



Request For Proposals (RFP): Athletic Field Study and Synthetic Turf Feasibility Analysis

Date posted: February 17, 2026

Date due: March 5, 2026, by 5:00 pm

PDF Submissions can be emailed to Kristen Marks, kmarks@cwpd.org

1. Project Overview

The Centerville-Washington Township Park District (CWPD) is seeking proposals to conduct a comprehensive Athletic Field Study. The primary objective is to evaluate the need for and feasibility of replacing existing grass athletic fields with synthetic turf. CWPD is evaluating long-term athletic field needs in response to increasing usage, weather impacts, and the lifecycle costs of maintaining natural grass fields. These factors have prompted interest in synthetic turf as a way to improve field availability and durability. This study will assess whether synthetic turf can support both community-based programming and competitive tournament play in a financially and operationally sustainable manner. The final study will serve as a realistic action plan to guide the construction, operation, and maintenance of CWPD's athletic facilities.

2. Project Scope

Although the study is primarily intended to evaluate traditional sports such as football, baseball/softball, soccer, and lacrosse, it should also consider alternative or inclusive sports opportunities that can be accommodated on a synthetic turf field. The study will address the following key areas:

- **Existing Facility Assessment:** An inventory and comprehensive assessment of current field conditions and standards to include:
 - Field dimensions and compliance with sport standards
 - Drainage, irrigation, lighting, and soil profile (if applicable)
 - Playability days per year (current vs. projected)
- **Demand & Capacity Analysis:** An evaluation of current and future carrying capacity based on usage factors:
 - Peak-hour analysis
 - Seasonal constraints
 - Allocation between community use vs. tournaments
 - Carrying capacity expressed in playable hours per year

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- **Synthetic Turf Feasibility:** Considering the bullet points below, determine the optimal size and number of synthetic fields required to accommodate all user groups and diverse athletic uses.
 - Phased implementation options
 - Hybrid solutions (turf + grass)
 - Replacement lifecycle and end-of-life costs
 - Impacts to scheduling flexibility and equity of access
- **Financial & Operational Planning:**
 - Development of revenue and cost recovery opportunities (rates, utilization, partners).
 - Estimated capital improvement costs (Opinion of Probable Cost).
 - Field construction
 - Site work
 - Utilities, lighting, fencing, irrigation
 - Other site amenities
 - Future Operations and Maintenance cost projections. (O&M costs comparing grass vs. synthetic)
 - Identification of alternative funding sources and potential partners.

3. Required Tasks & Deliverables

Consultants should structure their proposals around the following tasks:

- **Task 1: Project Management:** Kick-off meeting, data collection, and schedule confirmation.
- **Task 2: Background Research:** Field inventory, assessment of conditions, and utilization analysis.
- **Task 3: Concept Plans:** Consultant to develop a minimum of two concept plans to address needs and market potential, based on financial viability, market need and public input.
- **Task 4: Leadership Input:** Interviews with key stakeholders within the first 30 days and summarized feedback for inclusion in the final report.
- **Task 5: Market Analysis:** Demographic trends and competitive provider analysis.
- **Task 6: Levels of Service:** Establishing operational and safety standards for the next 5–10 years.
- **Task 7: Operational/Financial Plan:** Detailed 5-year pro forma, including staffing, maintenance, and pricing strategies.
- **Task 8: Final Report:** A comprehensive implementation plan with priorities, timelines, and performance measurements.

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4. Timeline and Budget

- **Estimated Timeline:** The project is expected to be completed within four to five months of the start date.
- **Budget Range:** The anticipated fee range for this study is approximately \$20,000–\$30,000.

5. Proposal Submission

Please submit your proposal detailing your firm's experience with similar synthetic turf feasibility studies, your proposed work plan, and your team's qualifications.

6. Evaluation Criteria

The Proposals being requested will be scored on the following criteria: (*Provide percentages for how the criteria are weighted)

- Past experience with developing Feasibility Studies (20%)
- Firm/personnel qualifications (20%)
- References from other communities (10%)
- Deliverables and proposed scope of work (30%)
- Process timeline (10%)
- Fee (10%)

Centerville-Washington Park District Obligations and Rights:

Response to the RFP is entirely voluntary. This RFP does not and shall not commit the Centerville-Washington Park District or any of its agents to enter into any agreement, to pay any costs incurred in the preparation of any response to this RFP, or to procure or contract for any services or supplies.

The Centerville-Washington Park District reserves the right to accept or reject any or all responses to this RFP, to enter into contractual agreement with any individual or company submitting a response to the RFP, or to delay and/or cancel in part or in its entirety this RFP if it is in the best interest of the Centerville-Washington Park District, in its sole opinion, to do so.

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