



REQUEST FOR PROPOSALS

Dallas County, Iowa Comprehensive Plan Update

Proposals Due: January 30, 2026

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This document may be viewed and/or downloaded from the Dallas County, Iowa website. If you have any problems accessing the documents, please call the Planning and Development Department at 515-993-5819. The Request for Proposals (RFP) may be obtained during normal business hours from the Dallas County Planning and Development Department, 800 Court Street, Suite 220, Adel, Iowa 50003. **Proposals must be received before 4:30 p.m., CST on January 30, 2026 to be considered.**

INTRODUCTION

Dallas County is soliciting a multidisciplinary consult team (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to submit a proposal to prepare a new implementable comprehensive plan.

The comprehensive plan was last updated in 1998. The County seeks to create a new implementable comprehensive plan which will serve as a guide when considering policy changes, land use planning, budget preparation, economic development initiatives, zoning code updates and capital improvement programs.

There are two primary goals for the new Plan. First, the Plan should identify and articulate a county vision for the next 20 years based on input from citizens and various other stakeholders within the County. Second, to provide a series of realistic projects, programs, etc. that can be implemented to achieve the County's vision. Overall, the plan must contain practical strategies to implement the recommended projects, and plans that will promote the sustainable development of the county in a coordinated, consistent manner and which will be embraced by community decision-makers and officially adopted by the Dallas County Board of Supervisors.

The plan should incorporate the County's various planning documents, including input from various citizen representatives from the County and cities in Dallas County such as Adel, Waukee, Urbandale, Clive, West Des Moines, Grimes, Perry, Van Meter and other smaller communities within the county.

COUNTY BACKGROUND

Dallas County, Iowa, located in the heart of central Iowa, is home to over 115,000 residents and stands as one of the fastest-growing counties in the state and Midwest. The county seat, Adel, anchors a region that blends historic charm with rapid suburban expansion. Dallas County spans approximately 588 square miles and includes a diverse mix of rural landscapes, small towns, and metropolitan suburbs, most notably Waukee, West Des Moines, and Clive, forming the western edge of the Des Moines Metropolitan Area.

The Raccoon River winds through the county, shaping both its natural character and development patterns. Major transportation corridors include U.S. Highway 6, Iowa Highway 44, and Interstate 80, which runs east-west across the southern half of the county, connecting local communities to regional markets. The county's secondary road system supports over 1,000 miles of paved and granular roads, along with hundreds of bridges and culverts that serve both agricultural and urbanizing areas.

Dallas County is experiencing transformative growth, with new subdivisions, commercial centers, and infrastructure projects reshaping its land use profile. This growth brings both opportunity and complexity: balancing rural preservation with urban expansion, managing infrastructure demands, and ensuring equitable access to housing, services, and open space.

As the county matures, maintaining a high quality of life remains a shared priority among elected officials, staff, and residents. With limited undeveloped land remaining in key corridors, strategic planning for infill development, redevelopment, and long-term sustainability is critical. The next comprehensive plan must guide Dallas County through this pivotal chapter, aligning land use, transportation, housing, and environmental stewardship with a bold, inclusive vision for the future.

PROJECT OVERVIEW

The selected consultant will collaborate with Dallas County Planning and Development staff to facilitate and complete a comprehensive update to the **1998 Dallas County Comprehensive Plan**, establishing a clear, actionable vision for the year **2045**. This process will include a thorough review of all relevant plans, codes, ordinances, policies, and documentation. The updated plan will be rooted in the **Iowa Smart Planning Principles**, ensuring that future growth and development are guided by transparency, sustainability, collaboration, and informed decision-making.

The consultant will lead the development of a countywide vision that reflects the values, needs, and aspirations of Dallas County residents. From this vision, measurable goals and policy recommendations will be crafted across ten core elements, each of which will integrate the Smart Planning Principles such as efficiency, resiliency, community engagement, and intergovernmental cooperation.

The Comprehensive Plan will address the following 10 elements:

1. **Land Use** Update existing and future land use maps to reflect both county priorities and the adopted growth frameworks of Dallas County municipalities. Review and refine density patterns, rural/urban transition areas, and long-term growth boundaries in coordination with city comprehensive plans, annexation policies, infrastructure planning, and capital improvement programs. Evaluate GIS composite maps, development trends, and environmental constraints to support transparent, data-driven land use decisions.
2. **Agricultural, Natural, and Cultural Resources** Develop policies that balance agricultural productivity, strategic farmland preservation, environmental stewardship, and the protection of historic and cultural assets. Identify priority historic sites, rural landscapes, districts, and structures that contribute to the county's identity. Evaluate tools such as historic surveys, conservation easements, adaptive reuse incentives, and interpretive strategies that strengthen rural vitality, heritage tourism, and long-term stewardship. Integrate conservation and preservation planning to reinforce Dallas County's unique sense of place.
3. **Source Water and Wellhead Protection** Promote strategies to protect public and private drinking water sources through coordinated planning, education, and land use practices that reduce contamination risks.
4. **Housing** Incorporate findings from recent housing studies and demographic trends to support a diverse, affordable, and resilient housing stock that meets the needs of all residents.
5. **Transportation** Address multimodal transportation needs, with special attention to rural connectivity, safety, and access to employment, services, and recreation.
6. **Conservation, Open Space and Recreation** Evaluate the county's existing parks, natural areas, conservation lands, stream corridors, greenways, and trail systems to create a cohesive, long-term open-space framework. Identify priority areas for ecological protection, habitat restoration, floodplain resilience, and strategic land conservation that support water quality, soil health, wildlife connectivity, and rural character. This element should also assess recreational access, trail opportunities, and public land management needs, ensuring that outdoor amenities complement and reinforce broader conservation goals. Develop policies and investment

strategies that balance public access with responsible stewardship, long-term maintenance, and interagency coordination

7. **Economic Development** Align with the mission of the Dallas County Development Alliance and other partners to foster a diversified, resilient economy that supports local entrepreneurship, rural commerce, agricultural innovation, and sustainable land use. Evaluate how conservation, recreation assets, and natural resource protection can serve as economic catalysts. Identify strategies for workforce retention, infrastructure readiness, and place-based economic development that reinforces long-term fiscal and environmental health.
8. **Community Facilities** Review and update policies related to public infrastructure, utilities, and community services to ensure equitable access, fiscal responsibility, and long-term sustainability.
9. **Intergovernmental Cooperation** Identify opportunities for collaboration among Dallas County, municipalities, townships, school districts, regional agencies, and neighboring counties to improve service delivery and land use coordination.
10. **Implementation** Create a practical implementation framework that serves as a shared project road map for all Dallas County departments. Convert plan goals into coordinated actions with clear responsibilities, timelines, and measurable outcomes. Identify lead and supporting departments, key partners, funding tools, and priority sequencing across capital projects, policy updates, conservation initiatives, and service delivery. Organize actions into short-, mid-, and long-term horizons and establish a simple monitoring process that supports annual work programs, budgeting, and capital improvement planning. The road map should be easy to use, reinforce cross-department coordination, and guide long-term decision-making.

Public Engagement Strategy

A robust, inclusive public engagement strategy is essential to ensure that the plan reflects the voices of Dallas County residents. The consultant will design and implement a citizen-led process that includes:

- Outreach to all townships and municipalities
- Online engagement tools and surveys
- Stakeholder interviews and focus groups
- Pop-up events and community workshops
- Transparent communication and regular updates

The engagement process must be accessible, equitable, and aligned with the Iowa Smart Planning Principle of **public participation**.

Project Schedule:

Dallas County anticipates the comprehensive plan will be completed within 12–18 months from the Notice to Proceed. The County recognizes that consultants may structure their process differently;

however, the County expects a clear project schedule, milestone dates, and a work plan that maintains steady progress and avoids unnecessary delays.

PRICING AND FEES

The proposals shall provide a breakdown of all potential costs (i.e., applicable hourly rate, travel, and per diem, etc.). The proposal shall include a fee schedule for additional services that are recommended but not already specified in this RFP.

This RFP does not commit the County to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to, and attending interviews.

The County reserves the right to negotiate the final fee prior to recommending any firm for a contract. The County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the County's judgment as to the appropriateness of an award to the best evaluated proposer. This information may be appended to the proposal evaluation process result.

SUBMISSION REQUIREMENTS & FORMAT

All proposals must be received **before 4:30 PM on January 30, 2026**. Proposals should be clearly marked with the name and address of the respondent and the project title. Late responses will not be accepted.

Submit ten (10) original hard copies of your completed proposal along with one digital (pdf) copy to david.hockett@dallascountyiowa.gov titled "Comprehensive Plan Update - Submittal". The proposal shall be a document (font minimum size of 10) of not more than ten (10) double-sided pages or twenty (20) single-sided pages placed between covers. An additional ten (10) single side or five (5) double sided pages will be allowed for previous projects completed. Cover and dividers do not count as pages. Proposals with excess pages will not be considered.

Questions may be submitted to david.hockett@dallascountyiowa.gov no later than 4:30PM on January 16, 2026, answers to those questions will be posted on the County website Comprehensive Plan Update page by January 19, 2026. Please include the following subject line "Dallas County – Comprehensive Plan RFP – Question".

Projected Timetable:

RFP Posted	December 19, 2025
Follow Up Questions Due	January, 16, 2026
Answers to Questions posted	January 19, 2026
Proposals Due	January 30, 2026
Proposals Viewed by Section Committee	Week of February 2, 2026
Interviews or Presentations (If Necessary)	Week of February 23, 2026
Board Selection	March 3, 2026

Notices to Proceed

March 17, 2026

The projected timetable is subject to change at the discretion of Dallas County based on scheduling needs, availability of the selection committee, or other factors affecting the review process.

FINAL WORK PRODUCT DELIVERY

The final report/work product from the selected consultant must be delivered to Dallas County both as an electronic PDF file and in a hard copy consisting of 5 bound copies. In addition, access to any background information, data, and results compiled during the development of this comprehensive plan must be provided without restriction.

Once completed and delivered to Dallas County, the final report/work product and all associated documents, data, files, information, et al, become the property of Dallas County. Dallas County may, at its sole discretion, copy, post electronically, distribute, disseminate in any means, and/or share the final report/work product and any associated data, files, documents and information with any interested parties and partners as the agency determines acceptable and feasible and may do so in any form of media as available to Dallas County and the requesting parties. Work products must be provided to Dallas County in formats compatible with applicable Microsoft Suite software and Adobe PDF software. All GIS data must be delivered in industry-standard, fully editable formats compatible with the County's ESRI environment.

PROPOSAL EVALUATION & SELECTION PROCESS

Selection Criteria

Selection shall be by Quality Based Selection, including proposal review, and reference checks.

Evaluation factors to be used by the selection committee shall include but are not limited to:

- **Project team qualifications**, including the expertise and availability of key personnel and the project manager's direct involvement with County staff.
- **Understanding of project goals**, including clarity of the consultant's proposed approach, methodology, and ability to translate county priorities—such as conservation, growth management, and intergovernmental coordination—into a cohesive planning process.
- **Quality of public engagement strategy**, with emphasis on inclusive outreach, consensus-building tools, and the ability to work effectively in both rural and municipal contexts.
- **Past performance**, including demonstrated success on Dallas County or comparable county-level projects and the quality of delivered products.
- **Technical capabilities**, including GIS proficiency, land use analysis, policy development, and implementation planning.
- **Project management approach**, including schedule control, communication methods, and ability to meet milestones.
- **References from previous clients regarding performance**, communication, responsiveness, and quality of work.
- **Estimated fee proposal**, evaluated for reasonableness relative to scope, approach, and required staff capacity.

The selection process may include interviews and additional informational meetings.

Selection Committee

A consultant will be selected by the Dallas County Supervisors following a recommendation by the selection committee.

- Kim Chapman, County Supervisor
- Michael Hegarty, Planning and Zoning Commission Member
- David Hockett, Director of Planning & Development
- Samuel Larson, Principal Planner
- Al Miller, County Engineer / Director of Secondary Roads
- Curt Cable, Director of Conservation

The selected team will prepare a Draft Professional Services Contract and participate in the determination of the final scope of services and submit all cost, technical or other related changes made to the proposal.

CONDITIONS & LIMITATIONS

The County reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items.

The County assumes no responsibility or liability for costs incurred by Proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc.

CONTACT INFORMATION

Submit Proposals To:	Contact Information
Dallas County Planning & Development Attn: Comprehensive Plan Update 800 Court Street, Suite 220 Adel, Iowa 50003	David N. Hockett, AICP Director of Planning & Development david.hockett@dallascountyiowa.gov 515-993-5819

Interested parties are encouraged to promptly notify Dallas County of any apparent inconsistencies or errors.

Thank you for your interest in the Dallas County Comprehensive Plan Update

RESOURCES

[Dallas County Comprehensive Plan \(1998\)](#)

[Dallas County Local Road Safety Plan \(2019\) Updated April 2023](#)

[Hazard Mitigation Plan](#)

[FY2026 Five Year Construction Program](#)