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Cache County Development Services

The Trails Cache

1/6/2026

## **CACHE COUNTY TRAILS & ACTIVE TRANSPORTATION GUIDEBOOK**

### **REQUEST FOR PROPOSAL**

#### **Project Introduction:**

Cache County is updating the Cache County Trails and Active Transportation Master Plan. As a parallel effort, we will also be developing a trail and complete street design standard guidebook to assist the cities within the county and to ensure all county projects use consistent best practices. This guidebook will be included as an amendment in our new Master Plan when adopted. With our awarded Technical Planning Assistance funding, we will hire an engineering consultant team to help us develop these standards and compile the Guidebook.

The details of the guide will be developed to meet the needs of the general public and the towns and cities within the County. We will hold several workshops to gather input and refine the individual components of this guidebook, such as development of facility types, design styles, and common goals. These workshops will help the selected firm identify applicable national best practices and standards that can be tailored to the Cache County region. Our goal is for this deliverable to guide both projects and policies as the county continues to support active transportation, as well as the other jurisdictions as they plan future projects. This guide will be used to enable and assist cities and towns within Cache County to adopt their own standards. Our intent is to support the efforts of our communities by acknowledging the work they have put into their plans and to rely on their experience of what practices, policies, and infrastructure solutions have worked.

## **Requested Scope of Work Objectives:**

We intend for the County's plan to be a useful guide not just for county projects, but also for the cities to reference and build upon. This is also the first step in a larger goal of developing a collection of design guides and model ordinances for the county and Cache MPO area. The full collection will tackle a range of topics and give our local cities and towns that have less resources a place to start when adopting their own policies or planning their own projects. Integrating this initial effort into our plan, which requires county council approval and will be reviewed by the cities and towns, will help ensure that it will be as helpful as possible and foster buy-in for this ongoing program. The selected consultant firm will be responsible for charting the path on this ambitious long-term effort. Cache County, along with the selection committee, will make sure that the chosen consultant team will have the required expertise to be able to provide excellent work in each of the following objectives. All interested parties are invited to submit a PDF that outlines how the following objectives will be accomplished. Submissions are not to exceed 15 pages (excluding resumes).

### **1. Existing Plan Analysis**

The consultant team will compile all the local plans and documents that have addressed urban trials and active transportation in the County, as well as plans from comparable counties in the region. These documents will be reviewed to understand the shared goals and priorities of the various organizations in the county. The consultant team will work with county staff and the steering committee to distill key points from these documents.

### **2. Existing Facility Analysis**

The consultant team will also review existing facilities to determine what has worked well in our local context and what challenges still need to be studied and addressed. The consultant team will look to the steering committee for examples of local facilities that should be studied.

### **3. Workshop Facilitation**

With support from County staff the consultant team will plan and facilitate workshop meetings with the cities and towns and stakeholder organizations in the county. The consultant team will also work with county staff to develop a public engagement plan. From these workshops and the review of existing plans and facilities the consultant team should have enough information to develop a guide with high quality

recommendations that will be applicable to the cities in Cache County and take into account the local context of politics, weather, design standards, social expectations, and potential use. Before the consultant team begins developing the guidebook, they will meet again with the steering committee to share and discuss the key takeaways from the workshops.

#### **4. Guidebook Goals Development**

The Consultant team will use the information synthesized from the plans and stakeholders to create the guiding standards and policies for the guidebook that will ensure cohesion and success in implementation. This process will identify the needs of the county for contextualized design standards and supportive policies. These will dictate the example design details and model ordinances that will be included in the guidebook. These goals and standards will be reviewed by county staff and the steering committee before guidebook creation.

#### **5. Guidebook Development**

After understanding our local context and needs the consultant will review existing guidebooks from the federal and state level to identify solutions that will be feasible in our region. Based on the determined need and challenges the team will outline the guidebook with county staff and then develop the material for the recommended sections. This will include example design details for facilities including complete streets, urban trails, and cycletracks, model ordinances on relevant policies such as micro-mobility, active transportation connectivity, trail density bonuses, etc., and discussion and examples of design aesthetics that will make these facilities fit the cultural context and texture of our cities and towns. Other sections will be included as determined through the data gathering process and workshops.

#### **6. Guidebook Refinement**

The consultant team will share the draft of the guidebook with partner cities and towns as well as the identified stakeholders who will be able to provide feedback. This feedback will be used to ensure the guidebook will truly serve those who will be using it for years to come. It should be in a place where cities, towns, and developers can use it as a starting point to save time and money on future projects. After the refinement process with the local governments and stakeholders the consultant team will present the guidebook to the steering committee for approval. From there it will be included in the ongoing update to the Cache County Trails and Active Transportation Master Plan to be officially adopted by the Cache County Council.

## **7. Project Coordination**

Throughout the project the consultant team will be responsible for communicating progress with county staff and setting up meetings or site visits as needed.

## **8. Project Budget**

Cache County has \$54,000 for this project. The priority should be developing a comprehensive and actionable guidebook for Active Transportation facilities and adoption in Cache County. This should at least include design details, design standards, and model ordinances. The second priority should be the data collection and communication to ensure the guidebook is actionable in the way the cities and towns will need. The consultant team should ensure there is some budget remaining to refine the guidebook after input from cities and stakeholders.

## **9. Project Timeframe**

Cache County does not have a hard deadline for this project and would like this guidebook to be as thorough as possible. We understand the workshops and meetings will take time. We are leaving each proposal to suggest a timeline that can be refined with the steering committee after a consultant selection is made.

## **Deliverables:**

1. Finalized Guidebook
  - a. Recreation and Active Transportation policy and standard goals for Cache County
  - b. Guide including policy and engineering standard recommendations based on best practices and local context
  - c. This deliverable will be ready for inclusion as a supplemental piece of the updated Cache County Trails and Active Transportation Master Plan to be adopted by Cache County Council.
2. Collection of Referenced Documents
  - a. All referenced documents to be cited in an appendix in the Guidebook
3. Collection of Meeting Minutes
4. Letters of Support from contributing cities

## 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 **5:00 PM on February 2nd, 2026**. Proposals received after the deadline will not be accepted. Any questions must be received by **5:00 PM on Friday, January 16th**.

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 will utilize a scoring system based on these three 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 deliverables as well as all planning components to be addressed. Demonstrate familiarity with similar projects and present a coordination strategy for working closely with Cache County, and the partner cities and agencies
- Team Experience and Qualifications – Explain the team structure and who from the team will be coordinating with county staff. 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 and provide a high quality, and actionable guidebook 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.

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 the 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.

## **Guidebook Examples:**

Below are examples of model ordinances and design guides from other regional governments.

- Lehigh Valley Planning Commission - Lehigh Valley, Pennsylvania

<https://lvpc.org/community-plans-%2B-guides>

- Montgomery County, Pennsylvania

<https://www.montgomerycountypa.gov/2448/Model-Ordinances-and-Design-Guidebooks>

- Delaware County, Pennsylvania

<https://www.delcopa.gov/planning/education/OrdinanceGuides>

- Leon County, Florida

<https://cms.leoncountyfl.gov/Government/Departments/Development-Support-Environmental-Management/Development-Services/Policies-and-Guidelines-Manuals>