



REQUEST FOR INFORMATION (RFI)

Administrative Information:

TITLE OF RFI:	Public Private Partnership (PPP) Multi-Day Recreation Overnight Lodging	RFI Number:	21CRDPBTCOFF-100
Issuing Officer Michael Gulick Email: michael.gulick@dnr.iowa.gov Phone: (515) 725-8214			
Mailing Address: 502 East 9 th Street Des Moines, IA 50319			
Issue Date: June 19, 2020			
Emailed Written Questions And Requests For Clarification Due Date: July 31, 2020 DNR's Emailed Written Response Due Date: August 7, 2020			
Emailed Responses Due Date: August 14, 2020 Due Time: 4:00 PM Central Time August 14, 2020 4:00 PM Central Time			
Attachments Attachment # 1 Big Creek State Park Map Attachment #2 Iowa Design Guide Basic Cabin Drawing - Lake Darling State Park Cabins			



SECTION 1

1.1. Request for Information (RFI)

The Iowa Department of Natural Resources (DNR) is conducting a Request for Information (RFI) from prospective Contractors for solutions and recommendations for a public private partnership (PPP) for multi-day recreation overnight accommodations. The DNR seeks to learn how to expand offering readily accessible overnight accommodations for multi-day outdoor recreation experiences for connecting our parks and communities across Iowa through public private partnerships.

1.2. Schedule of Events

RFI Issued	June 19, 2020
Emailed Questions due	July 31, 2020
Due date for Emailed Responses	August 14, 2020 4:00 PM CT

1.3. Content of the RFI

- 1.3.1. DNR reserves the right to modify or cancel this RFI at any time.
- 1.3.2. Responses should be based on the material contained in this RFI or any other relevant information the Contractor thinks is appropriate.
- 1.3.3. By submitting a response each Contractor agrees that it will not bring any claim or have any cause of action against the State, the DNR, the Attorney General, or the State of Iowa, or any employee of the State, Department of Administrative Services or Attorney General, based on any misunderstanding concerning the information provided or concerning DNR's failure, negligent or otherwise, to provide the Contractor with pertinent information as intended by this RFI.
- 1.3.4. Contractors are invited to submit written questions and requests for clarifications regarding this RFI.
- 1.3.5. Contractors may also submit suggestions for changes to the specifications of this RFI.
- 1.3.6. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer before the date and time listed on the RFI cover sheet.
- 1.3.7. Oral questions are not permitted.
- 1.3.8. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFI, Contractor shall reference the page and section number(s).
- 1.3.9. The DNR will post written responses to questions, requests for clarifications, or suggestions received from Contractors on before the date listed on the RFI cover sheet.
- 1.3.10. The DNR's written responses will become an addendum to the RFI.
- 1.3.11. If the DNR decides to adopt a suggestion that modifies the RFI, the DNR will issue an addendum to the RFI.
- 1.3.12. The DNR assumes no responsibility for oral representations made by its



officers or employees unless such representations are confirmed in writing and incorporated into the RFI through an addendum.

1.4. RFI Submittal Response from Contractors

- 1.4.1. Responses and recommendations from Contractors are due August 14, 2020 by 4:00 PM Central Time.

1.5. Submittal Information

- 1.5.1. Submittal shall be emailed to the DNR Procurement Officer Michael Gulick at michael.gulick@dnr.iowa.gov on or before the due date and time for RFI Responses.
- 1.5.2. By providing a submittal document, the potential Contractor understands that DNR may use some or none of the recommendations provided. Contractor also understands that by submitting a response in no way obligates DNR to use the proposed recommendation in whole or any part thereof. Contractor understands that providing a submittal in no way obligates DNR to use services of a responding Contractor.

1.6. Review and Rejection of RFI Responses

- 1.6.1. DNR reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time.
- 1.6.2. Issuance of the RFI in no way constitutes a commitment by DNR to award any contract.
- 1.6.3. This RFI is designed to provide Contractors with the information necessary for the preparation of informative response proposals and meetings to discuss their proposal, if DNR chooses to call such meetings.
- 1.6.4. This RFI process is for DNR's benefit and is intended to provide DNR with competitive information to assist in the development of a Public Private Partnership.
- 1.6.5. The RFI is not intended to be comprehensive and each Contractor is responsible for determining all factors necessary for submission of a comprehensive response and ability to attend meeting(s) to discuss their proposal.
- 1.6.6. The RFI response and potential meeting will not be subject to an RFP type evaluation but only to a review of suggested recommendations, cost (cost may be estimated by Contractor, if an estimate, Contractor shall state that it is an estimated or approximate cost of processes offered and of abilities to perform services that may be of use to DNR).

1.7. Public Records and Requests for Confidentiality

- 1.7.1. The release of information by DNR to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Contractors are encouraged to familiarize themselves with these provisions prior to submitting a response. All information submitted by a Contractor may be treated as public information by DNR unless the Contractor properly requests that information



be treated as confidential at the time of submitting. If a request is received by DNR to view information identified as confidential by a Contractor, DNR shall notify the Contractor of the request. It shall be the Contractor's sole responsibility to defend the claim of confidentiality in an appropriate legal venue. DNR will withhold release of the subject information until the matter is settled.

- 1.7.2. Any requests for confidential treatment of information must be included in a cover letter with the Contractor's submittal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons, which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address and telephone number of the person authorized by the Contractor to respond to any inquiries concerning the confidential status of the materials.
- 1.7.3. Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the submittal, as well as the original, must be marked in this manner.
- 1.7.4. In addition to marking the material as confidential material where it appears, the Contractor must submit one copy of the RFI information from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.
- 1.7.5. The Contractor's failure to request in the RFI confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by DNR as a waiver of any right to confidentiality, which the Contractor may have had.

1.8. Copyrights

By submitting a response the Contractor agrees that DNR may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Contractor represents that such copying will not violate any copyrights in the materials submitted.

1.9. Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by DNR employees and requires certain individuals to disclose information concerning their activities with State government. Contractors are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

**1.10. Cost to Contractors**

DNR is not responsible for any costs incurred by a Contractor which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

1.11. Responses Property of DNR

All information used to demonstrate a Contractor's product becomes the property of DNR. DNR will have the right to use ideas or adaptations of ideas that are presented in the responses.

1.12. Sources of Information Used by the State In Addition to the Responses

DNR reserves the right to contact Contractor after the submission of responses for the purpose of clarification and to ensure mutual understanding.

1.13. No Obligation to Issue RFP

The issuance of this RFI does not obligate DNR in any way to issue an RFP for the goods and services described in this RFI.

SECTION 2 - REQUIREMENTS

2.1 Statement of Need

DNR is looking for solutions and recommendations which:

- 2.1.1 Expands offering readily accessible overnight accommodations for multi-day outdoor recreation experiences for connecting our parks and communities across Iowa through public private partnerships.
- 2.1.2 Specifically provides a solution or recommendation for offering overnight accommodations at Big Creek State Park located at 8794 NW 125th Avenue, Polk City, Iowa 50226 through a public private partnership.

2.2 Background

- 2.2.1 With limited capital funding, the DNR has a backlog of deferred maintenance which includes water, wastewater and electrical systems; campgrounds, shower and restroom buildings, cabins, day-use facilities, maintenance and office buildings and trails. DNR is challenged with providing new recreational opportunities with limited capital funding. DNR is interested in pursuing public private partnerships as another avenue to expand recreational opportunities.

DNR desires that the RFI will allow the opportunity to:

- Evaluate the feasibility of modern, year-round cabins at Big Creek State Park as part of a private/public partnership,
- Identify various approaches to the ROI of the investment,
- Identify and evaluate options for proposed lengths of an agreement,
- Evaluate daily operations approach to providing year-round, overnight lodging; and
- consider future plans of the facilities post agreement



- 2.2.2 The overnight accommodations must abide by the following Codes:
- IBC Building Code 2015
 - NEC Electrical Code 2015
 - Energy Conservation Code 2012
 - 2020 ADA Standards for Accessible Design
 - State Mechanical Code
 - State Plumbing Code
 - State Electrical Code
 - Any overnight structure over 750 net SF must have a fire suppression system installed with an NFPA fire alarm system
 - Any final plans for overnight accommodations on state park land must be submitted to Iowa Department of Public Safety for review and inspection post-construction
 - Recreational development plans for Big Creek State Park may be subject to approval from the US Army Corps of Engineers under the terms of the lease between the US Army Corps of Engineers and DNR
- 2.2.3 There are no location, size or configuration requirements. However, DNR is interested repurposing a number of existing shelter locations at Big Creek State Park where there are utilities and parking.
- 2.2.4 Big Creek State Park and the adjoining public hunting areas provide over 3,550 acres of recreation for visitors of all ages and interests. The focal point is the 814-acre lake which has over a dozen fishing jetties, many fishing access areas, and a universally accessible fishing pier that provides great shoreline access. The lake is abundant with walleye, muskie, perch, bluegill, crappie, channel catfish and largemouth/smallmouth bass. Five boat ramps are located around the lake.

Big Creek beach provides 1,300 feet of swimming opportunity with a large playground, volleyball court, open areas, 22 shelter and picnic sites and beach cabanas. The beach concession and boat rental is one of the finest concessions in the state offering pontoons, fishing boats, hobie sailboats, canoes, hydro bikes, paddleboats, kayaks, stand up paddle boards and bicycle rental. The concession also provides food, bait, fishing tackle and license sales.

A 26-mile paved multi-use trail runs 3 miles through the park and continues south through the Saylorville Lake area and Des Moines River valley, ending in Des Moines. For winter fun, there is an 11-mile snowmobile trail circling the lake and several groomed cross-country ski trails in the Hampton picnic area. An eighteen-hole disc golf course is also available near the Hampton shelter area.

The state park is a wildlife refuge where hunting is not allowed. However, hunting is allowed on the lake and in designated public hunting areas around the lake. The Charles "Butch" Olofson Range is located 3 miles wild of the park and offers rifle, handgun, trap and skeet and hunter safety classes.



Big Creek State Park is located 2 miles north of Polk City, 11 miles north of Des Moines, 8 miles northwest of Ankeny, 7 miles south of Madrid and 20 miles south of Ames.

Big Creek State Park visitation for the last 10 years is as follows:

Year	Visitation
2019	1,072,563
2018	622,404
2017	588,342
2016	486,858
2015	506,616
2014	296,550*
2013	358,667
2012	498,469
2011	414,000
2010	794,858

*issues with the traffic counters

2.3 Resource Information

The following information is resource information only. The information is not intended to limit solutions and recommendations.

2.3.1 Iowa Design Guide Basic Cabin Drawings. In preparation for the 100th anniversary of Iowa State Parks in 2020, the DNR recognized the need to for a plan to shape the future image and identity of Iowa's state parks. As a result, the DNR created the Iowa State Park Design Guide. There are three goals of the design guide:

- Provide a framework for future park infrastructure to enhance the Iowa state park experience and identity.
- Integrate the best of the past Iowa state park rustic architectural identity with the best of current sustainable design practices, materials and construction techniques to create an overall unified state park experience and image that is built to last.
- Reflect sustainability principles and the overall quality of state park facilities, consistent with the DNR's role as leader in natural resource stewardship and provider of outdoor recreation opportunities.

2.3.2 Big Creek State Park Map

2.3.3 Jester Park Cabin Data. The closest comparable cabin data set is located at Jester Park in Polk County. Four year-round modern cabins are operated by the Polk County Conservation Board and are very popular. More information on these cabins can be found at: <https://www.polkcountyiowa.gov/conservation/facilities/cabins/>



The following table show occupancy information for 2014-2019:

Year	Cabin #	Yearly Avg Occupancy	Spring Avg Occupancy	Summer Avg Occupancy	Fall Avg Occupancy	Winter Avg Occupancy
2014	1	53%	NA	83%	64%	33%
2015	1	61%	56%	91%	56%	36%
2016	1	59%	44%	96%	72%	46%
2017	1	60%	49%	90%	58%	38%
2018	1	61%	50%	87%	67%	47%
2019	1	57%	50%	90%	50%	19%
2014	2	55%	NA	80%	68%	34%
2015	2	59%	52%	94%	58%	31%
2016	2	59%	47%	91%	56%	51%
2017	2	61%	53%	92%	56%	42%
2018	2	59%	56%	83%	61%	44%
2019	2	54%	42%	83%	49%	22%
2014	3	46%	NA	82%	41%	33%
2015	3	56%	47%	94%	50%	32%
2016	3	55%	39%	91%	56%	39%
2017	3	56%	48%	92%	56%	31%
2018	3	61%	49%	92%	67%	44%
2019	3	62%	59%	90%	59%	22%
2014	4	49%	NA	80%	57%	26%
2015	4	55%	47%	90%	56%	31%
2016	4	53%	37%	93%	51%	38%
2017	4	58%	49%	93%	56%	32%
2018	4	59%	53%	88%	62%	47%
2019	4	53%	39%	86%	49%	18%

2.3.4 State Park Cabin Data. DNR operates 94 cabins in 20 state parks, recreation areas and forests. Information on state park cabins is available through the DNR's reservation system website at <https://iowastateparks.reserveamerica.com/>
DNR offers cabin occupancy information at two state parks:

- Lake Darling State Park modern family cabins. Lake Darling is located in Washington County. There are six year-round family cabins that were built using the Iowa State Parks Design Guide. Each cabin has two bedrooms. Facilities are operated by DNR. There is a minimum 2-night stay requirement with a weeklong stay requirement from Memorial Day weekend through Labor Day weekend. Current rental rate is \$85.00/night or \$510/week (7 nights).



Lake Darling Cabin occupancy data for the last two years:

Year	Cabin #	Yearly Avg Occupancy	Spring Avg Occupancy	Summer Avg Occupancy	Fall Avg Occupancy	Winter Avg Occupancy
2018	1	36%	31%	77%	34%	NA
2019	1	36%	29%	82%	32%	NA
2018	2	40%	35%	82%	36%	NA
2019	2	34%	37%	67%	30%	NA
2018	3	37%	27%	80%	42%	NA
2019	3	32%	22%	69%	34%	NA
2018	4	30%	19%	74%	26%	NA
2019	4	30%	25%	71%	26%	NA
2018	5	21%	2%	63%	20%	NA
2019	5	31%	28%	60%	36%	NA
2018	6	61%	53%	100%	60%	29%
2019	6	60%	58%	100%	57%	25%
2018	7	57%	58%	91%	55%	26%
2019	7	61%	61%	94%	65%	25%
2018	8	60%	51%	95%	69%	25%
2019	8	60%	53%	100%	68%	20%
2018	9	56%	48%	100%	50%	26%
2019	9	60%	55%	100%	57%	28%
2018	10	54%	49%	96%	50%	22%
2019	10	58%	53%	94%	58%	25%
2018	11	59%	51%	100%	64%	20%
2019	11	62%	66%	100%	64%	19%

- Backbone State Park Cabin Data. Backbone is located in Delaware County and is Iowa's first state park. DNR shares operating responsibility with a private concessionaire who also runs the beach concession. There are three different styles of cabins at this park. Eight cabins are 1-bedroom cabins (approx. 380 sq ft) built by the Civilian Conservation Corps. Four 2-bedroom cabins (approx. 760 sq ft) were constructed in 1990 and four deluxe 2-bedrooms cabins (approx. 1250 sq ft) were constructed in 1998. There is a minimum 2-night stay requirement and a weeklong stay requirement from Memorial Day weekend through Labor Day weekend. Current rates are \$50/night or \$300/week for Cabins 1-8, \$85/night or \$510/week for Cabins A-D and \$100/night or \$600/week for Cabins 9-12.



Backbone cabin occupancy for the last two years:

Year	Cabin #	Yearly Avg Occupancy	Spring Avg Occupancy	Summer Avg Occupancy	Fall Avg Occupancy	Winter Avg Occupancy
2018*	1	68%	62%	93%	76%	27%
2019**	1	67%	63%	100	75%	31%
2018	2	65%	55%	100%	67%	25%
2019	2	64%	62%	100%	79	16%
2018	3	63%	49%	100%	63%	27%
2019	3	60%	58%	98%	74%	12%
2018	4	64%	51%	95%	70%	27%
2019	4	62%	52%	95%	81%	21%
2018	5	61%	54%	95%	63%	18%
2019	5	60%	58%	100%	70%	13%
2018	6	58%	49%	95%	56%	19%
2019	6	58%	51%	93%	69%	20%
2018	7	60%	48%	95%	64%	19%
2019	7	58%	58%	89%	65%	19%
2018	8	71%	71%	100%	70%	29%
2019	8	66%	70%	100%	69%	25%
2018	9	60%	54%	96%	56%	20%
2019	9	64%	52%	100%	75%	31%
2018	10	63%	53%	100%	60%	27%
2019	10	60%	61%	93%	65%	24%
2018	11	64%	52%	95%	67%	29%
2019	11	68%	66%	100%	765	30%
2018	12	64%	54%	100%	64%	27%
2019	12	62%	56%	100%	64%	27%
2018	A	67%	58%	100%	75%	23%
2019	A	63%	61%	100%	67%	25%
2018	B	66%	53%	100%	75%	22%
2019	B	67%	65%	100%	71%	30%
2018	C	65%	52%	100%	72%	20%
2019	C	62%	52%	100%	73%	25%



2018	D	65%	61%	99%	67%	19%
2019	D	64%	57%	100%	71%	28%

*Cabins were closed most of December 2018

**Partial cabin closures in April 2019

2.4 Qualifications

Must be a qualified Contractor capable of providing the solution or recommendation requested in this RFI.

2.5 Information Requested

- 2.5.1 A written description framing your solution or recommendation for a Public Private Partnership (PPP) including PPP model, funding strategies, and key contractual considerations.
- 2.5.2 A written description including operation strategy, funding strategy, key contractual considerations, and pictures or drawings of your PPP solution or recommendation for Big Creek State Park.
- 2.5.3 Estimated costs for your PPP solution or recommendation for Big Creek State Park.