



GRINNELL PLANNING COMMITTEE REGULAR SESSION MEETING
MONDAY, AUGUST 17, 2026, AT 6:15 PM
IN THE COUNCIL CHAMBERS ON THE 2ND FLOOR OF CITY HALL
AND VIA ZOOM
[HTTPS://ZOOM.US/J/99234903605?PWD=YYWEZVYI7APCQZS84YB93QRT3HJSAB.1](https://zoom.us/j/99234903605?pwd=YYWEZVYI7APCQZS84YB93QRT3HJSAB.1)

MEETING ID: 992 3490 3605
PASSCODE: 908651

TENTATIVE AGENDA

A. Roll Call:

B. Perfecting and Approval of Agenda:

C. Committee Business:

1. Authorize staff to release the RFP to qualified firms for the Grinnell Recreation Facility Study.
2. Consider approval of a resolution supporting an application to the Iowa Department of Natural Resources for an Urban Forestry Development Grant. (See Resolution No. 2026-126)

D. Inquiries: Public Comment

Visitors may address the Council/Board at this time; however, comments will be limited to 2 minutes. As per Iowa's Open Meetings Law, Council/Board can only listen during public comments and cannot take any action on items that are not posted on the agenda. Council may take issues under advisement and if needed refer them to a department head, Mayor's committee, or add them to a future agenda.

E. Adjourn:

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the City Council during the meeting, should contact the City Clerk, (641) 236-2600 or adevig@grinnelliowa.gov, no fewer than two business days prior to the meeting to enable the City of Grinnell to make reasonable arrangements to assure accessibility or language assistance for the meeting.



Grinnell, Iowa

Request for Proposal

Recreation & Wellness Center and Soccer Complex Feasibility Study

Due Date: October 2, 2026

City of Grinnell

520 4th Ave., Grinnell, IA 50112

Introduction

The City of Grinnell is soliciting a Request for Proposal (RFP) from qualified consulting firms to provide professional planning, recreation, architecture, engineering, and operational consulting services for the development of a **Community Recreation & Wellness Center and Community Soccer Complex Feasibility Study**.

The selected consultant will conduct a comprehensive assessment of recreation needs, operational models, facility programming, market demand, financial feasibility, and conceptual planning for two complementary community investments:

- A year-round Recreation & Wellness Center
- A community Soccer Complex designed to serve recreational, tournament, and community programming needs

The study will establish a long-term vision and implementation strategy that supports Grinnell's growing recreation needs while strengthening partnerships and enhancing quality of life.

Project Background

The City recently completed its Parks & Recreation Master Plan in 2025, which identified both indoor recreation and outdoor athletic facilities as long-term community priorities.

Evolving recreation trends, increased participation in youth athletics, and the need for modern, flexible facilities have prompted the City to pursue a comprehensive planning effort that evaluates both projects together.

The City seeks a consultant with demonstrated experience planning community recreation centers, sports complexes, operational analyses, financial feasibility studies, and public engagement.

Project Goals

The selected consultant will work with City staff, stakeholders, and the community to:

- **Assess current and future recreation needs** by evaluating demographics, participation trends, and community input.
- **Evaluate demand** for a Recreation & Wellness Center and Soccer Complex, identify service gaps and future facility needs.
- **Identify partnership opportunities** to enhance programming, operations, funding, and long-term sustainability.
- **Develop operational and financial models** that evaluate staffing, revenues, expenses, and long-term feasibility.
- **Recommend facility programming and space needs** for both projects, including priorities for phased development.
- **Evaluate potential sites and development alternatives** based on accessibility, infrastructure, expansion potential, and shared amenities.
- **Prepare conceptual master plans** illustrating recommended layouts, facility concepts, parking, circulation, and phasing.
- **Develop an implementation strategy** with capital cost estimates, funding opportunities, timelines, and recommended next steps.

Scope of Services

The selected consultant shall provide professional services including, but not limited to, the following tasks:

Task 1 – Project Kickoff

The consultant shall initiate the project by reviewing existing plans and coordinating with City staff to establish a clear project framework.

Services shall include:

- Review existing planning documents, studies, and relevant background information.
- Conduct a kickoff meeting with City staff and Steering Committee to confirm project objectives, scope, schedule, and deliverables.
- Develop a detailed project work plan and communication strategy.
- Identify key milestones, decision points, and stakeholder involvement throughout the project.

Task 2 – Community and Stakeholder Engagement

Develop and implement a public engagement process to gather input from residents, facility users, community organizations, and key stakeholders regarding recreation needs, priorities, and future opportunities.

Engagement activities may include:

- Community-wide surveys.
- Public meetings and open houses.
- Stakeholder interviews and focus groups.
- Outreach to youth sports organizations, schools, healthcare providers, businesses, and community organizations.
- Summary of public input and key findings.

Task 3 – Recreation Market, Demographic, and Future Trends Analysis

The consultant shall evaluate current and future recreation and wellness needs within the Grinnell area through a comprehensive analysis of community demographics, market conditions, facility trends, and evolving recreation demands.

This task shall include:

- Assess current indoor recreation and wellness opportunities provided by public, private, nonprofit, and institutional providers, including existing facilities, programs, services, and amenities.
- Identify current recreation participation trends, user groups, service gaps, facility needs, and opportunities for collaboration or partnerships to enhance community access and minimize duplication of services.
- Analyze community demographics, population trends, future growth projections, health and wellness indicators, and key demand drivers impacting recreation facility needs.
- Evaluate the needs and preferences of key user groups, including youth sports organizations, families, adults, seniors, fitness/wellness users, and informal recreation participants.
- Review national and regional recreation and wellness facility trends, including flexible multipurpose spaces, indoor turf, fitness and wellness integration, inclusive recreation, intergenerational facilities, esports, pickleball, and emerging recreation activities.
- Consider future influences on facility planning, including technology integration, sustainability, climate considerations, changing recreation delivery models, and evolving community expectations.

Deliverables shall include:

- Recreation market assessment.
- Community needs assessment.
- Recreation demand analysis.
- Summary of recommended facility priorities.

Task 4 – Facility Needs Assessment & Site Evaluation

Using the findings from the community engagement and market analysis, the consultant shall determine the facility, operational, and site requirements necessary to support a future Recreation & Wellness Center and Soccer Complex.

The evaluation may include:

- Develop recommended facility programming and space requirements for a Recreation & Wellness Center, including fitness and wellness spaces, aquatics, gymnasiums, indoor turf, walking/running track, multipurpose rooms, child watch, senior programming, administrative offices, and support spaces.
- Determine the recommended size, number, and type of soccer fields, tournament capacity, parking, lighting, spectator amenities, and supporting infrastructure for a future Soccer Complex.
- Evaluate existing Parks & Recreation facilities, amenities, and infrastructure to determine how they support future recreation needs.
- Assess potential development sites, including land availability, surrounding land uses, zoning, utilities, infrastructure, transportation access, environmental considerations, and site constraints.
- Identify opportunities for shared-use facilities, community partnerships, future expansion, and phased development.

Deliverables shall include:

- Recreation & Wellness Center facility program and space needs analysis.
- Soccer Complex master plan and conceptual field layouts.
- Conceptual site recommendations.
- Site suitability analysis.
- Recommended support amenities and infrastructure.
- Phased development strategy.

Task 5 – Operations, Staffing, and Financial Modeling

Evaluate the operational and financial requirements associated with the development and long-term management of the proposed facilities.

The evaluation may include:

- Estimate staffing requirements, organizational structure, and personnel needs based on the recommended facilities and service levels.
- Develop preliminary operating budgets, including staffing, maintenance, utilities, supplies, and replacement costs.
- Analyze potential revenue sources, including memberships, rentals, programming fees, sponsorships, partnerships, tournaments, and special events.
- Develop membership, attendance, and revenue projections.
- Evaluate long-term operating sustainability.
- Identify funding and financing opportunities, including grants, public/private partnerships, bonds, philanthropic support, and donor campaigns.
- Provide recommendations regarding governance, operations, and long-term financial sustainability.

Task 6 – Conceptual Planning

Prepare conceptual plans illustrating the recommended long-term vision for the Recreation & Wellness Center and Soccer Complex.

The consultant shall develop:

- Recreation & Wellness Center conceptual floor plans.
- Soccer Complex master plan concepts.
- Overall site master plan, if facilities are co-located.
- Phased development alternatives.
- Planning-level capital cost estimates.
- Renderings and graphics suitable for public engagement, fundraising, and grant applications.

Task 7 – Final Report

Prepare a comprehensive final report summarizing the findings and recommendations of the study.

The report shall include:

- Executive Summary.
- Community Engagement Findings.
- Recreation Market & Needs Assessment.
- Facility Programming Recommendations.
- Site Evaluation & Development Recommendations.
- Conceptual Plans & Phasing Strategy.
- Operations & Financial Analysis.
- Implementation Roadmap with planning-level cost estimates and recommended next steps.

All proposals should include the following information:

- A Letter of Submission that includes the name, address, and telephone number of the person(s) who is representing the firm.
- Background on the firm and its experience in preparing similar work for public agencies, as well as engagements involving communities that have characteristics similar to the City of Grinnell.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables, and client meetings.
- Identification of the personnel to be assigned to this engagement, including a résumé of related experience and estimated number of hours per person.
- A timeline for preparation and implementation of the Master Plan and its components.
- A summary of liability, errors, and omission insurance coverage the firm maintains.
- At least three (3) public agency references for projects of a similar nature. Include a description of the projects, including (at minimum) client, location, contact person, contact information (telephone/email address), and a brief summary of the project.

Proposal Response

The proposal should contain all information requested and any additional information necessary to summarize the overall benefit of the proposal to the City of Grinnell. Proposals shall be limited to ten (10) double-sided 8.5" x 11" pages. Dividers and a cover page will not count as pages. Fees will be

negotiated for projects as funds become available. Proposing firms should submit the proposal no later than October 2nd, 2026.

Submittals should be directed to:

Grinnell Parks & Recreation Department
Attn: Jordan Allsup, Parks & Recreation Director
520 4th Ave.
Grinnell, IA 50112

City of Grinnell
641-236-2600
www.grinnelliowa.gov

This solicitation does not commit the City of Grinnell to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The City of Grinnell reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part of this proposal process if it is in the best interest of the City of Grinnell. Following contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract in accordance to this proposal is dependent upon the recommendation of the City of Grinnell staff and the approval of the City Council.

Preliminary Project Schedule

The following tentative schedule is anticipated for selection, contract negotiations, and contract award.

- Proposals due October 2, 2026
- Consultant Interviews (if needed) Week of October 12, 2026
- Consultant Selection: Late October 2026
- City Council Approval: November 2026
- Project Kickoff: November 2026
- The Feasibility Study associated with this project will commence in June 2027.

The timeline that is projected for the preparation and completion of the Parks and Recreation Master Plan is eight (8) months from the City Council award date.

RESOLUTION NO. 2026-126

RESOLUTION SUPPORTING AN APPLICATION TO THE IOWA DEPARTMENT OF NATURAL RESOURCES FOR AN URBAN FORESTRY DEVELOPMENT GRANT

WHEREAS, through the USDA Forest Service Inflation Reduction Act, the Iowa Department of Natural Resources (DNR) serves as a pass-through partner for the Urban Forestry Development Grant Program, which provides funding to communities for projects that improve the management, care, and public engagement of urban and community forests; and

WHEREAS, the City of Grinnell recognizes the importance of maintaining a healthy, safe, and sustainable urban forest and the environmental, aesthetic, recreational, and community benefits provided by trees; and

WHEREAS, the City of Grinnell desires to develop an updated inventory of trees located on City-owned property, including parks and public rights-of-way, to provide accurate information regarding the City's urban forest resources; and

WHEREAS, the City of Grinnell desires to develop an urban forestry management plan to guide the ongoing management, maintenance, and improvement of the City's urban forest and identify opportunities to increase and diversify the City's tree canopy; and

WHEREAS, the City of Grinnell desires to apply to the Iowa Department of Natural Resources for an Urban Forestry Development Grant in the amount of \$20,000.00 to assist with the development of an updated tree inventory and urban forestry management plan;

Passed and adopted this 17th day of August 2026.

Sam Cox, Mayor

Attest:

Alyssa Devig, City Clerk/Finance Director