



**City of Washington, Iowa
Request for Proposals
Parks and Recreation Master Plan
Due Date: July 29, 2025
215 E. Washington Street
Washington, Iowa 52353**

Community Background

The City of Washington, Iowa is seeking proposals from qualified consulting firms to provide services to develop a Parks and Recreation Master Plan. Washington is the county seat of Washington County, Iowa. Washington is the largest city in the county with a population of 7,300 and located at the intersections of Highways 1 and 92 in southeast Iowa. Washington is approximately 30 miles south of the Iowa City/Coralville metropolitan area and 30 miles north of Fairfield.

Project Description

The Parks and Recreation Master Plan should create a roadmap for quantity, proximity and connections to quality parks, green space and recreational facilities throughout the community now and into the future. The plan will be a guiding document for future development and re-development over the next 10-20 years. The consultant will collect and analyze data to develop a clear set of goals, policies, and standards for the community's park system, green spaces, trails, and recreation facilities. The consultant will work closely with city staff, community members and stakeholders, the Parks Advisory Board and the City Council in preparing the Parks and Recreation Master Plan. The consultant will create a product for distribution that will include a comprehensive inventory, analysis of needs, and implementation strategies.

Scope of Work

The project will include, but may not be limited to, the following components.

- Identify, describe, and implement a comprehensive strategy and methodology for community involvement in this Master Plan development process.

- Act as professional facilitators to gather specific information about services, use, preferences and any strengths, weaknesses, opportunities, and threats.
- Provide written records and summaries of the results of the public process and communications strategies that can be shared with the public.
- Review existing plans conducted by the City to compile information about community needs. Summarize and identify gaps in data.
- Provide an assessment and analysis of the City's current parks and recreation facilities, services, and maintenance.
- Compile an inventory and assessment of the existing parks, trails, green spaces and facilities.
- Provide a community-wide community needs assessment survey on parks and recreation programs and facilities.
- Develop an action plan that includes strategies, priorities, and an analysis of budget support and funding mechanisms for the short, mid, and long-term for the park system, green space, and trails.
- Prioritize recommendations for needs regarding land acquisition, and the development of parks trails, green spaces and recreational facilities.
- Prioritize recommendations for maintenance, renovation and operation of parks, trails, and recreation facilities.
- Recommend collaborative partnerships and other solutions to minimize duplications or enhance opportunities for parks and recreation services.

Proposal Response and Selection Process

Interested firms shall submit a proposal to Washington City Hall, 215 E. Washington Street no later than 4:00 p.m. on July 29, 2025. Submittals shall include 5 hard copies and one electronic copy. Proposals shall include:

1. Experience of firm and assigned staff.
2. List of references from previous public clients.
3. List of previously completed parks master plans.
4. Detailed explanation of firm's approach to completing parks master plans.

Staff will review all proposals. Finalists will be invited for in-person interviews in early August. A final decision will be made by mid-August. The final plan shall be completed no later than January 15, 2026.

For More Information: Contact Joe Gaa, City Administrator at 319-653-6584 or jgaa@washingtونيowa.gov.