possible improvements and options to preserve
- Refinement of land cover data and update of existing inventory systems
- Identification and analysis of problems needing management or restoration work, including preparation of details plans with timelines and costs
- Identification of ecologically sensitive or significant resources
- Recommendations on interim land stewardship, farm rentals, transition to prairie, etc.
- Integrate findings and plan with park planning processes – attend and present at meetings
- Work with a technical team of County Staff and partners to incorporate significant amount of existing data, and incorporate County, Natural Resources Conservation Service, Iowa Department of Natural Resources and the Iowa Soil and Water Conservation District input and peer review

3. *Architectural Services -*

Polk County Conservation Board is seeking qualified consultants to perform structural analysis, historic evaluation, re-use scenarios, and architectural design services for nature centers, offices, lodges/shelters, residences, outbuildings, and other structures located or to be built throughout its regional parks. Potential activities include:

- Structural analysis and evaluation of existing structures
- Evaluation of structures and recommendations on treatments from a historic perspective, with potential for a complete historic structures report
- Development of a feasibility study for re-use or retrofitting scenarios
- Stabilization plans
- Participation in/or integration of public process findings into analysis and re-use scenarios
- Building design from concept through construction drawing, including all permitting
- Project bidding and construction administration

4. *Landscape Architecture and Engineering -*

Polk County Conservation Board is seeking qualified consultants to provide landscape architecture and engineering services for both the master planning and development of its regional park and trail system. Potential activities include:

- Design regional park master plan conceptual layout(s) based on input provided through a corresponding park master or system planning process and public input
- Detailed cost estimates for park and trail development based on individual park and trail master plan processes
- Presentation of proposed park design concepts to work teams, appointed and elected County officials, and the public
- Engineering and design services related to park and trail development
- Analysis of potential trail alignments for one or more regional trail corridors
- Preliminary engineering designs for planned regional trail corridors
- Safety analysis and cost estimates of trail crossings at major roadways (including overpass/underpass)
- Trail crossings and safety signage – identify where needed, which standards being used
- Detailed cost estimates for trail construction (materials, grading, drainage, etc.) of regional trail corridors
- Long-term maintenance schedule for regional trail corridor(s)
- Environmental review in trail planning and development and identifying mitigation strategies

Projects and Anticipated Consultant Needs

The following table identifies our anticipated consulting needs for the next three (3) to five (5) years. This table will be amended as projects are formalized with selected consultants. Please note: some of the proposed projects may be interrelated. For example, the natural resource management plan and architectural and historic analysis may be used to guide decisions in a park development planning process.

Consultant Service Needs	Public Process and Citizen Involvement	Ecological Services	Architectural	Landscape Architecture and Engineering Services
Anticipated 2013-15 Projects				
Camp Creek Stabilization – Thomas Mitchell Park		X		X
Camp Creek Road Crossing Thomas Mitchell Park		X		X
Silt Dikes & Ditch Checks Fort Des Moines Park		X		X
Shoreline Stabilization Fort Des Moines Park		X		X
Bank Stabilization Four Mile Creek Greenbelt		X		X
Outdoor Classroom Facilities Fort Des Moines Park		X	X	X
Accessible Trail/ Fishing Piers Thomas Mitchell Park				X
Conservation Center Jester Park	X	X	X	X
Dam Repairs/Improvements Yellow Banks Park		X		X
Access Road and Parking Fort Des Moines Park				X
Restroom Replacement Fort Des Moines Park			X	X
Sewer Lagoon Replacement Thomas Mitchell Park		X		X
Clubhouse Expansion Jester Park Golf Course	X		X	X
Chichaqua Bottoms Greenbelt Master Plan	X	X		
In-lake Dike and Stabilization Easter Lake Park		X		X
Camp Store Registration Jester Park			X	X
Four Season Shelter/Lodge Easter Lake	X	X	X	X

RFQ Submittal Instructions

Send one (1) electronic (in one PDF file) and three (3) hard copies of your submittal **by 4:30 p.m., December 7, 2012** to:

Polk County Conservation Board
11407 NW Jester Park Dr.
Granger, Iowa 50109

Telephone: (515) 323-5300
Fax: (515) 323-5354
Email: pccb_info@polkcountyiowa.gov

Questions/Answers

Submit all questions in writing to Cynthia Lentz (Cynthia.Lentz@polkcountyiowa.gov) by **4:30 p.m., November 30, 2012**.

Questions will be discussed/answered at a pre-submittal question and answer session held on **December 4, 2012, 10:00 a.m. – 12:00 p.m.**, at the Polk County Conservation Board Office, 11407 NW Jester Park Dr., Granger, Iowa, 50109, in the conference room. Additional questions will be accepted and discussed during the session.

Proposal Content

There is a maximum 18-page length for a response to this Request for Qualifications. A firm's ability to prepare a concise, well-organized, well-written presentation of its qualifications will be a consideration. To facilitate comparison, please organize your response in the following manner:

1. Provide a letter of interest that describes your firm's core competencies.
2. Provide the names, qualifications, and roles of the proposed team member(s).
3. Provide three (3) examples of projects your firm has completed in **one or more of the professional service areas** listed, related to parks, trails and natural resources/ecological review and management, including the following information:
 - Project name;
 - Project description;
 - Project contact name/phone number; and
 - Specific role(s) of firm and personnel.
5. Provide a current fee schedule, or separate fee schedules if fees vary for each discipline.
6. Identify possible conflicts of interest.
7. Provide a list of client references for your firm.
8. Discuss your firm's approach and experience in integrating sustainability into your corresponding discipline.
9. If your firm does not have all of the requested disciplines, please provide a list of firms in the other requested disciplines that your firm has worked with in the past 24 months. In addition, if you have firms that you have worked with in the past and would be interested in teaming with on potential projects, please indicate those preferred firms.

Estimated Timeline

November 21:	Request for qualifications posted/sent
November 30:	Questions due by 4:30 p.m.
December 4:	Question and answer session 10 a.m. to noon
December 7:	Proposals due by 4:30 p.m.
December 10 - 12:	Review process
December 12:	Conservation Board approval of lists of qualified consultants

Evaluation of Qualifications

Response will be evaluated based on the following:

1. Firm Experience

- Scope and quality of experience of the firm
- Positive references

2. Personnel Experience

- Availability and participation of key personnel
- Experience, education and qualification of key personnel with similar roles and projects
- Experience, reputation and interpersonal skills of the project manager(s)
- Demonstrated ability to successfully complete similar projects

3. Project Experience

- Scope of work that matches services required
- Ability to complete projects in a timely manner

4. Other Factors

- Completeness and clarity of proposal
- Approach to incorporating sustainability principles into projects