



City of Washington, Iowa
Request for Proposals
Engineering Services
Due Date: December 23, 2025
215 E. Washington Street
Washington, Iowa 52353

Community Background

The City of Washington, Iowa is seeking the professional services of an engineering firm to provide a variety of engineering services on an as-needed basis. Washington is the county seat of Washington County, Iowa and is the largest city in the county with a population of 7,300. 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 City of Washington is seeking an engineering firm to serve as the primary consultant for both day-to-day engineering needs and infrastructure projects as the City does not currently have in-house engineering staff. The selected firm will focus primarily on streets and stormwater improvement projects and site plan reviews. The City reserves the right to select other engineering firms for specific projects if it is in the City's best interest. The City intends to enter into a three-year, renewable professional services agreement.

Scope of Work

The scope of work will include, but may not be limited to, the following components.

- Serve as the primary engineering consultant on improvement projects in the areas of streets, stormwater, and sidewalks.
- Prepare design, bidding, and construction documents for City infrastructure projects.
- Review and prepare engineering standards, specifications, and technical reports.
- Prepare cost estimates and project budgets.

- Complete planning and zoning duties including reviewing site plans, subdivision plats, grading plans, and public improvement plans.
- Provide professional guidance in stormwater and floodplain management to include regulatory compliance.
- Assist with right-of-way and easement acquisition and management.
- Ensure developer installed infrastructure meets City standards prior to acceptance.
- Provide construction administration and inspection services.
- Identify and assist in securing external funding for capital projects.
- Participate in and provide technical expertise in future planning efforts of the City.

General Information

- The City reserves the right to reject any or all proposals and to accept the proposal deemed in the City's best interest.
- The selected firm will enter into a professional services agreement with the City of Washington.
- The City reserves the right to terminate the contract for cause or convenience with written notice.
- The selected firm will be required to have an office located within 60 miles of Washington that will serve as a base for staff who are assigned to the City will spend the majority of their work time.

Proposal Response and Selection Process

Interested firms shall submit an electronic proposal to jgaa@washingontiowa.gov no later than 4:00 p.m. on December 23, 2025. Proposals shall include:

1. Firm name and history, location of principal and branch offices
2. Names and background of assigned staff.
3. Summary of experience in similar sized cities and projects.
4. List of references from previous public clients.
5. Basis for compensation including rates and how billable hours are determined.

Proposals will be reviewed in December. Finalists will be invited for in-person interviews in early January. A final decision will be made by early February.

For More Information: Contact Joe Gaa, City Administrator at 319-653-6584 or jgaa@washingontiowa.gov. Interested firms are encouraged to schedule a discussion with the City Administrator prior to submitting a proposal.