



Hyde Park City Active Transportation and Parks Master Plan Request for Proposals

Request:

Hyde Park City (“**HPC**”) seeks a qualified consulting firm (“**Consultant**”) to prepare an Active Transportation and Parks Master Plan (the “**Plan**”). The Plan is funded by the UDOT TPA Grant and HPC.

HPC seeks qualifications-based proposals and intends to select the consultant offering the best overall value to HPC based on demonstrated experience, technical qualifications, project approach, implementation experience, and cost.

The Plan will serve as a long-term roadmap for developing and improving bicycle and pedestrian networks, public trails, and connectivity between HPC parks. The plan should serve to direct the HPC’s long-term outlook for mobility, connectivity, recreation, and quality of life for residents with a balanced emphasis on financial feasibility.

1. Project Overview and Background:

HPC is a municipality organized under and subject to the laws and constitution of the State of Utah. HPC is located in northeastern Utah in Cache County.

HPC is home to over 5,500 residents. The city is primarily residential development with a large underdeveloped commercial and business sector. Many residents move to HPC because of the family-friendly atmosphere and the proximity to outdoor recreational opportunities.

HPC is issuing this Request for Proposals (“**RFP**”) for a qualified consulting firm to prepare the community’s first comprehensive Active Transportation and Parks Master Plan (“**ATPMP**”).

HPC has conducted impact fee studies for parks and recreation, created a trails map, and started committees for community activities. However, these things have been studied and planned independently of each other. HPC aims to have this Plan integrate all aspects of our trails and active transportation with our parks to improve the quality of life for our residents while recommending an impact fee to ensure that expansions to HPC have an equitable contribution to growing recreational opportunities.



2. Objectives:

Among the objectives of the Plan will be the following:

- Identify existing conditions, gaps, and needs in the City's trails, parks, and other active transportation systems.
- Develop a connected network of safe and accessible bike paths, walking trails, and sidewalks to connect residents to recreation and other opportunities.
- Evaluate sidewalk connectivity and identify priority areas for infill or upgrades.
- Assess current and potential park locations to identify gaps and equitable access.
- Coordinate with state and local stakeholders such as the Utah Department of Transportation Trail Network Program, Cache County Trails, neighboring municipalities, local clubs and non-profit groups, and the city residents to receive input on the plan.
- Recommend improvements to existing trails, parks, enhancements to amenities, accessibility, and sustainability.
- Conduct an impact fee analysis to ensure future growth contributes equitably to active transportation and public recreation development.
- Develop a prioritized implementation program identifying project sequencing, funding sources, responsible agencies/departments, and estimate costs.
- Provide GIS-based mapping and analysis that may be updated by HPC in the future.

3. Consultant Responsibilities

The RFP responses should highlight a consultant's capability to complete the following items.

Task 1: Project Management & Coordination

- Conduct a project kickoff meeting with members of the City Council and city staff.
- Establish a communication plan for ongoing coordination, including regular progress meetings.
- Provide a project schedule with key milestones and deliverables.

Task 2: Existing Conditions Assessment

- Evaluate regional and state plans such as the Cache County Master Trails Plan and UDOT Utah Trail Network Program.



- Examine existing city assets including construction standards, Master Trail Map, Master Transportation Plan, and General Plan chapters related to transportation and recreation.
- Inventory and map existing trails, sidewalks, bike paths, and park facilities.
- Evaluate conditions of current infrastructure, including ADA accessibility.
- Identify gaps in connectivity and service areas underserved by recreation opportunities.

Task 3: Feasibility Studies

- **Bike Paths & Walking Trails:** Evaluate opportunities and constraints for new facilities, including right-of-way, safety, topography, location (within city limits and the future annexation boundary), and cost considerations.
- **Sidewalk Connectivity:** Assess missing links, crosswalk safety, city standard right-of-way cross sections and neighborhood walkability.
- **Park Locations:** Study feasibility of future park sites based on population growth, land availability, service coverage, and location within current city limits and the future annexation area.
- **Park Improvements:** Identify cost-effective upgrades for existing parks (amenities, restrooms, playgrounds, athletic fields, shade structures, etc.). Upgrades should serve to encourage active transportation use and promote each park individually.

Task 4: Community Engagement

- Develop a public engagement strategy. The city conducted a city-wide parks and recreation survey in August 2025. Consultant may propose additional surveys if needed. Other options for public engagement include but are not limited to public meetings, open houses, and digital engagement tools.
- Gather input from diverse stakeholders including residents, businesses, schools, as well as state and regional agencies.
- Summarize community priorities and incorporate feedback into recommendations.

Task 5: Impact Fee Analysis and Alternative Funding Recommendations

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- Conduct an Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA) in compliance with Utah Code Chapter 11-36a, Impact Fees Act.
- Prepare all technical documentation required for adoption of impact fees.
- Provide recommendations for establishing or updating impact fee schedules.
- Participate in meetings and presentations necessary to support HPC review and adoption.



- Identify additional funding opportunities including grants, partnerships, bonds, and other financing mechanisms.

Task 6: Draft Master Plan Development

- Create a connected network plan for active transportation and trails with short-, medium-, and long-term projects.
- Provide a parks connectivity and improvements plan, including recommendations for locations of new parks and improvements to existing facilities.
- Prepare cost estimates and potential funding strategies (e.g., grants, partnerships, impact fees, bonds).
- Include phasing and prioritization criteria for implementation.
- Develop GIS-based planning maps and datasets for HPC use.

Task 7: Final Master Plan & Adoption Support

- Present the draft plan to the public for comment.
- Revise the draft plan based on HPC and public feedback.
- Deliver a final Active Transportation and Parks Master Plan to HPC staff in digital and print-ready formats.
- Present findings and recommendations at a HPC Council meeting.

4. Deliverables

- Project management plan and schedule.
- Existing conditions assessment report and maps.
- Feasibility studies and alternatives analysis.
- Community engagement summary reports.
- Impact Fee Facilities Plan (IFFP) with supporting documentation.
- Final Master Plan (digital and print-ready).
- Maps, graphics, and cost estimates supporting the plan.
- Presentations for HPC staff, committees, and elected officials.
- GIS geodatabases and associated mapping files.
- Editable map files and graphics
- Impact fee model spreadsheets and calculations.
- All final documents in editable digital formats and PDF.



5. Proposal Expectations for Consultants

Each proposal must be in a digital format to Marcus Allton, Hyde Park City Administrator (marcus.a@hpcutah.gov) **before 5:30 pm on Thursday, July 9, 2026**. The subject line shall contain the following information “RFP - <Consultant Name>”, and shall include all the required information identified in this section.

HPC may make such investigations as deemed necessary to determine the ability of the Consultant to develop a Plan and the Consultant shall furnish to HPC all such information and data for this purpose as HPC may request. HPC reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Consultant fails to satisfy HPC that such Consultant is properly qualified to carry out and to complete the Plan.

Consultants are to submit a proposal which includes the following information:

A. Cover Letter:

- Firm Name.
- Contact Information.
- Statement of project understanding.
- Signature of authorized representative.

B. Project Approach:

- Detailed project methodology.
- Approach to public engagement.
- Approach to active transportation planning.
- Approach to impact fee analysis.

C. Project Team:

- Project manager identification.
- Key personnel and roles.
- Resumes of key personnel.
- Identification of subconsultants.

D. Relevant Experience:

- Minimum of three (3) comparable municipal projects completed within the previous ten (10) years.
- Firm experience in:
 - o Active transportation planning.
 - o Parks and recreation master planning.
 - o Utah impact fee studies.
 - o Public engagement.
 - o Implementation planning.

E. Schedule:



- Detailed project schedule.
- Key milestones and deliverables – along with estimated timeline completion.

F. Cost Proposal:

- Itemized budget per each Task identified above.
- Hourly rate.
- Reimbursable expenses.
- Total not-to-exceed fee.

G. References:

- Minimum of three (3) municipal references.

HPC, at their sole discretion, may waive any informalities or minor defects contained within any proposal. HPC, at their sole discretion, may reject any and all proposals which fail to contain all required information. HPC expressly provides notice that any proposal received after the time and date specified shall not be considered, no exceptions or waivers for late submissions may be issued by HPC.

6. Proposal Expectations for Consultants

HPC reserves the right to select a submitted proposal that is determined to be in the best interest of HPC and is not obligated to select the lowest-cost proposal. HPC at its sole discretion, may or may not select any submitted proposal based on, but not limited to, the lowest responsible, qualified, and responsive Consultant. In determining whether any proposal will be accepted, HPC may consider any factors permitted by federal, state, or local law, which may include deadlines, financial stability, past performance, and compliance with specifications defined in this Request for Proposals. HPC, at its sole discretion, may:

- Reject any or all proposals.
- Request clarification or additional information reasonably related to the proposal.
- Conduct interviews with one or more Consultant, if HPC deems interviews necessary.
- Negotiate scope, staffing, schedule, and fees.
- Terminate negotiations and begin negotiations with an alternate Consultant.
- Reissue this Request for Proposals.



7. Ownership of Work Product

All reports, studies, GIS data, maps, graphics, spreadsheets, technical memoranda, survey results, models, and other work products produced under this Plan shall become the property of HPC upon completion of the project and payment for services rendered.

The Consultant shall provide all final deliverables in editable electronic formats in addition to PDF format.

Proposals must be sent in a digital format to Marcus Allton, Hyde Park City Administrator (marcus.a@hpcutah.gov) before **5:30 pm on Thursday, July 9, 2026**. The city will notify the chosen consultant in writing no later than **Thursday, July 23, 2026**.

HPC reserves the right to modify the schedule, request additional information, conduct interviews, extend deadlines, adjust the scope of the Plan, or modify funding as HPC deems necessary.