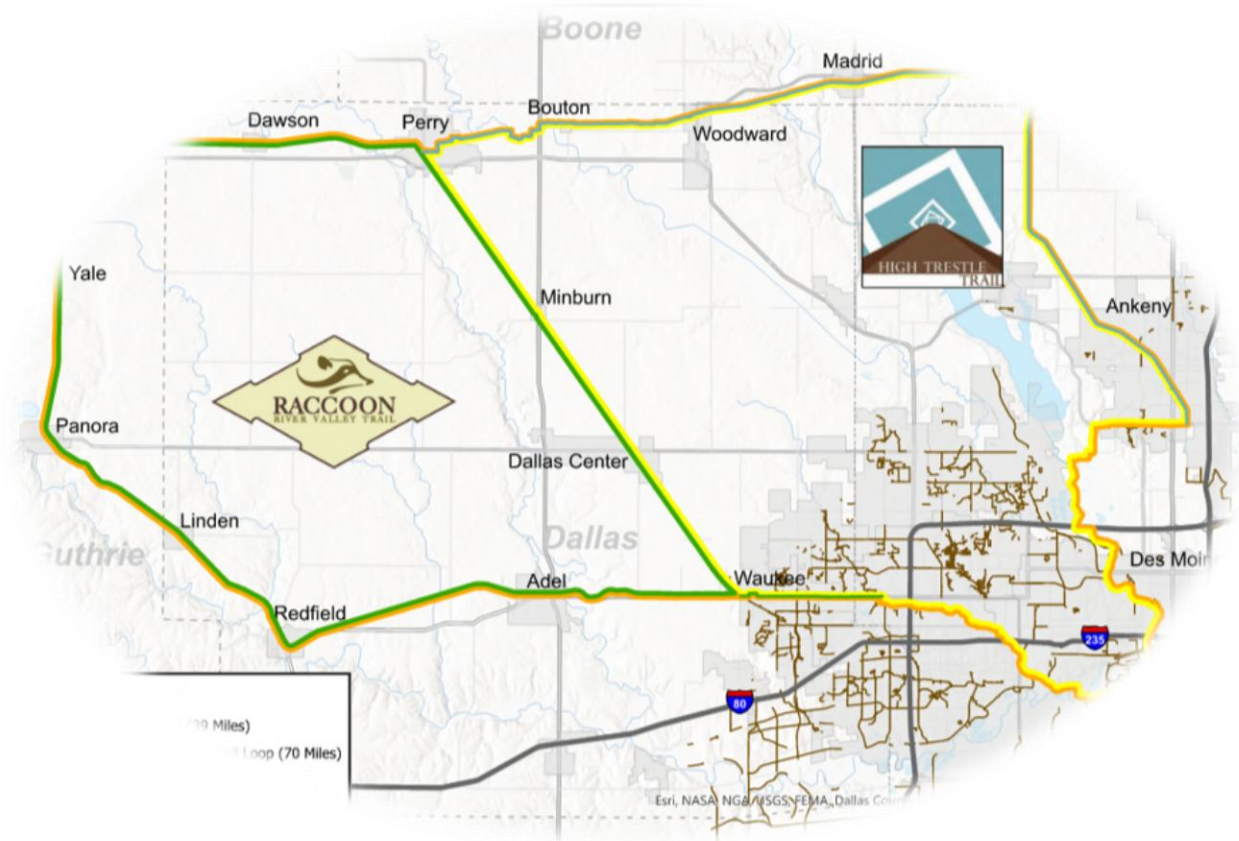


REQUEST FOR PROPOSALS

Trails Master Plan

Proposals Due: August 28, 2026



**DALLAS
COUNTY**
CONSERVATION

Dallas County Conservation Board (“DCCB”) seeks proposals from qualified consultants to prepare a countywide Trails Master Plan, as described in this Request for Proposal (“RFP”).

The consultant selected from the RFP will be engaged after a competitive evaluation by a qualified selection committee, based on the evaluation criteria established in this request.

This request invites consultants to submit proposals to perform the work specified below under the Scope of Services. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

Background

Dallas County is one of the fastest-growing counties in Iowa and continues to experience increasing demand for outdoor recreation opportunities, regional connectivity, and trail-related infrastructure. The county is home to regionally and nationally recognized trail systems, which include the Raccoon River Valley Trail (RRVT) and High Trestle Trail (HTT), as well as a growing network of local and regional trail connections. Portions of these trail systems are also part of nationally significant routes, including the Great American Rail-Trail and American Discovery Trail, further emphasizing the importance of long-term connectivity, tourism, and trail planning efforts within Dallas County.

The Dallas County Conservation Board manages and supports a variety of recreational assets, conservation areas, trail corridors, and public access opportunities throughout the county. As communities continue to grow and recreation trends evolve, DCCB recognizes the need for a coordinated and implementation-oriented planning document to help guide future trail investments, partnerships, and funding opportunities.

Project Overview

The purpose of the Dallas County Trails Master Plan is to provide a practical, long-term planning framework for future trail development, connectivity, maintenance considerations, and implementation priorities throughout Dallas County. This effort represents the development of Dallas County’s first countywide Trails Master Plan and is not intended as an update to a previously adopted countywide trails plan.

The plan is intended to serve as a practical implementation and funding tool that guides future trail investments and coordination efforts throughout Dallas County. While the plan will evaluate countywide connectivity opportunities, primary emphasis will be placed on the RRVT, HTT, and connections to DCCB-managed properties and regional destinations.

Recommendations should be practical, phased, and implementation-oriented, while considering long-term operations, maintenance, and overall project feasibility.

Scope of Services

The consultant's proposal should include, at a minimum, the following components:

Phase 1 – Existing Conditions and System Review

1. Review existing trail facilities and supporting amenities throughout Dallas County.
2. Evaluate existing trail connections, gaps, barriers, and regional connectivity opportunities.
3. Review applicable planning documents, including but not limited to the [Dallas County Conservation Board Strategic Plan](#), [Dallas County Conservation Board Facility-Wide Master Plan](#), Dallas County Conservation Board Trail Intersection Safety Study, local comprehensive plans, transportation plans, MPO plans, existing trail plans, applicable state planning documents, and other relevant regional planning documents.
4. Coordinate with communities and partner agencies regarding planned future trail projects and development areas.
5. Identify major infrastructure, operational, and maintenance considerations that may influence future trail planning and implementation.

Phase 2 – Public and Stakeholder Engagement

1. Coordinate with DCCB staff and steering committee throughout the planning process.
2. Conduct stakeholder outreach and engagement opportunities.
3. Develop online engagement and/or public survey tools.
4. Provide public engagement opportunities appropriate for the scope and scale of the project.
5. Compile and summarize public and stakeholder feedback.

Phase 3 – Future Trail Network Planning

1. Identify and evaluate future trail connection opportunities throughout Dallas County.
2. Evaluate connections to communities, schools, parks, destinations, DCCB properties, and regional trail systems.
3. Identify opportunities and constraints associated with future trail development.

Continued on next page.

Phase 4 – Prioritization and Implementation

1. Develop prioritized project recommendations.
2. Develop phasing and implementation strategies.
3. Prepare order-of-magnitude cost opinions by segment and/or improvement type.
4. Identify funding opportunities and implementation considerations.
5. Develop an implementation matrix identifying project priorities, approximate costs, and potential timelines.

Phase 5 – Draft Plan, Review, and Adoption

1. Prepare draft Trails Master Plan for review by DCCB staff and project steering committee.
2. Present draft recommendations and gather feedback.
3. Present draft Trails Master Plan to the Dallas County Conservation Board.
4. Incorporate revisions and prepare final plan documents.
5. Provide final presentation materials and adoption-ready plan.

Deliverables

Deliverables should include:

- Draft and Final Trails Master Plan (PDF format)
- Ten (10) bound printed copies of the Final Trails Master Plan
- Editable digital files compatible with commonly available Microsoft Office software
- GIS-compatible mapping/data
- Maps and graphics suitable for presentations and future funding applications
- Executive summary and presentation materials for DCCB

All final work products, mapping, GIS data, and supporting materials developed as part of this project shall become the property of DCCB upon completion and delivery. DCCB reserves the right to copy, distribute, publish, post electronically, and otherwise use or share the final plan and associated materials for planning, funding, public information, and other governmental purposes.

All work products shall be provided in formats compatible with Microsoft Office and Adobe PDF software. GIS data, mapping layers, exhibits, and supporting spatial datasets shall be delivered in industry-standard, fully editable formats compatible with DCCB's ESRI environment.

Proposal Requirements

Proposals should indicate, at a minimum:

- Firm name, address, and primary contact information.
- Identification of the primary project manager and project team expected to remain assigned throughout the duration of the project.
- Project understanding and proposed planning approach.
- Proposed public engagement and stakeholder coordination strategy.
- Proposed project schedule and timeline.
- Fee proposal, including identification of any optional services or phased approaches.
- Examples of similar trail, recreation, active transportation, or countywide planning projects completed by the consultant.
- References from similar projects.

The scope items identified within this RFP are intended to provide general guidance and are not intended to limit innovative or value-added approaches proposed by consultants.

Submittal Process and Details

Sealed proposals shall include six (6) hard copies and one (1) digital PDF copy and shall be delivered to:

Curt Cable, Director
Dallas County Conservation Board
14581 K Avenue
Perry, Iowa 50220

Questions regarding this RFP shall be submitted via email to Curt Cable at curt.cable@dallascountyia.gov no later than 4:00 P.M. on August 7, 2026. Responses to submitted questions will be provided on or before August 14, 2026.

The envelope shall be clearly marked “SEALED RFP – Dallas County Trails Master Plan.”

Proposal Deadline: Friday, August 28, 2026 – 4:00 P.M.

Proposals received after the proposal deadline will not be accepted.

Estimated Timeline

- DCCB Approval to Release RFP – July 14, 2026
- RFP Released – July 15, 2026
- Questions Due – August 7, 2026
- Responses to Questions Posted – August 14, 2026
- Proposals Due – August 28, 2026
- Proposal Review – September 2026
- Interviews (if necessary) – September 2026
- DCCB Consultant Selection – October 13, 2026
- Anticipated Project Start / Kickoff – November 2026

DCCB anticipates completing the planning process within approximately nine (9) months from project kickoff.

Evaluation Criteria

Proposals may be evaluated based on the following:

- Relevant experience and qualifications of the project team.
- Understanding of the project goals and proposed planning approach.
- Quality of proposed public engagement and stakeholder coordination strategy.
- Familiarity with regional trail planning, implementation, and funding opportunities.
- Technical capabilities, including GIS and mapping proficiency.
- Ability to complete the project within the proposed schedule.
- References and past performance on similar projects.
- Cost and overall value of services provided.

Insurance

Vendor shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect Vendor, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Vendor or its subcontractor, or by anyone directly or indirectly employed by either of them. All insurance policies shall be issued by responsible companies who are acceptable to the County. The Vendor shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. Vendor shall indemnify and hold County harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Vendor to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County.

Additional Information

DCCB encourages proposals that provide a practical, efficient approach to achieving the project goals and delivering long-term implementation value.

DCCB reserves the right to reject any or all proposals, waive informalities, negotiate with selected consultants, conduct interviews, and request additional information as determined to be in the best interest of Dallas County.

All costs associated with the preparation and submission of proposals, including interviews and related expenses, shall be the responsibility of the consultant and shall not be reimbursed by the Dallas County Conservation Board.

Consultants may propose optional tasks or phased approaches that allow the project scope to be adjusted based on priorities and available funding.