BOARD MEETING

December 12, 2012 - 5:30 p.m.

REVISED AGENDA

Polk County Administration Bldg.
111 Court Avenue
Room 120
Des Moines, Iowa

AGENDA

The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. To receive information or to request an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, contact the Polk County Conservation Board Office, 11407 NW Jester Park Drive, Granger, 515-323-5300.

1) Opening Items

a) Roll Call

b) Action on the Minutes of the Previous Meeting(s)

2) Consent Agenda Items

Note: These are routine items and will be enacted by one roll call vote without separate discussion unless a Board Member, PCCB employee or member of the public requests an item be removed to be considered separately. Please notify a PCCB Member to have an item removed.

a) Action on Bill List: approve the PCCB/Enterprise Fund November 2012 expenditures.

b) User Fees: approve the user fees for PCCB services; Jester Park Equestrian Center; and Jester Park Lodge as presented; and that fees are effective immediately with exception to the Jester Park Equestrian Center fee revisions which are effective May 1, 2013; and that the Board acknowledge receipt of the proposed Jester Park Price List from Green Golf Partners for the 2013 golfing season and acknowledge that the proposed prices are in conformance with pricing guidelines established by the Board.

c) Employee Manual Revision, Refund/Cancellation/Rescheduling Policy: approve renaming the Refund/Cancellation/Rescheduling Policy to PCCB Services Policy and approve the Policy as revised.

d) Annual Report, FY 2011-2012: approve the FY 2011-12 Polk County Conservation Board Annual Report.

e) Cleaning Services, Bid Award: approve awarding the bid for cleaning services at the Polk County Conservation Board Office and Jester Park Equestrian Center to Stratus Building Solutions.

3) Election of PCCB Officers For 2013

4) Polk County Water and Land Legacy Initial Projects

5) Multi-Discipline Consultant Request for Qualifications (RFQ)

6) Jester Park Golf Course, Concession Operations Contract Review

7) Social Media Presentation

8) Employee Introductions

9) Chichaqua Bottoms Greenbelt, Transfer of an Option to Purchase Land

BOARD MEETING

PUBLIC COMMENTS
FINANCIAL REPORTS
DISCUSSION & REMARKS
ADJOURNMENT

1) Opening Items

a) Roll Call

b) Action on the Minutes of the Previous Meeting(s)

The Polk County Conservation Board met in regular session on November 14, 2012. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Action on the Bill List

November 2012 expenditures have been e-mailed to the Board for review.

STAFF RECOMMENDATION: That the Board approve the PCCB/Enterprise Fund November 2012 expenditures.

b) User Fees

Attached are fee schedules identifying proposed user fees for PCCB services such as camping, facility rentals, firewood, trap range rentals, canoe rentals, environmental education programs, etc. and fee schedules for Jester Park Equestrian Center, Jester Park Lodge and Jester Park Golf Course.

Changes proposed are:

1. <u>Lowering the cost of reservable electric and non-electric campsites by $2.</u>
   The current cost for these services is $5 higher, per night, than the cost to camp at a site that is not reservable. The $5 additional cost was put in place for the convenience of making a reservation and to make up for some potential loss in revenues on reservable sites, as campers on non-reservable sites occupy and pay for additional days to ensure they have a site for the weekend or holiday. Since the mycountyparks website that handles our online reservations does not allow for an upfront reservation fee to be collected (that reservation fee has to be included with your fee for camping which results in campers, who make reservations, paying the additional $5 for each night of camping they reserve) and since camping revenues do not appear to be impacted by reservable sites, it is recommended that the camping fees for reservable sites be reduced as identified on the attached fee schedules.

2. <u>Lowering Change/Cancellation Fee to $10.</u>
   The current cost for changing/cancelling a reservation is $15. At this time this fee is only administered for shelter or camping reservations. Staff currently does not charge customers who cancel their program/trip/camp reservation a cancellation fee. Staff felt a more consistent practice should be in place; therefore are recommending that changes/cancellations to programs/trips/camps be assessed a fee as well. With this in mind, it was felt the

$15 current fee was too high and recommend reducing the fee to $10. (Additional information on when the $10 fee would apply toward program/trip/camp cancellations is identified in the revised User Fee Policy brought to the Board for consideration at this meeting.)

3. Amphitheater/Mini-Shelter, Jester Park
   With the completion of the Jester Park amphitheater it is time to consider reservations of that facility. Staff recommends allowing the facility to be available for renting twice a day at two different time periods. The first would be from 8 a.m. to 3:00 p.m. and the second would be from 4:00 p.m. to 10:30 p.m. (park closing). We suggest two time slots to allow for perhaps a church group wanting the area for the morning only, making the rest of the day available for another group who wishes to reserve the area. Cost proposed is $75 per time period for reservations.

4. Lessons, Jester Park Equestrian Center
   Due to the increase in cost of upkeep for the lesson horses and labor, staff proposes increasing the cost for a lesson to $40 from $35; group lesson to $35 per hour from $30; and lesson package to $200 from $175 or for group lesson packages $175 from $150. These rates are comparable to other facilities in the area that offer lessons. It is also recommended that these rates not go into effect until May 1, 2013.

Christiani's Catering is proposing no change to their pricing.

Green Golf Partners also does not intend to increase any rates for the 2013 golf season. Section 5.5 of the Management Agreement between Polk County Conservation Board and Green Golf Partners requires that the Board be notified of proposed rate changes of golf course activities. There is no requirement to approve the proposed rates, but only to review the rates to determine that they are within previously established general pricing guidelines.

STAFF RECOMMENDATION: That the Board approve the user fees for PCCB services; Jester Park Equestrian Center; and Jester Park Lodge as presented; and that fees are effective immediately with exception to the Jester Park Equestrian Center fee revisions which are effective May 1, 2013; and that the Board acknowledge receipt of the proposed Jester Park Price List from Green Golf Partners for the 2013 golfing season and acknowledge that the proposed prices are in conformance with pricing guidelines established by the Board.

c) Employee Manual Revision, Refund/Cancellation/Rescheduling Policy

Staff met to review the current Refund/Cancellation/Rescheduling Policy. Proposed revisions to the policy are identified in red text or strike through in the attached Policy. Staff proposes changing the name of the policy to PCCB Services Policy as the policy touches on more issues than just refunds/cancellations/rescheduling relating to PCCB services.

STAFF RECOMMENDATION: That the Board approve renaming the Refund/Cancellation/Rescheduling Policy to PCCB Services Policy and approve the Policy as revised.

d) Annual Report, FY 2011-2012

Attached is the FY 2011-12 Polk County Conservation Board Annual Report. The report includes organizational highlights, financials, and pertinent facts and figures from July 1, 2011 to June 30, 2012. With board approval, the report will be printed and distributed. Distribution destinations include the Polk County Board of Supervisors, PCC website, and by request from the general public.

STAFF RECOMMENDATION: That the Board approve the FY 2011-12 Polk County Conservation Board Annual Report.

e) Cleaning Services, Bid Award

Since our three-year contract with Midwest Janitorial Services will expire December 31, 2012 it is time to re-bid the contract. An Invitation to Bid was prepared for contracted cleaning services for the following PCC facilities: Polk County Conservation Office and Jester Park Equestrian Center.

Invitation to Bid packets were distributed to six vendors with bids due November 28. Three vendors submitted bids.

	Stratus Bldg. Solutions	Midwest Janitorial Services	Reliable Maintenance
Jester Park Equestrian Center: Monthly Charge, Cleaning Services (one time/week)	295.50	270.00	400.00
Carpet Cleaning, Conference Rm (single charge as requested)	129.60	90.00	100.00
Polk County Conservation Board Administration Office: Monthly Charge, Cleaning Services (two cleanings/week)	350.00	450.00	400.00
Interior/Exterior Window Cleaning (single charge/minimum 2 times per year)	85.00	75.00	200.00
Carpet Cleaning (single charge as requested)	621.00	150.00	400.00
Projected Annual Cost	$8,666.60	$9,030.00	$10,500

Stratus Building Solutions is the apparent low bid for cleaning services. Midwest Janitorial Services has provided cleaning services for PCCB since approximately 2004. Their bid was slightly higher than Stratus. I did reference checks on Stratus and received positive feedback from each contact. Although Midwest Janitorial Services has provided fairly good service in the past, the Equestrian Center has not been satisfied with their service this past year. After further discussions, staff is recommending that Stratus Building Solutions be awarded the bid for cleaning services provided they are able to show required proof of bond on their employees and required insurance.

STAFF RECOMMENDATION: That the Board approve awarding the bid for cleaning services at the Polk County Conservation Board Office and Jester Park Equestrian Center to Stratus Building Solutions.

3) Election of PCCB Officers For 2013

According to the Bylaws there shall be selected preceding the first regular meeting of each calendar year, from its members, by its members, a chairperson, a vice-chairperson and a secretary, who shall serve as officers of the Board for the calendar year and/or until their successors are selected and qualify.

Officers should be officially approved by the PCCB assuming these board members are willing to serve.

4) Polk County Water and Land Legacy Initial Projects

As part of the implementation of the Polk County Water and Land Legacy (PCWLL), the County Finance office is requesting that we identify the proposed project expenditures over the first three years by quarter. The purpose is to allow the County to use this information in determining when would be the most appropriate time for the County to issue bonds including PCWLL and other county needs. This process will also provide the Board of Supervisors and the public a listing of what projects are being initially planned.

The Proposed Three Year Project Implementation Plan will be provided to the PCC Board either prior to the meeting separately or presented at the meeting.

The proposed three year implementation plan includes those initial projects that we shared publicly throughout the PCWLL referendum process. We have also included some of the smaller improvement projects that we had programmed for this year and next year. Additionally, we are providing that there will be other small projects throughout the year that likely will qualify to be funded with bond funds.

The projects will come before the PCC Board again at a later time as part of a request to the Board of Supervisors to issue bonds to support the projects. The timing of these requests will be coordinated with the County in regards to the timing of bonds for other county projects. The Board of Supervisors will be required to review and take formal action on the project list as part of the bond issuing process.

As part of PCCB implementing the individual projects, or parts of the large projects, we will be following the PCCB purchasing policies in regards to obtaining quotes and bids and the requirements for public hearings.

The development of this list involved identifying the projects that we have been working towards as well as those that are higher priority in regards to our master plans and public input. A major consideration was also the staff's ability to implement the projects and the planning and design that will be required ahead of time. Several of the projects are shown as likely to be delayed or deferred should additional staff or resources not be provided to PCCB over the next three years. As we move more into implementation, we may find that our abilities to implement the remaining projects are also challenged.

As we move forward in implementing projects or acquisitions, the PCCB may add, delete or defer projects. The project listing and scheduling being presented is intended to be a financial and workload planning tool as well as a guide for us to use in communicating with the public and partnering agencies.

STAFF RECOMMENDATION: The Board approves the proposed three year project implementation plan to be used as a guide in developing budgets, planning and designs of individual projects and as a communication tool for the public with the understanding that the plan can be updated in the future as warranted.

5) Multi-Discipline Consultant Request for Qualifications (RFQ)

In order to facilitate implementation of the Polk County Water and Land Legacy (PCWLL) Bond referendum, a Multi- Discipline Consultants Request for Qualifications was sent out to 24 consulting firms (attached). The intent of the RFQ is for the Board to identify two to three qualified firms in each of the four discipline areas that we will utilize over the next five years in implementing projects supported by the PCWLL. The PCCB will have the option to select firms from this list for individual projects in the future without involving further RFQ processes.

The firms were given the opportunity to bring questions to a Q&A session held at the PCCB office on December 4. Fifteen firms attended this Q&A session. Their responses to the RFQ were due to be submitted to PCCB by 4:30pm on Friday, December 7. Mike Grimaldi, Polk County General Services Department Director and Kurt Bailey, Polk County Engineer, will evaluate the responses to the RFQ along with PCCB staff prior to the December 12 Board meeting. A list of the two to three recommended firms in each discipline area will be presented to the Board at the meeting including the basis for why these firms are recommended.

The RFQ provides that the Board will not be restricted to the identified firms and that other firms may be utilized for smaller projects to provide for more effective and efficient implementation of those projects.

STAFF RECOMMENDATION: That the Board approves the selection of the recommended consulting firms for the four discipline areas identified to provide consulting services to PCCB for the next five years.

6) Jester Park Golf Course, Concession Operations Contract Review

In late 2007 Polk County Conservation Board entered into a Management Contract for a contractor to operate Jester Park Golf Course. Now at the half way point in the contract, it is appropriate to review administration of the contract by both the Contractor and PCCB, as well as to review the operating results of the agreement. This presentation will focus on a review of the Point of Sale system used by the contractor to calculate quarterly net income to PCCB, on the use of the Enterprise Fund where the net income from the Golf Course is deposited, and on administration of the contract. The report that will be presented to the Board at the meeting makes recommendations to PCCB and the contractor related to use of the Enterprise Fund and administration of certain portions of the contract.

No action is necessary. The report is presented for Board review and subsequent staff and contractor administration of the Golf Course management contract and the related Polk County Conservation Enterprise Fund.

7) Social Media Presentation

Kami Rankin, Community Outreach Supervisor, will give a presentation to the Board on PCCB's social media.

8) Employee Introductions

9) Chichaqua Bottoms Greenbelt, Transfer of an Option to Purchase Land

On September 4, 2012, the PCCB and the Board of Supervisors accepted an offer to sell a property adjacent to the Chichaqua Bottoms Greenbelt from the City of Des Moines. That property known locally as the "Airport Property" is more correctly described as:

A PART OF THE SOUTHWEST ¼ AND A PART OF THE WEST ½ OF THE SOUTHEAST ¼ ALL BEING IN SECTION 29, TOWNSHIP 81 NORTH, RANGE 22 WEST OF THE 5TH P.M., POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH ¼ CORNER OF SAID SECTION 29; THENCE NORTH 0º 04' 20" WEST ALONG THE WEST LINE OF SAID WEST ½ OF THE SOUTHEAST ¼, A DISTANCE OF 1148.33 FEET TO THE POINT OF BEGINNING, THENCE SOUTH 89º 45' 27" WEST, 309.43 FEET; THENCE SOUTH 0º 18' 01" WEST, 328.12 FEET; THENCE SOUTH 89º 38' 15" WEST, 1407.86 FEET, THENCE NORTH 0º 07' 21" EAST, 1045.81 FEET; THENCE NORTH 89º 41' 21" EAST, 3034.33 FEET TO A POINT ON THE EAST LINE OF SAID WEST ½ OF THE SOUTHEAST ¼; THENCE SOUTH 0º 05' 01" EAST ALONG SAID EAST LINE, 548.56 FEET TO THE NORTHEAST CORNER OF THE SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SAID SECTION 29; THENCE SOUTH 89º 45' 28" WEST ALONG THE NORTH LINE OF SAID SOUTHWEST ¼ OF THE SOUTHEAST ¼, A DISTANCE OF 57.94 FEET; THENCE SOUTH 0º 40' 54" WEST, 169.81 FEET; THENCE SOUTH 89º 45' 27" WEST, 1258.41 FEET TO THE POINT OF BEGINNING AND CONTAINING 60.36 ACRES (2,629,262 S.F.)

Staff has determined that the most advantageous method of acquiring that property would be to transfer the option to buy to the Iowa Natural Heritage Foundation. The Iowa Natural Heritage Foundation would then purchase the property, hold it for the PCCB, and later transfer the property when it is more advantageous for the PCCB to arrange financing.

The offer was addressed to and signed by both the PCCB and the Board of Supervisors. To transfer the option to the Iowa Natural Heritage Foundation we will need the concurrence of the Board of Supervisors.

STAFF RECOMMENDATION: That the Board request the Board of Supervisors that they resolve to transfer the option to buy the property described above to the Iowa Natural Heritage Foundation.

Polk County Conservation Board
Polk County Administration
111 Court Ave, Room 120
Des Moines, Iowa

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, November 14, 2012. The meeting was called to order at 5:35 p.m.

#1a – Roll Call

Board Present: Levis, Smith, Cataldo
Board Absent: Kurovski, McEnany

#1b – Action on the Minutes of the Previous Meeting(s)

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE OCTOBER 10, 2012 MEETING MINUTES AS WRITTEN.
VOTE YEA: SMITH, LEVIS, CATALDO

#2 – Consent Agenda Item

IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:

A) PCCB/ENTERPRISE FUND OCTOBER 2012 EXPENDITURES;
B) PRESENTED LIST OF INDIVIDUALS FOR SEASONAL EMPLOYMENT WITH POLK COUNTY CONSERVATION;
C) APPROVE ADDING AN "EXERCISING" SERVICE THAT WOULD BE AVAILABLE TO BOARDERS AT THE JESTER PARK EQUESTRIAN CENTER AT A COST OF $75/WEEK THAT INCLUDES A MINIMUM OF EXERCISING THE HORSE THREE HOURS WITHIN A ONE WEEK PERIOD AND INCLUDE CARE SUCH AS BRUSHING THE HORSE.

VOTE YEA: CATALDO, SMITH, LEVIS

#3 – Public Hearing: Yellow Banks Park, Mid American Energy Easement

Chair Levis opened the public hearing on the proposed easement conveyance to MidAmerican Energy Company for the purpose of installing a 10-foot by 1,835 foot underground electric line on PCCB-managed land known as Yellow Banks Park.

As there were no comments, Chair Levis closed the public hearing.

IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD DETERMINE THAT PROPERTY DESCRIBED AS LOT 2 BATTLE ACRES PLAT 2, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF PLEASANT HILL, POLK COUNTY, IOWA, AND SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND GOVERNMENT LOTS 1 AND 2 FOUND IN BOOK 4501, PAGE 938 IN POLK COUNTY RECORDER'S OFFICE IS NO LONGER NECESSARY FOR PARK PURPOSES OR WILL NOT INTERFERE WITH PARK PURPOSES AND FORWARDING THE SAME ON TO THE POLK COUNTY BOARD OF SUPERVISORS FOR THE CONVEYANCE OF EASEMENT TO MID AMERICAN ENERGY COMPANY FOR THE PURPOSE OF INSTALLING A 10 FOOT BY 1,835 FOOT UNDERGROUND ELECTRIC LINE ON PCCB MANAGED PROPERTY KNOWN AS YELLOW BANKS PARK.
VOTE: SMITH, CATALDO, LEVIS

#4 – Budget, FY 2013-14 & FY 2014-15

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVES THE SUBMISSION OF THE PROPOSED FY 13/14 & FY 14/15 BUDGET REQUESTS TO THE COUNTY BOARD OF SUPERVISORS FOR CONSIDERATION, AND AUTHORIZE THE PCCB DIRECTOR, WITH DISCRETION, TO ADJUST THE BUDGET IF REQUIRED.
VOTE: LEVIS, SMITH, CATALDO

#5 – Polk County's Water and Land Legacy Bond Update

Information only.

#6 – Employee Introductions

PCCB employees Pat Spain, Planning & Outreach Coor., and Charlie Finch, Ranger at Yellow Banks Park, introduced and told a little about themselves to the Board.

PUBLIC COMMENTS
FINANCIAL REPORTS
DISCUSSION & REMARKS

ADJOURNNMENT
The meeting was adjourned at 6:45 p.m.

Prepared by: Cindy Lentz

Camping	2010-2011		2011-2012		2012-2013		Effective 12-13-12	
	Prices		Prices		Prices		Prices	
	Season	Off Season	Season	Off Season	Season	Off Season	Season	Off Season
Electrical	19	16	19	16	19	16	19	16
Non-Electric *	13	11	13	11	13	11	13	11
Extra Charge for a 2nd Tent on same site with a Camper/Tent	6	6	6	6	6	6	6	6
Electrical, Senior Camping Rate (62 and older): Sun-Thurs Only (Does not include Holidays)	10	9	10	9	10	9	10	9
Non-Electrical, Senior Camping Rate (62 and older): Sun-Thurs Only (Does not include Holidays)	8	7	8	7	8	7	8	7
Electrical 7-Day Rate	114	96	114	96	114	96	114	96
Non-Electric 7-day Rate	78	66	78	66	78	66	78	66
Camping Coupon Book: Electric	$114		$114		$114		$114	
Camping Coupon Book: Non-Electric	$78		$78		$78		$78	
Youth Group Camp Area	$12		$15		$15		$15	

Reservable Campsites	2010-2011	2011-2012	2012-2013	Effective 12-13-12
Electric	24	24	24	22
Non-Electric *	18	18	18	16
Youth Group Areas	12	15	15	15

Note: No Off-Season Rate Available for Reservable Campsites

* Non-Electric Rates apply to Water
Trail Camp Sites
Time frame for Camping Reservations: April 15 - October 15
Holidays: the night before the actual "Holiday" is considered the Holiday for rate purposes

Other	2010	2011	2012		**Effective 12-13-12**
	Prices	Prices	Prices		**Prices**
Canoes (per hour)	$7	$7	$7		**$7**
Firewood (per bundle)	5	5	$5*		**$5***
Firewood (bulk)	$45	$45	$45		**$45**
Trap Range (per hour) -- Use of the area Use of the area plus thrower	 $5 $7	 $5 $7	 $5 $7		 **$5** **$7**
Blinds (per day)	$25	$25	$25		**$25**
Dumpstation Fee for People not Camping in Park	$7	$7	$7		**$7**
~~Rescheduling Fee for On-Line Reservations~~ Change/Cancellation Fee for Facility and Program/Trip/Camp reservations	$5	$15	$15		**$10**
Snowshoe Rental	$7/Day	$7/Day	$7/Day		**$7/Day**
Cross-Country Ski Rental	$8/Day	$8/Day	$8/Day		**$8/Day**
Environmental Education: Non-Profit & School Groups: Get 2 free programs a year, after that fee applies					**$25 minimum, $1/person above 25**
Environmental Education: For Profit Groups (Daycares, Preschools, Retirement Centers)					**$25 minimum, $1/person above 25**
Returned Check Fee	$20	$30	$30		**$30**

*$1.00 of each bundle sold will go to campground aide/host

PCCB Rental Facilities

	2010-2012 Prices	2011-2013 Prices	2012-2014 Prices	Effective 12-13-12 Prices
Chichaqua Longhouse Rental Fee	130	130	130	130
CH Longhouse, overnight group, first night	65.00/per night	65.00/per night	65.00/per night	65.00/per night
CH Longhouse, overnight group, after first night	65.00/per night	65.00/per night	65.00/per night	65.00/per night
Park Shelters:				
Shelters, Youth Groups	Free, M-F ½ cost, Sat-Sun	Free, M-F ½ cost, Sat-Sun	Free, M-F ½ cost, Sat-Sun	Free, M-F ½ cost, Sat-Sun
(non-reserved are free)				
JP#2 w/no electricity	50	50	50	50
JP#3 w/electricity & water	60	60	60	60
JP#4 w/water; no electricity	50	50	50	50
JP#5 w/electricity & water	45	45	60	60
JP#6 w/electricity & water	45	45	60	60
TM#1 w/electricity	60	60	60	60
TM#2 w/electricity	60	60	60	60
YB#1 w/no electricity	45	45	45	45
YB#2 w/no electricity	45	45	45	45
YB#3 w/no electricity	45	45	45	45
YB#4 w/electricity & water	NA	50	50	50
EL#1 w/no electricity	50	50	50	50
EL#2 w/no electricity	50	50	50	50
EL#3 w/no electricity	50	50	50	50
EL#4 w/no electricity	50	50	50	50
EL#5 w/electricity	50	50	50	50
FDM#1 w/no electricity	50	50	50	50
FDM#2 w/no electricity	50	50	50	50
MALLY's w/water	NA	NA	45	45
Amphitheater & Mini Shelter, 8:00 a.m.-3:00 p.m.	NA	NA	NA	$75
Amphitheater & Mini Shelter, 4:00 p.m.-10:30 p.m.	NA	NA	NA	$75

* Damage/cleaning deposit of $100 is required for all shelter/Longhouse reservations if keg beer will be served. Deposits collected day of event prior to beginning of event.

Note: Overnight usage of Chichaqua's Longhouse is available for youth groups

Time frame for shelter/amphitheater reservations: April 15 - October 15
Longhouse reservable year-round

JESTER PARK EQUESTRIAN CENTER

	2010 Prices	2011 Prices	2012 Prices	**2013 Prices**
BOARDING				
FULL CARE/ INSIDE STALL Includes 10' by 10' stall, hay & grain twice a day, daily turnout daily stall cleaning, free use of the trails and arenas.	$375/Month	$375/Month	$400/Month	**$400/Month**
OUTSIDE BOARDING				
Paddocks with grain & hay twice a day	$215	$215	$240	**$240**
Paddocks with just hay	$185	$185	$210	**$210**
OVERNIGHT BOARDING				
10' by 10' Stall, provides own buckets and feed	$25/night	$25/night	$25/night	**$25/night**
ARENA RENTAL				
8 hours	$450.00	$450.00	$450.00	**$450.00**
Over 8 hours	$500	$500	$500	**$500**
Ride horse in the indoor arena	$15/hour	$15/hour	$15/hour	**$15/hour**
OUTSIDE ARENA				
Daytime	$275	$275	$275	**$275**
Lights	$25	$25	$25	**$25**
CONFERENCE ROOM				
Conference room, Full day	$80	$80	$80	**$80**
Conference room, 2 hours	$30	$30	$30	**$30**
Inside patio area (heated), 2 hours	$30	$30	$30	**$30**
Inside patio area (not heated), 2 hours	$20	$20	$20	**$20**
Kitchen no use of stove and/or oven, 2 hours	$25	$25	$25	**$25**
Kitchen using stove and/or oven, per day	$50	$50	$50	**$50**
RIDING LESSONS				
One hour, private	$35	$35	$35	**$40**
Group	$30/person	$30/person	$30/person	**$35/person**
Lesson Package for Private Lesson: Buy 5 lessons, get 6th lesson free	$175	$175	$175	**$200**
Lesson Package for Group Lessons: Buy 5 lessons, get 6th lesson free	$150	$150	$150	**$175**
One & 1/2 hr. lesson	$45/person	$45/person	$45/person	**$45/person**
One & 1/2 hr. group lesson	$40/person	$40/person	$40/person	**$40/person**
Therapeutice riding lessons	$25/person	$25/person	$30/person	**$30/person**
Ladies Day Lesson & Trail Ride	$35/person	$35/person	$35/person	**$35/person**
Trail Rides				
Wed-Sun. schedule rides 5 times a day. Ages 8 and over.	$25	$25	$30/person $25/per person youth/scout groups	**$30/person** **$25/per person youth/scout groups**
Trail Use Fee (Assist with trail maintenance fees)	Free-Will Donation	Free-Will Donation	Free-Will Donation	**Free-Will Donation**
PONY RIDES				
20 minute ride in arena	$15/child	$15/child	$15/child	**$15/child**
PONY BIRTHDAY PARTIES				
pony parties, rides only	$12/child	$12/child	$12/child	**$12/child**
WAGON & SLEIGH RIDES:				
1-5 people	$50	$50	$50	**$50**
each additional person at a maximum of 10 people	$10/person	$10/person	$10/person	**$10/person**
Sweetheart sleigh/wagon rides (Valentines Day Promotion, 1-5 people)		$60 / 1 to 5 people $10/each add'l person	$60 / 1 to 5 people $10/each add'l person	**$60 / 1 to 5 people** **$10/each add'l person**
TEAMBUILDING				
Half day session with certified personal trainer. Conference room~~, catered food provided~~	$75/person	$75/person	$75/person	**$75/person**
CAMPS				
Equimaniac Leadership Program	$10/Week	$10/Week	$10/Week	**$10/Week**
JPEC Summer Leadership Program	$30/weekly	$30/weekly	$30/weekly	**$30/weekly**
Iowa State 4-H camps Mon.-Friday 9a.m.-2pm	$225	$225	$225	**$225**
3 sessions, 2 bignner and 1 intermediate JPEC Camps 4 hour morning sessions for Tuesday -Thursday	$125	$130	$130	**$130**
MISC. CHARGES				
Exercise Package	NA	NA	NA	**$75/week**
Holding fee for Vet	$5	$5	$5	**$5**
Holding fee for Farrier	$10	$10	$10	**$10**
Administering Meds	$5	$5	$5	**$5**
Bedding	$8/bag	$8/bag	$8/bag	**$8/bag**
Fire ring areas	$0	$0	$0	**$0**
Open Shelter Reservation, Full-Day	$50	$50	$50	**$50**
Open Shelter Reservation, 1/2 Day	$30	$30	$30	**$30**

MERCHANDISE:
Merchandise is usually sold at the suggested retail price or 10% less. It depends what the markup is on the items, plus shipping is taken into consideration.

clentz:
Effective May 1, 2013

JESTER PARK LODGE FEES 2013/14

For Friday, Saturday and Sunday from the 3rd weekend in May through the 2nd weekend in October the Lodge is divided into 2 time periods daily to rent. You may rent either 10:00 am-4:00 pm or 6:00 pm- 12:00 am. From the third weekend in October through the second weekend in May the Lodge may be rented for any 6 hour time block for the special rate. Monday-Thursday throughout the year are also rented for the 6 hour time block at the special rate.

Vendor setup may begin 1 ½ hours before the event begins. Evening ceremonies may not begin before 6:30 pm

Monday-Thursday	6 Hour Block
Entire Facility	$575
Bison Side	$525
Elk Side	$475

Entire Facility Only	AM	PM
Friday	$575	$ 800
Saturday	$575	$1,000
Sunday	$575	$ 800

Special Rates for Mid-October to Mid-May	6 Hour Block
Friday	$575
Saturday	$575
Sunday	$575

Wedding Ceremony Fee of $350 is required for all ceremonies. (PCCB receives $125 of the on-site ceremony fee)

The $750 Catering Deposit along with the Lodge Fee and Ceremony Fee are due at the time of the reservation.

Note: Fees identified above (except for on-site ceremony fee) include a $250 cleaning charge which is not part of the reservation fee paid to PCCB.

JESTER PARK GOLF COURSE RATES

	2008	2009	2010	2011	2012 & 2013
18 HOLE FEES	RATE	RATE	RATE	RATE	RATE
WD 18 HL	$ 21.00	$ 22.00	$ 22.00	$ 22.00	$ 22.00
WE 18 HL	$ 29.00	$ 29.00	$ 29.00	$ 29.00	$ 29.00
Twilight 18	$ 18.00	$ 18.00	$ 18.00	$ 18.00	$ 18.00
Junior 18	$ 14.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00
Senior 18	$ 14.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00
Winter Special 18	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00
WD/WE Replay Fee w/ Crt		$ 20.00	$ 20.00	$ 20.00	$ 20.00
Public Safety w/ Crt	$ 25.00	$ 25.00	$ 25.00	$ 25.00	$ 25.00
Birthday Special					
Boone	1/2	1/2	1/2	1/2	1/2
WD-18 PCC Employees	1/2	1/2	1/2	1/2	1/2
WE-18 PCC Employees	1/2	1/2	1/2	1/2	1/2
Winter Special 18 Senior	$ 13.00	$ 13.00	$ 13.00	$ 13.00	$ 13.00
Winter Special 9 Hole Senior	$ 8.00	$ 8.00	$ 8.00	$ 8.00	$ 8.00
]					
9 HOLE FEES					
WD 9 HL	$ 17.00	$ 17.00	$ 17.00	$ 17.00	$ 17.00
WE 9 HL	$ 22.00	$ 22.00	$ 22.00	$ 22.00	$ 22.00
Junior 9	$ 11.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00
Senior 9	$ 11.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00
Winter Special 9	$ 9.00	$ 9.00	$ 9.00	$ 9.00	$ 9.00
WE Polk 9	1/2	1/2	1/2	1/2	1/2
WD/WE Replay Fee w/ Crt		$ 10.00	$ 10.00	$ 10.00	$ 10.00

	2008	2009	2010	2011	2012 & 2013
PUNCH CARDS	RATE	RATE	RATE	RATE	RATE
18 Hole	$ 189.00	$ 198.00	$ 198.00	$ 198.00	$ 198.00
9 Hole	$ 153.00	$ 162.00	$ 162.00	$ 162.00	$ 162.00
Cart 18	$ 126.00	$ 126.00	$ 126.00	$ 126.00	$ 135.00
Cart 9	$ 99.00	$ 99.00	$ 99.00	$ 99.00	$ 99.00
SEASON PASSES					
Co-Ed	$ 1,600.00	$ 1,600.00	$ 1,600.00	$ 1,600.00	$ 1,600.00
Individual	$ 1,200.00	$ 1,200.00	$ 1,200.00	$ 1,200.00	$ 1,200.00
Junior	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 250.00
High School	$ 90.00	$ 90.00	$ 90.00	$ 90.00	$ 110.00
City/County Badge	$ 430.00	$ 430.00	N/A	N/A	N/A
City/County Badge Couple	$ 700.00	$ 700.00	N/A	N/A	N/A
Senior Pass (Age 62 & Above)			$500	$500	$500
Couples Senior Pass (Age 62 & Above)			$800	$800	$800
Par 3 Individual Pass					$200
Par 3 Junior Pass				$100	$100
Par 3 Family Pass				$350	$350
CART FEES & PASSES					
18 Hole	$ 14.00	$ 14.00	$ 14.00	$ 14.00	$ 15.00
9 Hole	$ 11.00	$ 11.00	$ 11.00	$ 11.00	$ 11.00
Pull Cart	$ 3.50	$ 4.00	$ 4.00	$ 4.00	$ 4.00
Par 3 Cart	$ 5.00	$ 8.00	$ 8.00	$ 8.00	$ 8.00
Twilight Cart	$ 11.00	$ 11.00	$ 11.00	$ 11.00	$ 11.00
Season Cart Pass-Ind	$ 700.00	$ 700.00	$ 700.00	$ 700.00	$ 700.00
Season Cart Pass-Family & Couple	$ 900.00	$ 900.00	$ 900.00	$ 900.00	$ 900.00

POLK COUNTY CONSERVATION BOARD
~~REFUND/CANCELLATION POLICY~~
PCCB SERVICES POLICY

PCCB Approval Date:

Purpose

~~*This policy is being set forth to determine when refunds will be issued and how cancellations or rescheduling requests will be handled for Polk County Conservation Board services.*~~

This policy is being set forth to provide guidelines on the following related to various PCCB services:
1. When refunds for payment of services will be issued
2. Handling of changes to or cancellations of reservations
3. Facility deposits
4. Handling of damages to or failure to cleanup rental facility

LODGE

Refunds, changes, and cancellations for the rental of the Jester Park Lodge are the responsibility of contracted vendor.

Should any damage/repairs result to the Lodge during an event, contracted vendor shall contact PCCB immediately. PCCB shall determine extent of damage and cost of repair(s). Contracted vendor shall be responsible for collecting damage payment from renter.

RENTAL FACILITIES: LONGHOUSE / PARK SHELTERS / JP AMPHITHEATER

Changes and Cancellations:

Reservation changes can include change of reservation date (with limitations) or switching from one PCCB ~~park~~ facility to another PCCB ~~park~~ facility ~~, or switching from one shelter within a park to another shelter within same park.~~

A nonrefundable change fee of ~~$15~~ $10 will be charged to make a change.

A renter has only ONE opportunity to change their original facility rental reservation. If renter requests a change to their reservation within three (3) days following date renter made the reservation order, change fee may be waived.

Name of person on said contract shall be the only person who can cancel ~~a facility rental reservation~~ or ~~reschedule~~ change rental reservation. All cancellations or ~~reschedules~~ changes must be made by calling and/or writing the Polk County Conservation Board office ~~fourteen (14)~~ seven (7) business days prior to the date on which the facility is reserved.

The PCCB Administration office must be notified by the renter of the request to ~~reschedule~~ change reservation ~~to another date fourteen (14)~~ seven (7) business days in advance of the original reservation date and must provide the ~~reschedule~~ change information ~~date~~ immediately at the time of request to ~~reschedule~~ change.

~~A $15 $5 change fee will be assessed per reservation item. A renter has only ONE opportunity to reschedule their original facility rental reservation.~~

~~The rescheduled~~ A change to a reservation date cannot exceed ~~six months~~ 90 days from the original date and the date renter requests must comply with the PCCB's reservation policies. If the cost of rental facility to which ~~they are~~ renter is transferring their reservation ~~is rented~~ rents at a higher fee, the renter must pay the increased amount. If the cost of the rental facility to which ~~they are~~ renter is transferring their reservation rents at a lesser fee, the renter shall be refunded difference, only if the initial facility is rented and paid for the date originally reserved.

Refunds:

If a reservation is cancelled by a renter prior to ~~fourteen (14) business~~ seven (7) business days of the date on which the facility is reserved, PCCB shall refund the renter canceling reservation only if the facility rented and paid for is again reserved for that date, by a third party. The refund shall be the amount of money PCCB receives on the second reservation, less ~~PCCB expenses~~ $10 cancellation fee, not to exceed the amount paid by the initial renter on the original reservation.

~~Refunds will may be issued by check~~ A current address must be provided to receive a ~~reimbursement~~ refund by check. If a refund is ~~to be~~ issued, it shall be ~~payable~~ to the name on said reservation contract.

DEPOSITS: FACILITY RENTALS

~~Jester Lodge: Contracted vendor will notify the PCCB if any of a renters deposit needs to be retained.~~

~~Facility deposit payments will be fully refunded upon cancellation of a facility reservation.~~

Park Shelters/JP Amphitheater-Mini Shelter:

- Any renter having keg beer is required to pay a $100 deposit to the park ranger on the day of the event and prior to the beginning of the event. Checks are the only form of payment that will be accepted for deposit payments and should be made ~~out~~ payable to PCCB. No cash or money orders.
- The park ranger accepting the $100 deposit will leave their contact information with the renter so renter can inform the park ranger when the event is concluded and attendees have left the area.
- If no cleanup or repairs are necessary by PCCB staff, the $100 deposit shall be returned same day at the end of the event or within three business days following the day of the event depending on availability of park ranger at the end of the renter's event.

Chichaqua Longhouse:

- Any renter having keg beer is required to pay a $100 deposit.
- Since the hiring of a uniformed officer is required by a renter when keg beer is present at their event at the Longhouse, the $100 deposit payment shall be paid to the uniformed officer overseeing the event. Checks are the only form of

payment that will be accepted and should be made payable to PCCB. No cash or money orders will be accepted.

- If no cleanup or repairs are necessary by PCCB staff, the uniformed officer shall return the $100 deposit to the renter at the end of the event.

Damage To or Failure To Clean Facility

Facility deposit payments will be fully refunded following the date of reservation only if no cleanup or repairs from damage are necessary.

Should the following not be completed by the renter a damage/cleaning fee of $75.00 per hour will be charged to them:

Park Shelters:

- decorations removed, including all tacks, staples, and tape
- tables wiped clean and in the same place as when party entered facility
- floors swept, debris placed in dumpsters or garbage cans, spills mopped clean (renters must supply their own cleaning equipment)
- garbage within a 100-foot radius of the rented facility picked up and placed in dumpsters or garbage cans located in the park

Amphitheater/Mini-Shelter:

- garbage within a 100-foot radius of the amphitheater/mini-shelter picked up and placed in dumpsters or garbage cans located in the park
- decorations removed
- rental chairs, tents, music equipment, etc. not removed immediately following event

Chichaqua Longhouse:

- follow rules posted in the kitchen area at the Longhouse
- ~~decorations removed and tables wiped clean and in the same place as when party entered facility~~
- ~~floors swept, debris placed in dumpsters or garbage cans, spills mopped clean~~
- ~~all garbage within a 100-foot radius of the Longhouse picked up and placed in dumpsters or garbage cans~~

Renters will be charged the cost to repair any damage that occurred at their event to the rented facility not caused by normal wear and tear. PCCB staff will determine these costs based on the extent of the damage.

Facility deposits will be handled as follows in cases where charges are due by the renter for damage and or cleanup:

- All or part of the renter's deposit may be retained to cover damage/cleaning fees
- If damage/cleaning fees do not exceed the deposit amount, renter will be refunded difference
- If damage/cleaning fees exceed the deposit amount, renter will be billed for charges exceeding the amount of deposit

Failure to pay a damage/cleaning bill by a renter will result in further action to collect the debt.

~~Facility deposit checks returned to renters should be deposited promptly. If a refund check has not been negotiated by the renter within 60 days from the date of issue, the PCCB reservation clerk shall notify the renter via U.S. mail of the outstanding check and request that it be negotiated by a specified date. This date will be 90 days from date the~~

~~check was issued to the renter. If not negotiated within 90 days from the date of issue, the amount of the unnegotiated check will be deposited with the Polk County Treasurer as unclaimed monies.~~

ENVIRONMENTAL EDUCATION PROGRAMS AND TRIPS

All cancellations or requests for refunds ~~cannot be done online and~~ must be made by calling and/or writing the Polk County Conservation Board office.

If a person cancels their program/trip/camp reservation before the deadline specified for the program/trip/camp cancellations, the person will be issued a full refund.

If a program/trip is cancelled by PCCB for reasons such as low attendance, weather, etc., person(s) registered for the program/trip will be issued a full refund.

If a person needs to cancel their program/trip/camp reservation after payment has been received and the deadline for the program/trip has passed, PCCB will refund payment to the initial person only if the assigned space is re-reserved by another person. For programs/trips/camps with fees of $50/per individual or more, the refund shall be the amount of the program/trip/camp less a $10 cancellation fee. If assigned space is not re-reserved, no refund will be given.

A current address must be provided to receive a refund by check.

~~Refunds will be issued by check. A current address must be provided to receive a refund.~~

A person may also transfer their program/trip/camp reservation fee to another program/trip/camp prior to the deadline for the program/trip/camp providing the program can accommodate the reservation. If the cost of the second program/trip/camp is higher than the initial reservation fee, then the individual must pay the increased cost to PCCB ~~for the program~~. If the fee of the program/trip/camp is less than their initial reservation, individual will be refunded the difference only if their assigned space on initial program/trip/camp registration is re-reserved by another person.

CAMPING

Reservable Campsites

Changes and Cancellations:

- Name of person on said contract shall be the only person who can change or cancel camping reservation(s) to a different date or campsite.
- All changes or cancellations must be made by calling and/or writing the Polk County Conservation Board office seven (7) business days prior to the date on which the campsite is reserved.
- The PCCB Administration office must be notified by the camper of the request to change to another date or campsite at least seven (7) business days in advance of the original reservation date and must provide the reschedule information immediately at the time of request to reschedule.

- A $10 change fee will be assessed per reservation item. A camper has only ONE opportunity to change their original camping reservation.

~~All cancellations or requests to reschedule date of camping reservation cannot be done online and must be made by calling and/or writing the Polk County Conservation Board office.~~

~~The PCCB Administration office must be notified by the camper of the request to reschedule to another date at least 14 business days in advance of the original reservation date and must provide the reschedule date immediately at the time of request to reschedule. A $15 change fee will be assessed per reservation item. A camper has only ONE opportunity to reschedule their original camping reservation.~~

First Come, First Serve Campsites

If a camper has paid for more nights then they used, upon their request, a camping voucher for use in the current camping season may be issued to them for only the number of nights they did not use. Camping vouchers are only redeemable at non-reservable campsites. If the camper does not redeem the camping voucher within the season issued, it becomes void and a new voucher will not be issued.

If a camping reservation is cancelled or campers are asked to leave their campsite by PCCB ~~for reasons such as flooding~~ due to uncontrollable acts of nature (such as flooding) a refund shall be issued to the camper only for the number of nights paid for but not used. A current address must be provided to receive a refund by check.

Refunds For Camping

No refunds will be issued for first come, first serve camping or for camping reservations.

WATERFOWL BLINDS

If a person needs to cancel after payment has been received, PCCB will refund payment to the initial person provided the blind is reserved by a third party.

A person making a waterfowl blind reservation may also reschedule the date of their reservation. However, if an individual wishes to move from a date which has been fully booked, the change shall only be allowed if the date of the original reservation can be refilled from a waiting list or by other means. The rescheduled date must also be to a date within the same hunting season and a person has only one opportunity to reschedule.

A current address must be provided to receive a refund by check.

~~Refunds, less PCCB expenses, will be issued by check. A current address must be provided to receive a refund.~~

CANOE RENTALS

No refunds will be issued for canoe rentals.

TRAP SHOOTING RANGE
Full payment will be due at the time of reservation. No refunds will be issued. If notice of cancellation is received 48 hours in advance of reservation date, a person will have one opportunity to ~~reschedule~~ change reservation. ~~The rescheduled~~ Changed reservations must be within the season the original reservation was made.

FIREWOOD
No refunds will be issued for firewood sales or ~~surplus~~ bulk firewood sales.

~~Refunds for the firewood vending machines are the responsibility of the contracted vendor.~~

~~No refunds will be issued for firewood sold by PCCB staff during times when the firewood vending machines are not in place.~~

EQUESTRIAN CENTER
No refunds will be issued at the Jester Park Equestrian Center with the following exceptions:

Camps/Clinics – If payment has been received by a person to participate in a camp/clinic, a refund will only be issued to the person if a third party fills the opening for the camp/clinic. The refund shall be the amount of the camp/clinic less a $10 cancellation fee.

Wagon/Sleigh/Trail Rides – No refunds will be issued for wagon/sleigh/trail rides. However, a person has the opportunity to reschedule their Ride, if the need to reschedule is provided in advance of the original scheduled Ride.

Riding Lessons – Person may reschedule their lesson if they contact the Jester Park Equestrian Center a minimum of four (4) hours in advance of their scheduled lesson. Persons cancelling within four (4) hours of their scheduled lesson will forfeit their payment. No refunds will be issued for lessons.

If a camp, clinic, wagon ride, sleigh ride or trail ride is cancelled by PCCB for reasons such as low attendance and weather the person(s) who have paid for the activity will be issued a full refund.

A current address must be provided to receive a refund by check.

GOLF COURSE
Refunds for the Jester Park Golf Course are the responsibility of contracted vendor.

EXCEPTIONS
In cases involving death/injury/illness of family member or severe weather, exceptions may be granted to above policies. The PCCB authorizes the PCCB Director or his/her designee(s) to grant exceptions consistent with this Refund/Changes/Cancellation Policy and the prior issuance of refunds.

~~**The PCCB authorizes the PCCB Director to grant exceptions consistent with this Refund Policy and the prior issuance of refunds.**~~

POLK COUNTY CONSERVATION

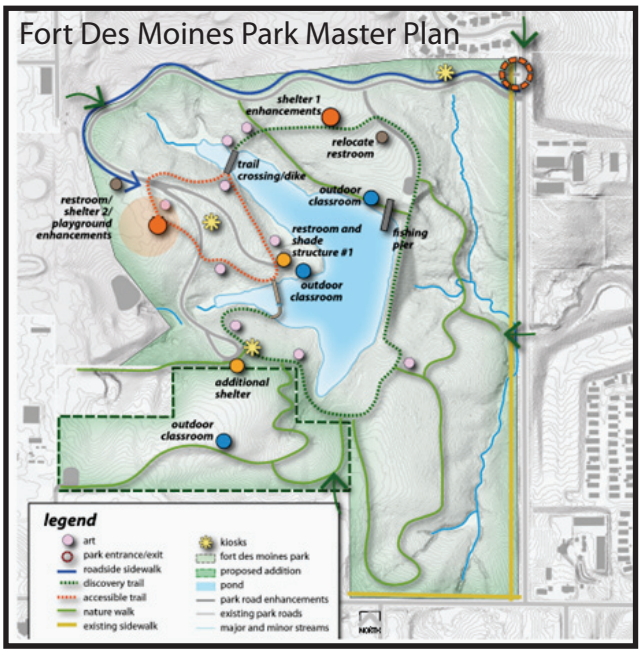
Leading you Outdoors

ANNUAL REPORT

JULY 2011 – JUNE 2012

Photo courtesy of Robert Hoffman

YEAR AT A GLANCE



Fort Des Moines was the fifth park to go through master planning efforts during the summer and fall of 2011. Park master plans provide a means to determine the best uses for a park and to optimize management of the park's natural and human made resources. Plans provide long-range vision for approximately 10-20 years. The staff and Board would like to thank the public for their involvement.

Planning efforts on a broader scale took shape on two fronts this past year. First in September of 2011, the launch of The Tomorrow Plan was held. The Tomorrow Plan is a regional planning effort focused on the sustainable development of Greater Des Moines. It involves residents and local leaders in identifying visions and aspirations for the region, exploring potential scenarios for its future, and setting a preferred direction for sustainable future development. PCC board members, staff, and advocates played a key role in giving conservation and outdoor recreation a strong voice in this new and exciting regional plan.

Second, discussions began between PCC, the Trust for Public Land, and the Iowa Natural Heritage Foundation to explore supplementary funding options for conservation and outdoor recreation efforts in Polk County. The growth of Polk County demands a need for improved water quality, parks, trails, and the protection of our remaining natural areas.

Limited financial resources continued to generate a need for grants, private funding, and volunteer assistance. Many fabulous projects such as the Thomas Mitchell Park pond restoration, Jester Park Amphitheater and Elk & Bison Exhibit grand openings, Two Dam Pond renovation, Mally's Park improvements, and Fort Des Moines Park Outdoor Classroom land acquisition were all made possible with external funding and staff support. A sincere thank you is extended to these funders, community partners, and volunteers that help us make great things happen in our parks and trails.

Jester Park Amphitheater Grand Opening

ANNUAL HIGHLIGHTS

ORGANIZATIONAL DEVELOPMENT

- A master plan was approved for Fort Des Moines Park in February of 2012. RDG Planning and Design was hired to provide the narrative and graphic support services for the plan.

- Tina Mowry Hadden ended her term as Conservation Board member in June of 2012 after fulfilling 6 1/2 years of service.

Elk and Bison Educational Plaza

RECREATION ENHANCEMENT

- The 4.25 mile Oralabor Gateway Trail that safely connects the Gay Lea Wilson to the Neal Smith Trails south of Ankeny was opened to the public. It also provides an important connection to the High Trestle Trail via Ankeny city trails.

- Construction began for the Jester Park Accessible Outdoor Project, in conjunction with fisheries improvements at Two Dam Pond. Features include an accessible trail around the pond, canoe launch, fishing pier, and expanded parking. A one-acre wetland will be constructed to help improve Two Dam Pond's water quality, along with pond dredging and the addition of three stabilization structures.

- PCC acquired the 5.75 mile section of Union Pacific railroad located between Bondurant and Des Moines for trail purposes. This section will connect the Chichaqua Valley Trail to the Gay Lea Wilson Trail.

- A Grand Opening celebration took place on May 23rd for the Jester Park Elk & Bison Educational Plaza. Improvements to this historic exhibit included an accessible observation deck, educational displays, spotting scopes, high quality art components, and an inviting viewing area.

- Jester Park equestrian trail improvements were funded through grant dollars. Trail access and sustainability were improved dramatically.

- Polk County Conservation and the City of Des Moines continued partnership efforts to secure funding and finalize plans for future construction of the Easter Lake Trail.

ANNUAL HIGHLIGHTS

EDUCATION & OUTREACH

- PCC accepted an 18.5-acre piece of land from Des Moines Public Schools between Fort Des Moines Park and Studebaker Elementary to create an outdoor classroom. Future amenities include a network of hiking trails, natural resource development of prairie, wetland, and woodland for education areas, an open air shelter, natural amphitheater, and expanded parking and access.

- PCC partnered with "I Have A Dream" (IHAD) students in a program called Active Dreamers. IHAD identifies and "adopts" groups of low-income elementary school children deemed to be at high risk of becoming school dropouts and mentors them through graduation and pursuing a higher education or a fulfilling career. PCC got involved with the Active Dreamers program to help introduce them to new and diverse outdoor recreational activities, and highlight the importance of staying active while having fun and learning about nature.

- After Guide by Cell, an innovative park tour program, was piloted in 2010 at Jester Park and Brown's Woods it expanded to 13 PCC parks, trails and natural areas in 2011. Since inception more than 5,900 callers have listened to 7,000 audio messages on natural history and unique park features. Hundreds of callers have taken time to leave feedback and share their thoughts. Callers representing 42 states have heard over 175 hours of messages. Guide by Cell signage was installed in a variety of key locations within the parks where interpretation and education could take place via a cell phone. QR codes were added to some signs. When scanned on a cell phone these codes link users to a web page, video or picture with extended park information.

Future Fort Des Moines Park Outdoor Classroom

Active Dreamers at Chichaqua Bottoms Greenbelt

ANNUAL HIGHLIGHTS

Restored Thomas Mitchell Park Pond

Fishery Improvements at Jester Park's Two Dam Pond

LAND PROTECTION AND RESTORATION

- Restoration work was completed on the Thomas Mitchell Park pond thanks to funding from the Watershed Improvement Review Board, NRCS, and the IA DNR. Three sediment basins were installed, the pond was drained and dredged, and fish habitat features were integrated into the plan. The pond was stocked with fish by the IDNR and will be open to public fishing in 2013.

- PCC signed a contract with the IDNR and City of Des Moines to hire a consultant to develop a water quality plan for Easter Lake and its watershed. A technical steering committe and citizen advisory committee were established and provided much of the background needed to begin development of the watershed plan.

- PCC partnered with Iowa Natural Heritage Foundation to acquire two properties. A 6-acre property adjacent to the Gay Lea Wilson Trail and Four Mile Creek Greenbelt in Pleasant Hill, along with a 39-acre property adjacent to Chichaqua Bottoms Greenbelt were acquired for conservation purposes.

- Water quality and fishery improvements began at Two Dam Pond in Jester Park. Funding from a Land and Water Conservation grant and DNR fisheries grant was used to drain and dredge this 2.8-acre pond, install grade stabilization structures, construct a one-acre sediment basin wetland, and improve fish habitat. Additional accessible recreation amenities will be added to this area for park users and environmental education programming. This project will be completed in 2013.

ANNUAL HIGHLIGHTS

INFRASTRUCTURE

- Eagle scouts were busy at Jester Park constructing a new outdoor amphitheater and two walk-in campsites. The amphitheater grand opening was held on July 5th in conjunction with a Jazz in July concert. The primitive campsites were designed for campers that desire more privacy when enjoying the outdoors. Many partners assisted with these fabulous projects.

- PCC continued working with FEMA and Jasper County on repairs associated with the Chichaqua Valley Trail. The trail sustained major flood damage in 2010.

- Shelters #5 & #6 at Jester Park were equipped with water and electricity. Increased use in the back of the park as a result of the natural playscape and elk and bison exhibit warranted improved utilities to these facilities for the public.

- Mally's Park improvements continued in 2012. New features included an open air picnic shelter with grills and picnic tables, drinking fountain, vault toilet, expanded parking lot, a playground, and an entrance sign. As future funding becomes available, trailhead amenities will be constructed to enhance this proposed major trail intersection.

- Easter Lake spillway and gate control repairs, along with parking lot improvements were made during the summer of 2011. Recreational activities such as fishing and trail usage will benefit from expanded and improved parking at the spillway and beach.

Mally's Park Restroom & Shelter

RESOURCE ENHANCEMENT

- PCC signed a five year joint service agreement for maintenance repairs on the High Trestle Trail with the cities of Ankeny, Madrid, Sheldahl, Slater, Woodward, and Boone, Story, Dallas, and Polk County Conservation Boards.

High Trestle Trail

FINANCIAL STATEMENT

REVENUE

REVENUES:	General Basic	General Supp.	Insurance	Reserve	REAP	Golf Course	TOTALS
Property Taxes	**$ 3,194,317**	**$ 902,560**	**$ 115,105**	**$ -**	**$ -**	**$ -**	**$ 4,211,981**
Recreational Fees	606,478	0	0	0	0	0	606,478
Concessions	46,761	0	0	0	0	0	46,761
Environmental Protection Agency Grants		0	0	0	0	0	0
Miscellaneous Federal Grants	35,346	0	0	377,555	0	0	412,901
Miscellaneous State Grants & Reimbursements	219,539	0	0	994,646	0	0	1,214,185
Land Rent	112,315	0	0	0	0	0	112,315
Building & Shelter Rentals	80,952	0	0	0	0	16,100	97,052
Equipment & Machinery Rentals	1,901	0	0	0	0	0	1,901
Firewood Sales	16,188	0	0	0	0	0	16,188
Miscellaneous Sale of Commodities	13,170	0	0	0	0	0	13,170
FEMA	74,133	0	0	0	0	0	74,133
Service Fees		0	0	0	0	0	0
Miscellaneous Contributions & Reimb. Other Govts	27,940	0	0	0	0	0	27,940
General Administration Fees	11,000	0	0	0	0	0	11,000
Fee Based Program Revenues	61,838	0	0	0	0	0	61,838
Commissions	2,772	0	0	0	0	204,409	207,181
Motor Vehicle Fuel Refunds	8,393	0	0	0	0	0	8,393
Miscellaneous Contributions & Donations	947	0	0	456,521	275	0	457,743
Miscellaneous Reciepts	8,379	0	0	0	0	0	8,379
Fixed Assets Sold	4,049	0	0	0	0	0	4,049
Recoveries on Losses	8,335	0	0	0	0	0	8,335
REAP Annual Per Capita Payment	0	0	0	0	102,682	0	102,682
REAP DNR Fishing & Hunting Grant	0	0	0	0	3,345	0	3,345
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Fund Interest	0	0	0	0	109	536	645
TOTAL REVENUES	**$ 4,534,753**	**$ 902,560**	**$ 115,105**	**$ 1,828,722**	**$ 106,411**	**$ 221,046**	**$ 7,708,596**

GRANTS

The following are grants and reimbursements awarded during FY 11-12. The annual amounts listed are the award totals. Depending upon the grant specifics the award may be received in one year or over multi-years.

State Rec. Trails- Easter Lake Trail	$159,232
State Rec. Trails- Acquisition of the Chichaqua Valley Trail Connector	$753,750
DNR Hunting and Fishing Grant (EE)	$5,000
State Transportation Enhancement- Construction of the Chichaqua Valley Trail Connector	$750,000
Community Development Grant- Yellow Banks Park Ballfield	$21,800
Community Betterment Grant- Trestle to Trestle Trail River Place Trailhub	$5,000

FINANCIAL STATEMENT

EXPENDITURES

EXPENDITURES:	General Basic	General Supp.	Insurance	Reserve	REAP	Golf Course	TOTALS
Conservation Infrastructure/Equipment	$ 95,675	$ -	$ -	$ -	$ -	$ -	$ 95,675
Environmental Education	437,237	101,404	0	0	0	0	538,641
Natural Resources	1,072,510	209,619	0	0	0	0	1,282,129
CBG Haying Operations	29,435	0	0	0	0	0	29,435
Administration	886,875	112,590	0	0	0	0	999,464
Community Outreach	184,057	37,188	0	0	0	0	221,245
Conservation Grants	3,283	0	0	0	0	0	3,283
Parks Advocacy	460,515	147,258	0	0	0	0	607,773
Construction, Maintenance, Operations	907,894	214,391	0	0	0	0	1,122,285
Equestrian Center	457,274	80,109	0	0	0	0	537,383
Insurance, Unemployment, & Workers Comp. Medical	0	0	115,105	0	0	0	115,105
Conservation Land Acquisition & Development	0	0	0	1,131,186	0	0	1,131,186
Resource Enhancement & Protection	0	0	0	0	162,686	0	162,686
Golf Course Minor Repairs & Maintenance					0	6,055	6,055
TOTAL EXPENDITURES	**$ 4,534,753**	**$ 902,560**	**$ 115,105**	**$ 1,131,186**	**$ 162,686**	**$ 6,055**	**$ 6,852,345**

BUDGET SUMMARY

The General Basic funds expended for the various departments covered salaries, supplies, and services. The General Supplemental funds covered employee benefits. The Insurance expenditures were for Unemployment Insurance, Workers' Comp Disability, Workers' Comp Medical Expense, and Liability Insurance premiums.

Projects completed or continued with the Reserve funds were asphalt overlay for roads, Mally's Park upgrades, Jester Park shelter #5 & #6 upgrades with water and electric, and restoration, protection & seeding at Chichaqua Bottoms Greenbelt. An amphitheater was constructed at Jester Park and work was done on the dikes and trail at Thomas Mitchell Park. An ADA sidewalk was put in to the shelter at the Jester Park Equestrian Center. Monies from the Reserve funds were also used for various grant matches. Also purchased were equipment and various conservation vehicles. Polk County Conservation Board continues construction and repairs of trails throughout Polk County.

Projects completed or continued with REAP (Resource Enhancement and Protection) funds were wayfinding signs, equipment purchases, traffic counters for various trails and parks, radio upgrades, a master plan was developed for Fort Des Moines, Park, continued work on rental cabins at Jester Park, support of a naturalist's salary for wildlife research, plus various smaller projects throughout all areas.

Polk County Conservation continually monitors revenues and expenses to assure budget compliance. In addition, a user fee committee annually reviews the various direct user charges for camping, shelter rentals, educational programs, special events, and other fee based activities to assure that a fair mix of user fee charges and general Polk County taxpayer support is maintained in the annual budget.

FACTS AND FIGURES

PARK VISITATION (WHERE RECORDED)

Brown's Woods	52,934
Carney Marsh	6,016
Chichaqua Bottoms Greenbelt	50,429
Chichaqua Valley Trail (closed)	1,135
Easter Lake Park	361,508
Fort Des Moines Park	138,292
Four Mile Creek Greenbelt	2,677
Gay Lea Wilson Trail	8,896
Great Western Trail	12,032
Jester Park	367,724
(includes Golf Course, Equestrian Center and Lodge)	
Mally's Park	19,425
Thomas Mitchell Park	190,814
Yellow Banks Park	315,980

*TOTAL PARK VISITATION 1,527,862+

*PCC is unable to accurately calculate total park visitation from traffic counters. The estimated visitation total of 1,527,862 people reflects only those parks equipped with counters or alternative ways for tracking visitation.

RENTAL FACILITY RESERVATIONS

Chichaqua Longhouse	62
Easter Lake Park (Shelters #1-#5)	293
Fort Des Moines Park (Shelters #1-#2)	132
Jester Park (Shelters #2-#6)	263
Jester Park Lodge	109
Mally's Park (opened Summer of 2012)	3
Thomas Mitchell Park (Shelters #1-#2)	114
Yellow Banks Park (Shelters #1-#4)	82

TOTAL FACILITY RESERVATIONS 1,058

ENVIRONMENTAL EDUCATION

1,174 school programs involving
25,402 students
210 youth programs involving
6,348 youth
64 adult programs involving
2,068 adults
94 family programs involving
5,425 families

59% Programs Held Outdoors
97% Participant Satisfaction Rate

TOTAL VOLUNTEER HOURS CONTRIBUTED

11,000 hours
Estimated value: $187,000

Volunteers checking bluebird boxes

UNIT DIRECTORY

(as of December 2012)

Polk County Conservation Administration Office
11407 NW Jester Park Dr.
Granger, IA 50109
(515) 323-5300 (515) 323-5354 fax
pccb_info@polkcountyiowa.gov
www.leadingyououtdoors.org

Administration
Dennis Parker, Director
Carol Ann Carlson, Accountant
Cindy Lentz, Administrative Supervisor
Melissa Ritter, Account Clerk
Ginny Malcomson, P/T Account Clerk

Community Outreach
Kami Rankin, Community Outreach Supervisor
Pat Spain, Planning and Outreach Coordinator

Environmental Education
Patrice Petersen-Keys, Environmental Education Coord.
Heidi Anderson, Naturalist
Lewis Major, Naturalist
Joe Boyles, Naturalist
Lori Foresman-Kirpes, Naturalist

Natural Resources
Loren Lown, Natural Resources Specialist
Mark Dungan, Natural Resources Manager
Doug Sheeley, Natural Resources Supervisor
Ron Ugolini, Natural Resources Technician
Chris Lunan, Natural Resources Technician
Scott Gehl, Natural Resources Technician
Al Pasker, Natural Resources Technician
Dan Hrubes, Natural Resources Technician
Lael Neal, P/T Natural Resources Technician Worker

Board Members
Sara Kurovski
Tom Levis
Michelle McEnany
Mike Smith
Jim Cataldo

Parks Advocacy
Mark Hurm, Lead Ranger
Dean Bruscher, Ranger
Brian Herrstrom, Ranger
Charlie Finch, Ranger
Chris Clingan, Assistant Ranger
James Dotzler, Assistant Ranger

Construction, Maintenance, & Operations
Wayne Johnson, Construction & Maintenance Manager
Stan Manning, Special Services Technician
George Lentz, Equipment Maintenance Supervisor
Ken Young, Mechanic
Brad Talbert, P/T Assistant Mechanic
Steve Haefner, Construction Technician
Tim Wears, Maintenance Technician
Tyler Naeve, Maintenance Technician
Chance Patrick, Maintenance Technician

Leisure Services
Carrie Spain, Equestrian Center Manager
Dennis Crowley, Barn Manager
Deb Crowley, P/T Stable Laborer II
Deanne Mundt, P/T Stable Laborer II
Dean Simmons, P/T Stable Laborer I

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

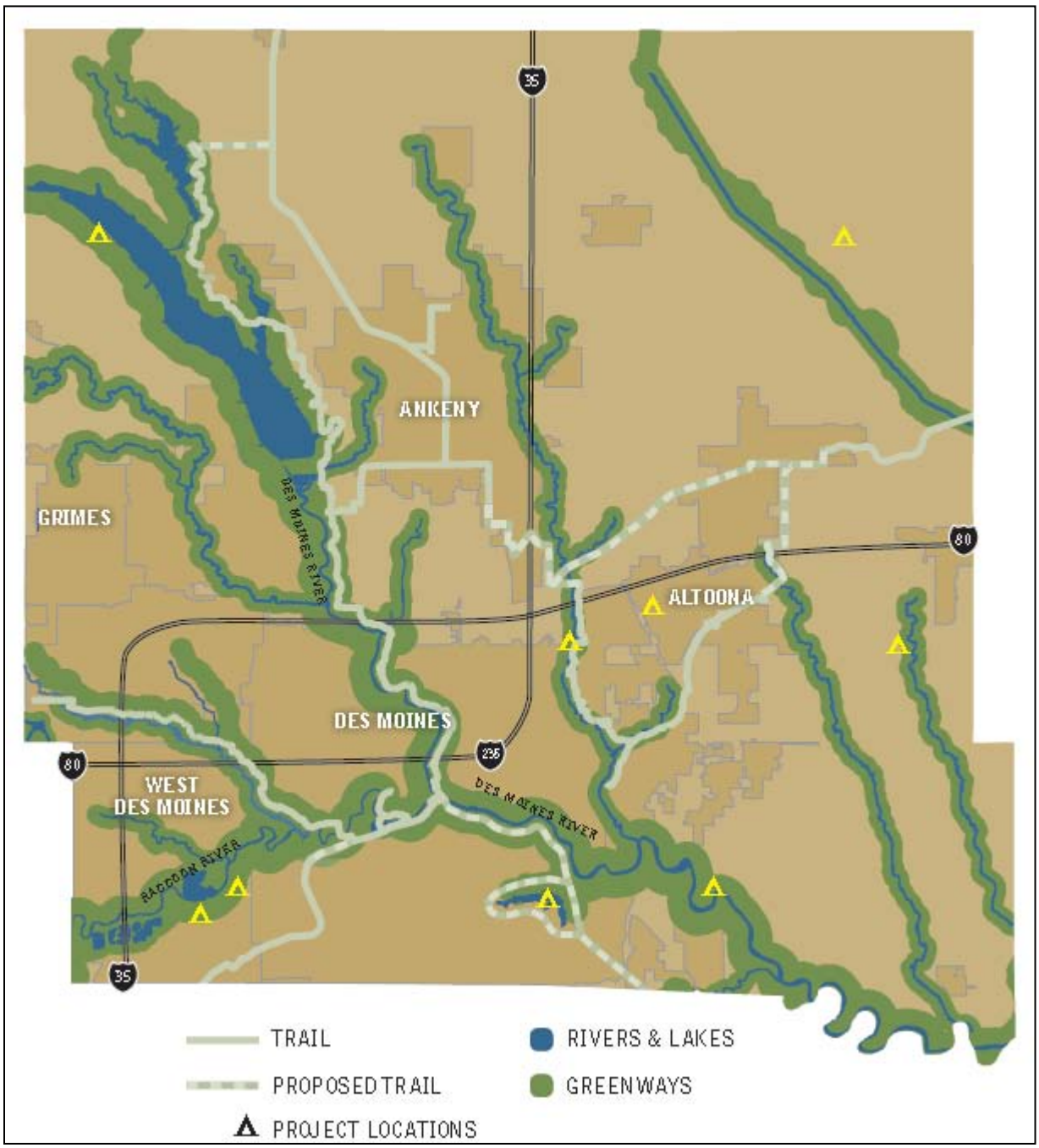
The Polk County Conservation Board is seeking formal submittal of qualifications for **one or more of the above listed professional service disciplines** in preparation for several upcoming parks, trails, and ecological planning projects and in anticipation of future planning, design and engineering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

2012- 2013 Revenue Budget

- as of 11/30/12 (41.66% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	$ 3,000	$ 11,040	$ (8,040)	368.0%
6006	Environmental Ed	$ 55,800	$ 7,911	$ 47,889	14.2%
6009	Natural Resources	$ 109,922	$ 45,789	$ 64,133	41.7%
6101	Administration	$ 99,820	$ 56,720	$ 43,100	56.8%
6103	Community Outreach	$ -	$ -	$ -	0.0%
6104	Conservation Grants	$ 500,993	$ 154,196	$ 346,797	30.8%
6110	Parks Advocacy Unit	$ 383,100	$ 177,260	$ 205,840	46.3%
6119	Construction/Maint.	$ 5,000	$ 155	$ 4,845	3.1%
6124	Equestrian Center	$ 325,500	$ 118,470	$ 207,030	36.4%
Sub-Total - General Fund 1		**$ 1,483,135**	**$ 571,542**	**$ 911,593**	**38.5%**
REAP - Fund 26					
0211	**Resource Enhancement**	**$ 103,000**	**$ 7,056**	**$ 95,944**	**6.9%**
Reserve - Fund 50					
0210-0214	**Trails, Special Projects**	**$ 2,129,300**	**$ 207,980**	**$ 1,921,320**	**9.8%**
Grand Total - Conservation		**$ 3,715,435**	**$ 786,577**	**$ 2,928,858**	**21.2%**

2012- 2013 Expense Budget

- as of 11/30/12 (41.66% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	$ 97,800	$ 92,012	$ 5,788	94.1%
6006	Environmental Ed	$ 360,707	$ 157,702	$ 203,005	43.7%
6009	Natural Resources	$ 688,628	$ 301,687	$ 386,941	43.8%
6101	Administration	$ 758,867	$ 355,327	$ 403,540	46.8%
6103	Community Outreach	$ 198,621	$ 78,363	$ 120,258	39.5%
6104	Conservation Grants	$ 768,285	$ 422,851	$ 345,434	55.0%
6110	Parks Advocacy Unit	$ 453,343	$ 199,286	$ 254,058	44.0%
6119	Construction/Maint.	$ 958,813	$ 459,996	$ 498,817	48.0%
6124	Equestrian Center	$ 382,149	$ 184,787	$ 197,362	48.4%
Sub-Total - General Fund 1		**$ 4,667,213**	**$ 2,252,010**	**$ 2,415,203**	**48.3%**
General Supplemental - Fund 2					
All Units	**Benefits (IPERS/FICA/Ins, Etc.)**	**$ 938,826**	**$ 393,503**	**$ 545,323**	41.9%
Risk Management - Fund 3					
6100	**Insurance,Med., Work. Comp.**	**$ 96,300**	**$ 79,443**	**$ 16,857**	82.5%
REAP - Fund 26					
0211	**Resource Enhancement**	**$ 102,167**	**$ 80,899**	**$ 21,268**	**79.2%**
Reserve - Fund 50					
0210-0214	**Trails, Special Projects**	**$ 2,763,200**	**$ 370,767**	**$ 2,392,433**	**13.4%**