



Cache
County
1857

Cache County Development Services
The Trails Cache
3/9/2026

BONNEVILLE SHORELINE TRAIL CONSTRUCTION ENGINEERING AND MANAGEMENT REQUEST FOR QUALIFICATIONS

Request:

Cache County, working with the cities of North Logan, Hyde Park, and Smithfield, is seeking Statements of Qualifications from qualified consultants to provide Construction Engineering and Management Services for the Northern Cache Bonneville Shoreline Trail Expansion project to include: Project management, Procurement of easements and permits, construction management services, constructability review, construction inspection, and construction administration/document control. These services will be in coordination with County and City staff to ensure a smooth project completion with a high quality trail product.

Cache County reserves the right to amend terms of this "Request for Qualifications" (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

The person or entity contracting with the County under this Project's contract and any and all supplies, services, equipment, and construction furnished under the contract will comply fully with all applicable Federal, State, and local laws, codes, rules, regulations, and ordinances, including applicable licensure and certification requirements.

All materials submitted in response to an RFQ shall ultimately become public record and shall be subject to inspection after contract award.

Consultants will be considered for the following project.

Project Introduction:

Cache County, in collaboration with the cities of Smithfield, Hyde Park, and North Logan, is planning to add ~8 miles to the northeastern portion of the Bonneville Shoreline Trail (BST) in Cache Valley. It has been determined that the time is ripe to proceed with the development of an extension of the Bonneville Shoreline Trail, connecting Hyde Park’s recently completed sections south to Green Canyon, where the BST currently ends, and north to Smithfield Canyon. The next step in this project is to finalize land owner negotiations and to construct the remaining trail segments between Green Canyon and Smithfield Canyon. These public recreation destinations are approximately 10 miles apart and provide substantial parking for multiple trail use types. Cache County is seeking a qualified firm to support the process by serving as the construction manager. The selected firm will take on the administrative work, expedite the project progress, and ensure the trail, adjacent trailheads and other amenities such as signage are built and installed before the funding deadlines.



MAP OF PROPOSED TRAIL ALIGNMENT BETWEEN GREEN CANYON AND SMITHFIELD CANYON

(SOME SECTIONS ALREADY BUILT, FINAL ALIGNMENT MAY DIFFER)

This is a uniquely collaborative project where the County and each of the Cities have specific roles and responsibilities. The selected construction management firm will need to work closely with each entity and support the collaboration between each. It is expected that the firm will be in close and regular communication with each project partner. The consultant will report directly to Cache County, specifically the Trails Cache Division staff, Landis Wenger and Emily Fletcher. Cache County is the entity holding the grants that are funding this project and is the party ultimately responsible for the timely completion of the trail. The Cities will have final approval over trail alignment and design, along with the landowners who are allowing the trail to traverse their land. Cache County will ensure connectivity between segments, and adherence to the BST design guidelines. The consultant will assist with communication between the governments, landowners, and the contractor.

A key role of the construction management firm will be to assist the Cities in securing their easements for the trail. MOUs have been signed with some landowners, but there are still some who are yet to be contacted, and others who still need to be contacted to establish final alignment. City and County staff members have been working on this effort, but we will be looking to the consultant team to help expedite this process so construction can be completed during the next two construction windows. Construction will happen in segments over the next two years as easements are secured. 3 to 4 phases and mobilizations are expected to complete the project. The construction management team will be crucial support for keeping the project on schedule.

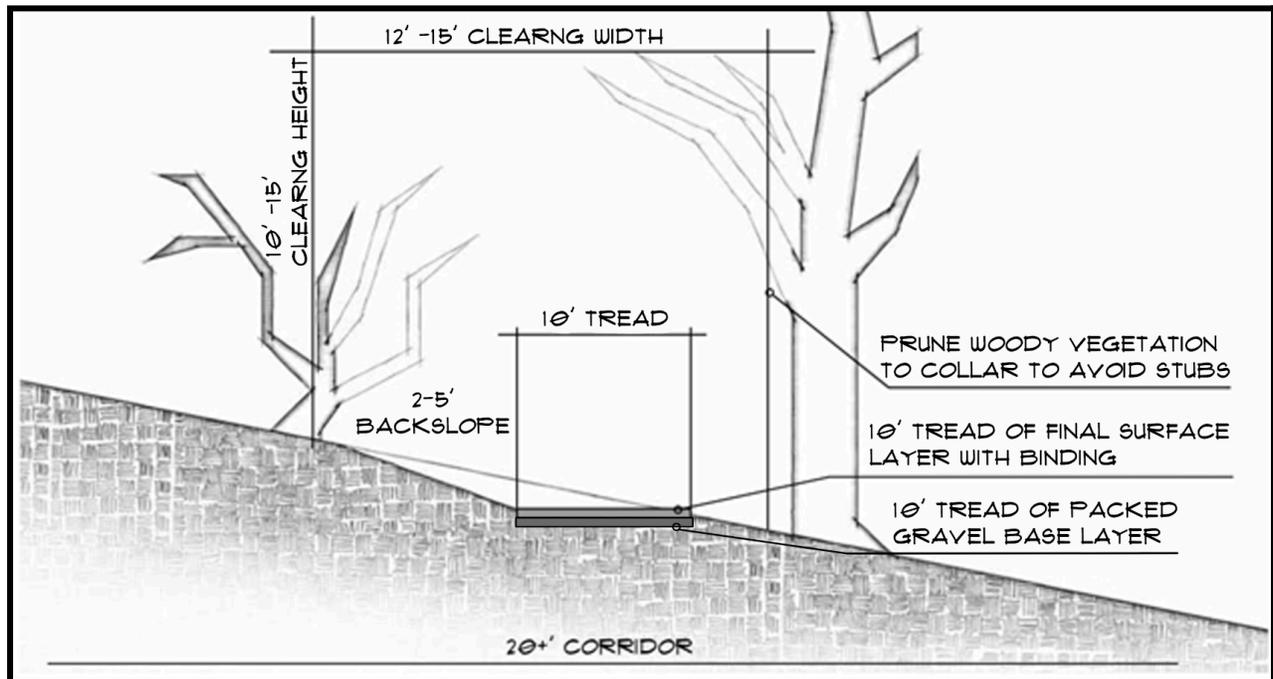
Interested parties should review the completed alignment study for the project that can be found with the RFQ announcement.

Trail design standards:

(Adapted from the BST Committee Trail Design MOU and Northern BST Master Plan)

1. The trail will be built on or near the foothill bench generally considered to be the historic shoreline of ancient Lake Bonneville.
2. The trail will be separate from the developed urban area as much as possible.
3. The trail will be a gravel surface to accommodate walkers, runners, bicyclists and horseback riders. Motorized use is not allowed. Final trail surface material composition has not been chosen. Construction engineers will be expected to review trail design standards and provide a preliminary recommendation for final surface and binding material.
4. The trail will be separate from the developed urban area, but trailheads will provide access that is convenient for residents of urbanized areas
5. The trail tread will be ~10 feet wide. It should be able to provide access and rapid deployment of fire fighting and other emergency resources. (See Below)
6. Trail grades should not exceed 10 percent because anything higher becomes difficult for trail users to sustain and leads to erosion issues.
7. Grades should stay between 0 and 5 percent whenever possible.
8. When necessary grades should only be between 10 and 15 percent for less than 50 yards. Trail grades should never be more than half the grade of the side-slope.
9. Backslopes need to be 1:1 (45°) unless it is solid rock where it may be up to 2:1 (63°). All disturbed backslopes or fills need to be reseeded.
10. Trail design should facilitate water runoff without promoting erosion (example: rolling grade dips).
11. Clearing height over the trail should be at least 10 feet to allow for comfortable horseback riding. More clearance helps with lower branches after a snowfall.

12. Sight Distances should be at least 100 feet out when possible to prevent collisions and user group conflicts.
13. The trail will contribute to the preservation of aesthetic, wildlife, historic and educational values of the area.



EXAMPLE: WIDE MOUNTAIN TRAIL DESIGN GUIDE FROM HYDE PARK'S TRAIL CONSTRUCTION STANDARDS

Overview of Key Dates:

Cache County has several funding sources that have been combined to accomplish this project. Each funding source has different required completion dates, shown below. The selected team will need to keep these dates in mind and plan accordingly.

Funding Source	Project Phase	Funding Amount	Funding End Date
Outdoor Recreation Initiative	1A	\$570,000.00	April 30, 2027
RAPZ	1B	\$151,000.00	December 31, 2027
Bonneville Shoreline Trail Appropriation Grant	1B	\$475,000.00	December 31, 2026
Outdoor Recreation Initiative	2	\$1,064,000.00	March, 2028

Requested Scope of Work Objectives:

Cache County welcomes proposals with a scope of work that includes the following objectives. All interested parties may submit a PDF that outlines how the following objectives will be accomplished. Submissions are not to exceed 12 pages, not including staff resumés.

1. Landowner Easements

The consultant team will be responsible for assisting the Cities and County in securing all the needed easements to construct the trail. The strategy will differ for each landowner as this work has already begun and each partner is in various phases of the process. The contracted construction management team will coordinate with the jurisdiction the landowner resides in to learn what has been accomplished and how they can support the jurisdiction in securing the easements, including survey work for producing the easement. These easements will be collected and shared by the team with county and appropriate city staff.

2. Final Alignment

The project is working from an alignment study that has a tentative alignment the jurisdictions are working towards. The construction management team will be responsible for updating the alignment based on the negotiations with landowners, assisting the group with prioritizing which trailheads to construct, and recommend locations for amenities like benches (avoiding placements that look into windows) When contractors begin work on the trail, the construction management team will be the point of contact if there are issues with the proposed alignment. The management team will need to coordinate with the pertinent jurisdictions to identify a workable alternate route.

3. Individual Working Meetings

The construction management team will hold regular meetings with county staff to give updates and plan out the immediate next steps. The team should also meet with the Cities as needed to assist with their pieces of the project and make sure they are able to complete necessary tasks within the funding timelines.

4. Collaborative Check-in Meetings

Cache County currently sets up regular check-in meetings with all three local jurisdictions. The consultant team will assist the County in the scheduling, planning and running of these meetings. They will also reach out to the Cities a week or so before the check-in meetings to set an agenda and make sure each entity has done their homework from the previous meeting.

5. Permitting and Approvals

The consultant team will be responsible for securing all needed permits from County or City authorities such as a Conditional Use Permit for the segments in the unincorporated country areas. The consultant will work with relevant staff to move these processes along. They will also ensure final approval from all landowners and jurisdictions before a phase moves into construction.

6. Construction Bidding Assistance.

The consultant team will coordinate and assist the Cities or the County during the bid process for their respective sections. Specifically, the consultant will plan to attend pre-bid meetings, answer questions during bidding, attend the bid opening, and assist in the bid tabulation and recommendation for a contractor as requested by Cities or the County. It is assumed that 1 person will attend up to 2 meetings (2 hours each) and perform the bid tabulation and recommendation for each of the 3 or 4 phases of construction.

7. Construction Coordination

The consultant team will coordinate all questions and concerns between the Cities and County and the selected contractor. A primary concern for the selected consultant team will be to ensure the contractor is following best sustainable trail design standards, including best practices to prevent erosion. They will also perform site visits to ensure the work is being completed within the scope of all permits, easements, and approvals. Staff from the relevant jurisdictions and the contractor will be invited to these site visits in case things need to be discussed or adjusted. For fee estimating purposes, it is assumed that there will be less than 7 months of construction across the 3-4 phases and 2 year contract period.

8. Project Tracking

The consultant team will assist the County in keeping records and minutes of meetings, collecting copies of agreements like MOU's and easements, organizing paperwork like invoices, and holding all partners accountable to these meetings, agreements, and to the funding contracts.

9. Coordination

As this project has many moving parts and key partners and landowners, coordination will be critical to its success. Throughout the project the consultant team will be responsible for communicating progress with all partners and ensuring the County is informed and able to track all documentation, expenditures, and updates. The selected firm will also be responsible for setting up regular meetings with Cities and site visits as needed. They will also meet and

communicate with landowners to secure easements and maintain positive and constructive relationships throughout construction. The team will also assist staff by preparing for and attending the regularly scheduled project team check-ins. County staff will organize throughout the project.

10. Construction Management Budget

Cache County has roughly \$2.32 million for the construction and project management. Proposals for construction management should be constrained to \$120,000 or less but can describe where and how additional funding may be spent. The consultant team will keep County and City staff informed of budget expenditures for their services and monitor the remaining budget throughout the project to ensure the best and most crucial service is being provided throughout.

11. Project Schedule

Please demonstrate an understanding of the timeline for the project as established by the grants and establish a plan to keep all the moving pieces and project partners on track to meet deadlines. Construction should be completed by fall 2027.

Deliverables:

1. Summary of project process, and all minutes from meetings with County or City staff, permitting officials, and landowners (County Staff will be invited to all project meetings with partners, stakeholders and landowners)
2. Documentation of all permits and approvals as originals if possible and as pdf copies for Cache County's records.
3. Collection of original signed agreements and pdf versions, with Landowners participating in the project (Work with County and City staff on this).
4. Collections of recorded easements and any surveys conducted as a part of the easement development.
5. Record of all project expenditures directly compared to the project budget to be reported to all funding agencies.

Consultant Selection Process:

Please submit a PDF project scope and fee proposal to Landis Wenger (landis.wenger@cachecounty.gov) no later than March 24th, 2026, by 5:00 PM. Any

questions interested parties have after reviewing this RFQ must be received by Landis Wenger before 5:00 PM on Friday, March 13th.

Selection of the consultant firm will be made by a review committee appointed by Cache County composed of planning staff and partner representatives. Shortlisted firms may be invited to participate in interviews or presentations as part of the evaluation process. The final selection will be based on the overall quality of the proposal, team experience and qualifications, and best represented value for the County and project partners. Cache County may utilize a scoring system based on the five selection criteria below to assist the selection process. These scores will not be the sole deciding factor in firm selection.

- Quality of Proposal – Demonstrates an understanding of project goals and issues to be addressed, including an understanding of the already accomplished work including the completed alignment study. Demonstrates familiarity and a coordination strategy for working closely with Cache County, project partners, and the landowners throughout the corridor while ensuring compliance with state and local code.
- Team Experience and Qualifications – Provides information, resumes, and/or bios that reflect a depth of team leadership, management, and technical qualifications. Provides up to five (5) relevant and recent project examples per resume. Includes experience working with private landowners on similar projects. Details experience with similar recreation projects within the wildland-urban interface.
- Collaboration Examples – Provides up to five (5) relevant project examples, references from current or former clients over the past five years, or points of contact designated for this project. Also identifies the role and involvement of all staff on the proposing team that worked on the provided project examples.
- Management approach – Explains the methods and principles that will be applied to the project administration and construction management of this project. Demonstrates a strategy and ability, proven through experience, to work with large groups with diverse interests, manage project budgets and expenditures, estimate and draft change orders, review and evaluate constructed trails, prioritize and organize project needs and concerns to stick to meet deadlines, and find workable solutions to complex problems. Understands the project is already underway, and demonstrates the ability to organize and act on the various required tasks.

- Project Timeline and Cost Value – Demonstrates the ability to complete the scope of work within or under the proposed budget and timeline. Identifies how the project scope of work will be addressed, how challenges will be resolved, and how the proposing team’s approach will encourage new ideas that improve the end project.

Cache County reserves the right to reject any or all proposals received, to negotiate modifications to proposals, and to waive informalities or irregularities in the proposals received. This RFP does not commit Cache County to award a contract or to pay any costs incurred in the preparation of a proposal. Cache County also reserves the right to dissolve any contracts if the selected firm does not meet the expectations of the contract.