



**REQUEST FOR PROPOSALS FOR 2026 PARKS, RECREATION,  
AND OPEN SPACE (PROS) PLAN**

**Due by January 15, 2026**

The City of SeaTac is requesting proposals from consultants for creation of the City's 2026 Parks, Recreation, and Open Space Plan.

The respondent will be responsible for the recreation program plan, capital projects and parks maintenance aspects of the Plan, synthesizing the City's existing Comprehensive Plan and providing long- range planning and visioning for the City's Parks and Recreation system.

**Please review the full RFP following this notice below.**

Submissions are due by January 15, 2026, at 4:00 PM to the following email: [LArroyo@seatacwa.gov](mailto:LArroyo@seatacwa.gov)

Questions regarding the proposal will be accepted by email to:

**Larissa Arroyo, Administrator 3**  
**Email: [LArroyo@seatacwa.gov](mailto:LArroyo@seatacwa.gov)**  
**Subject: RFP – 2026 PROS Plan**

**Materials are due by 4:00 pm (Pacific Time) on January 15, 2026. No submittals will be accepted after this date and time.**

**Published on City of SeaTac Website: December 10, 2026**



## **Parks and Recreation Department**

### **REQUEST FOR PROPOSALS**

#### **2026 Parks, Recreation, and Open Space Plan**

**Date Issued: December 10, 2025**

**Proposals Due: January 15, 2026, at 4:00PM (PST)**

**CITY OF SEATAC  
REQUEST FOR PROPOSALS  
CONSULTANT SERVICES**



## **Parks, Recreation, and Open Space Plan Update** **Due January 15, 2026, 4:00p.m. (PST)**

### **City of SeaTac General Information**

SeaTac is central to the Puget Sound region and located between Seattle and Tacoma, at the crossroads of a major interstate highway and the Port of Seattle's SEA Airport. Its location makes SeaTac an ideal site for tourists who access the airport, mass transit, SeaTac hoteliers and local attractions. This must be balanced alongside the local residents, many of whom serve the airport daily, are subject to various health disparities and are historically marginalized. Due to the large airport, the City's population expands from just over 32,000 to 200,000 during the day. Additional information about the City can be found at [www.seatacwa.gov](http://www.seatacwa.gov)

The latest Parks, Recreation, and Open Space Plan can be found here:

<https://www.seatacwa.gov/government/city-departments/parks-community-programs-services/parks-recreation-open-space-plan>

The City's Capital Improvement Program (CIP) can be here:

<https://www.seatacwa.gov/home/showpublisheddocument/33894/638029150372600000>

### **City of SeaTac Parks and Recreation Department General Information**

The SeaTac Parks and Recreation Department provides year-round free and affordable experiences, with parks and recreational opportunities for people of all ages and abilities, from preschool to seniors and facility maintenance for all city owned buildings and building footprints.

The city's parks system encompasses 10 parks, 7 miles of paved trails and 233 acres of open space, in addition to a community and teen center, world class BMX track, ballfields, RC Car track, disc golf course, lakefront, and botanical garden. Parks include both Park Operations and Natural Resources, which houses Urban Forestry. The facilities division is responsible for City Hall, two fires stations, a substation, the recreation centers, maintenance facility and supports the parks and recreation divisions as needed.

Recreational offerings include cultural arts, fitness, wellness, sports, trips and tours, senior lunches, enrichment activities and special events. The Department provides programs for Families, Seniors, Youth, opportunities for individuals with disabilities and administers scholarships to further subsidize fee-based activities.

The Department is led by a Parks and Recreation Director, who is responsible for the administration and professional management of the Department. The Department has approximately 50 FTE's, spread across four divisions: Facility Maintenance; Park Operations and Natural Resources; Recreation and Administration. Of the 35 Full Time staff, 26 are part of the AFSME bargaining unit.

### **Project Purpose**

This Request for Proposal is to write the City's newest version of its parks, Recreation, and Open Space Plan. The respondent will be responsible to synthesize multiple related documents into a single cohesive document, coordinating with other existing city plans and provides for long-range planning and visioning for the City's Park and Recreation system.



### **Preliminary Scope of Work**

The consultant who is ultimately selected will provide services including, but not necessarily limited to the following:

1. A Parks, Recreation, and Open Space (PROS) Plan that meets the requirements of federal, state, and local law, funding programs and the most recent CAPRA accreditation standards for recreation.
2. Coordinate with City staff to incorporate the PROS Plan with existing adopted City plans (such as Envision SeaTac 2044, Comprehensive, Shoreline, Strategic Real Estate and Arts Plans, etc.) as well as incorporate requirements within the State Growth Management Act (“GMA”) and WA state Climate Commitment Act.
3. Conduct a Capital Improvement Program needs assessment for Parks and Facilities, inclusive of public art recommendations in city managed spaces and a capital facilities plan.
  - a. Evaluate the existing parks, recreation and open space system and identify current and future needs in terms of capital improvements (improving existing infrastructure and building for the future).
  - b. Create a capital improvement plan containing a prioritized project list with implementation strategies based on input from past and current community engagement processes.
  - c. Analyze the current parks, trails, and open spaces assets and make recommendations concerning the ongoing ownership and/or leasing of all assets.
  - d. Develop acquisition guidelines and recommendations with criteria that can be used to prioritize sites to meet 1/4 mile or 10-minute walk to park access goals.
  - e. Identify potential funding sources for public art, capital improvement projects and land acquisition based on identified gaps.
  - f. Provide strategic recommendations for capital project management within the department including dedicated staff and/or consultants.
4. Create a Parks Maintenance Operations Plan for all assets managed within the Parks & Recreation Department (parks, trails, facilities and open spaces) system.
  - a. Analyze the current parks classification system used by the City of SeaTac and determine/make recommendations as necessary for improvement.
  - b. Provide recommendations for various amenities and/or improvements for parks, trails, and open space assets based upon the asset’s classification.
  - c. Create a Levels of Service (LOS) matrix and apply it to all parks, trails, and open spaces based upon the asset’s classification and visitations / usage.
  - d. Evaluate current and projected service capacity levels compared to their costs of provision and provide guidelines for a systematic approach to determining when third party contracting of services should take place.
  - e. Provide a recommendation for FTE’s necessary for the parks and facility maintenance staff per classification, with methodology for these levels based on definable metrics such as visitations/ use, classification and amenities within park and facilities, acreage, etc.



5. Create a Recreation Program Plan for all programs and audiences.
  - a. Identify gaps and LOS within the service matrix based on market analysis and community input from across the city, as well as objectives and strategies into an implementation plan.
  - b. Develop metrics for staff to utilize to ensure high level program performance and analysis.
  - c. Provide recommendations for partnerships vs. direct service delivery models within program areas and activities.
6. Provide a recommendation for a fee structure, including cost recovery for all programs. Facilitate PROS Plan adoption through the formal local legislative process (up to ten evening meetings), including providing multiple updates to, and opportunities for City Council to review as the plan is being developed and assist with in person community input.
7. Synthesize all aspects into one cohesive PROS Plan Document, including and not limited to, narrative, language, formatting, branding, appearance, etc.

### **Desired Outcome**

It will culminate in a 6-year plan of goals, objectives, implementation strategies, capital improvements, and an investment program for the City's Parks, Recreation and Open Space Program. The Plan will provide guidelines and direction for the City in relation to park space, providing direction for acquiring, developing, and preserving property, accepting property donations, and identifying potential funding sources for acquisition and park development.

The City of SeaTac is seeking proposals from consultants with experience and expertise in the successful support and/or completion of a Parks, Recreation, and Open Space Plan. Experience with parks planning, capital asset management, land and natural/built asset levels of service, parks maintenance, and risk management for facilities, parks, trails, and open spaces, and will be crucial to the successful outcome of the updated PROS Plan. The updated plan will build upon the existing SeaTac PROS Plan (Adopted in November 2020) as well as other City plans, to develop implementation plans and strategies for the Parks and Recreation Department.

### **Project Timeline**

The project should be completed and prepared for adoption by City Council in October 2026.

### **Estimated Project Budget**

The estimated budget for this project is in the range of \$99,000 - \$115,000.

### **Proposal Submittal Requirements**

Consulting firms must submit a Statement of Qualifications (SOQ) that includes the following:

- Cover Letter: A summary of the firm's relevant experience in parks maintenance, parks management, capital asset management, and service level planning.
- Qualifications of Key Personnel: A list of key personnel, their roles, and their qualifications, particularly for the area noted above.
- References: At least three references from similar projects, with an emphasis on capital asset management and parks maintenance.



The Proposal must not exceed 20 pages, exclusive of covers, section dividers, or appendices. The Proposal may be presented in either portrait or landscape orientation. With the exception of charts and graphs, all text must be in an 11-point font size or larger. Text within charts and/or graphs may be smaller than 11-point but must be a readable size font.

**Submissions are due by January 15, 2026, at 4:00PM at [Larroyo@seatacwa.gov](mailto:Larroyo@seatacwa.gov)**

**Proposal Questions**

Questions regarding this proposal may be sent to the contact listed at the end of this document.

**Evaluation Criteria**

Each submittal will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Qualifications for Services	30 Points
Relevant Experience with Public Agencies	20 Points
Key Personnel Expertise & Availability	20 Points
Applicable Experience with Diverse Communities	10 Points
Project Management & Responsiveness	15 Points
References	5 Points
<b>Total</b>	<b>100 points</b>

**Selection Process**

The City will evaluate all submissions based on the criteria above and may conduct interviews with selected finalists before making the final selection. An agreement will be established with the selected consultant(s) for a period of no greater than one eight (8) months, with the possibility of an extension as necessary to complete the Scope of Work. The City reserves the right to issue multiple task orders under this agreement or retain additional consulting firms as needed.

<b>Milestone</b>	<b>Target Dates/Times (Pacific Time)</b>
Request for Proposal Active	December 10, 2025
<b>Proposal Due</b>	<b>January 15, 2026, at 4:00PM</b>
Proposal Review	January 20 – January 21
Virtual Interviews of Finalists	January 27 – January 28
Final Selection	January 29, 2026
Contract Award	February 10, 2026



### **General Conditions**

- All materials and images developed during this project will belong to the City and will be presented to the City in their original format.
- The City shall not be responsible for any costs incurred by the consultant in preparing, submitting, or presenting its response to this RFP.
- The City reserves the right to request clarification of information submitted, to request additional information from the consultant, and to request an interview with consultant(s).
- The City reserves the right to reject any and all submittals, and to waive minor irregularities in any submittals.
- The City reserves the right to award the contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after notification of the award of the bid.
- Any proposal may be withdrawn until the date and time set as the Closing Date for submittals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, for the services described herein, or until one or more of the proposals have been approved by the City, whichever comes first.
- The City shall award this proposal to one consultant firm for completion of proposed Scope of Work in its entirety

### **Title VI and ADA Compliance**

The City of SeaTac complies with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit qualifications and will not be discriminated against on the grounds of race, color, national origin, sex, or sexual orientation in consideration for an award. Materials can be made available in alternate formats by request.

### **Communications**

Questions may be referred to:

#### **Larissa Arroyo**

City of SeaTac Parks & Recreation  
Administrator 3 LArroyo@seatacwa.gov

**Please reference “RFP – 2026 PROS Plan” in the subject line for all emails and correspondence related to this project.**