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County  
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Cache County Development Services

The Trails Cache

12/04/2025

## **WELLSVILLE CANYON REGIONAL RECREATION STUDY & PLAN**

### **REQUEST FOR PROPOSAL**

#### **Project Introduction:**

Cache County is requesting proposals for a regional recreation study and plan for the recently purchased land around Sherwood Hills. The property includes 470 acres of which 465 will be considered for recreational development. The study will provide the county with information on anticipated and potential use, site analysis, and public feedback gathering to determine the potential opportunities of the site as well as the physical and social constraints for recreational development. The selected consultant will then develop a regional recreation plan for the site that is informed by the study results. The planning process will be transparent and include significant opportunity for feedback from the public, relevant local organizations, and local jurisdictions, particularly Wellsville City as the property is within their city limits. This project is funded by an Outdoor Recreation Planning Assistance (ORPA) Grant awarded by Utah's Division of Outdoor Recreation with matching funds from Cache County's Recreation, Arts, Parks, and Zoos (RAPZ) grant.

#### **Recreation opportunities to be studied (includes, but not limited to...)**

1. Hiking, Backpacking
2. Mountain Biking (including e-bikes)
3. Horseback riding

4. Winter recreation (snowshoeing, nordic skiing, fat tire biking...)
5. Camping
6. Picnicking
7. Archery
8. Hunting
9. Forest Service Access

**Potential Constraints to be Studied (includes, but not limited to...)**

1. Highway Access
2. Wellsville City Water Access
3. Respect to Adjacent Landowners
4. Maintenance Costs
5. Manageable Capacity for Cache County and Wellsville City
6. Funding Constraints
7. Parking Requirements
8. Amenity Requirements
9. Community Support
10. Forest Service Support
11. Future Grazing Needs

**Requested Scope of Work Objectives:**

Cache County welcomes proposals with a scope of work that includes the following objectives. All interested parties shall submit a PDF that outlines how the following objectives will be accomplished. Submissions are not to exceed 15 pages, excluding employee resumes.

The scope of work shall include the following but may be expanded at the County's discretion, based on recommendations of the selected consultant:

**1. Site Analysis**

The consultant team will compile all studies and existing plans from all potentially involved agencies (Wellsville City, Forest Service, UDOT, Cache County, etc.). The consultant team will walk the site with representatives from Wellsville City and Cache County to discuss opportunities and restrictions. Additional site visits may be necessary to gather enough site information to inform discussions with the steering committee, stakeholders, and the general public and to inform a successful final plan.

**2. Public Support and Expectations Study**

The consultant team will support the County in conducting a public input survey to gauge existing expectations for the property and support for potential recreation features. The survey will be distributed digitally and the consultant team will develop and execute a plan to achieve a high percentage reach and response. The results of the survey will be compiled, evaluated, and used to inform discussions with the steering committee, stakeholders, and the general public.

### **3. Anticipated Use Study**

The consultant team will conduct a study to determine the anticipated use of the property when developed. This study will be informed by a public survey and reference projects throughout the county and state. This study should consider the differences in visitation based on the potential development and use types for the site. This information will be used to inform the steering committee and stakeholders so educated decisions can be made as to what will be done with the property.

### **4. Proposed Recreation Type/Facility List**

The consultant team will develop a preliminary list of recreation types and facilities that the site could accommodate. This preliminary list will be informed by the site analysis and the results of the anticipated use study. The consultant team will present this list to the steering committee to discuss and refine. Then it will be taken to the stakeholders who will help the consultant team and Cache County determine the feasibility of all the ideas on the list.

### **5. Regional Study for potential connections out of the site (Forest Service, City, County, or State Recreation plan tie-ins)**

The consultant team, with Cache County staff, will reach out to adjacent landowners and identify future potential connections that could expand the recreational uses of the property. The final recreation plan will identify potential connections, but these will not be phased or prioritized in this plan. Any future movement on these concepts that are not on the property will need additional study and direct landowner support and collaboration.

### **6. Stakeholder Meetings**

Cache County, with the support of Wellsville City, will determine the list of stakeholders that will be regularly consulted throughout the planning process. These stakeholders will consist of local agencies that will play a role in the

permitting process, the construction, or the maintenance of the recreational facilities, or those impacted by the implementation of the plan. The stakeholders' input on feasibility and sustainability of the proposed plan will influence the final plan. The consultant team will organize, plan, and facilitate these meetings.

## **7. User Group Meetings**

Several user types will be identified as potential recreation users of the property (hikers, mountain bikers, horseback riders, nordic skiers, etc.) and focus groups will be put together for each user type. These focus groups will consist of group specific users, active participants in local organizations as representatives of that recreation use, and recommended private citizens. The goal of these user group meetings is to determine what the current needs are for their user type and how the potential of this property could help their community. We will also look to their expertise for how to make the facilities sustainable, enjoyable, and how to leverage them to attract tourism. Cache County staff will work with the consultant team to develop the invite list for these user groups. The consultant team will organize, plan, and facilitate these meetings.

## **8. Public Feedback Process**

As a plan is developed from these analyses and specialized input, the general public will also be invited to provide feedback throughout. The plan will be made available digitally and the consultant team will help push it out with detailed explanations of proposals and a request for comment. This feedback will be presented to the steering committee and the stakeholders for discussion before it is implemented into the plan. Input from the steering committee and the stakeholders will be gathered when the plan is in its first draft, when it is ready to be finalized, and after the phases are applied.

## **9. Phased Recreational Plan**

When the recreation development plan is ready for adoption the consultant team will work with the steering committee to create a phasing system for the plan. Facilities will be placed in earlier phases when they are necessary components for permitting, will have lower cost or lower effort implementation, and/or when they are addressing a high level of demand. The phasing plan should be actionable and give the county direct steps to approach implementation.

## **10. Maintenance Plan**

The consultant team will also develop a maintenance plan for all proposed uses of the property. This maintenance plan will establish standards of maintenance and reflect the phasing. The consultant team will work with Cache County Staff, Wellsville City Staff and Stakeholders to determine what is a reasonable level of maintenance and responsibility from which they will recommend potential maintenance agreements.

#### **11. Projected Design and Construction Cost Estimates**

The consultant team will determine a total design and construction cost estimate that is broken down into the individual proposed phases, facilities, and types of cost. The cost estimate will take into consideration the phasing and predict the adjusted costs for future phases.

#### **12. Projected Maintenance Cost Estimates**

The consultant team will determine a total maintenance cost per year and break it down per facility type so local budgets can reflect the anticipated costs as components move into construction.

#### **13. Potential Funding Sources**

The consultant team will identify potential funding sources for the design, construction, and maintenance for the various planned facilities.

#### **14. Ownership and Maintenance Agreements with Local Jurisdictions and Organizations**

The consultant team will provide the information gathered throughout the planning process and make recommendations for ownership and maintenance agreements.

### **Deliverables:**

1. Final Regional Recreation Study Report
  - a. Site Analysis Report
  - b. Public Support and Expectations Report
  - c. Anticipated Use Report
  - d. Proposed Recreation Type/Facility List
2. Final Regional Recreation Plan
  - a. Proposed Projects List

- b. Map of Proposed Projects
  - c. Proposed Phasing of Projects
  - d. Justification of Projects based on Data from Study
  - e. Potential Funding Sources for Projects
  - f. Projected Design/Engineering and Construction Costs for Projects
  - g. Projected Maintenance Costs for Projects
  - h. Future connections to off site amenities (reference Forest Service, City, County, and State Recreation Plans)
3. Summary of study and planning process, and all meetings with County, stakeholders, user groups, and landowners (County Staff will be invited to all study and planning meetings)
  4. Collection of signed preliminary agreements with local jurisdictions and organizations to support the development and maintenance of the plan
  5. Collection of documents referenced or developed as a part of the study (e.g. survey maps, trail design standards, etc.)

## **Consultant Selection Process:**

Please submit a PDF project scope and fee proposal to [landis.wenger@cachecounty.gov](mailto:landis.wenger@cachecounty.gov) by no later than January 12th, 2026 at 5:00 PM.

Selection of the consulting 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 these four selection criteria to assist the selection process. These scores will not be the sole deciding factor in firm selection.

- Quality of Proposal – Demonstrate an understanding of project goals and issues to be addressed. Demonstrate familiarity and a coordination strategy for working closely with Cache County, the partner cities, and the landowners throughout the corridor.
- Team Experience and Qualifications – Provide information, resumes, and/or bios that reflect a depth of team leadership, management, and technical

qualifications. Provide up to five (5) relevant and recent project examples. Include experience working with private landowners on similar projects.

- Project Approach and Cost Value – Demonstrate the ability to complete the scope of work within or under the proposed budget and timeline. Identify how the project scope of work will be addressed, how challenges will be resolved, and how your approach will encourage new ideas that improve the end project.
- Proposed Budget - Cache County has developed a proposed budget breakdown for this project that is included with the supplemental materials of this request. This budget was submitted with the grant application but is a proposal and can be adjusted based on the expertise and proposed budget of the selected consultant team.
- Proposed Timeline – Cache County has until December 31st, 2027 to spend the grant funding. All invoices from the project must be submitted and paid by this date. With the challenges of scheduling meetings and the time needed for public comment we anticipate a plan with this level of detail and number of stakeholders will take the majority, if not entirety, of this time frame. The selection committee will evaluate proposed schedules based on firms' prior experience and this deadline.

Cache County reserves the right to reject any or all proposals received, to negotiate modifications to proposals, and to waive minor informalities or irregularities in proposals received. Possible reasons for rejection include but are not limited to failure to address the scope, lack of qualifications, incompatible schedules, etc. This RFP does not commit Cache County to award a contract or to pay any costs incurred in the preparation of a proposal.

Thank you for your time,

Landis Wenger  
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