



Memorandum

To: Springdale Town Council
From: Ryan Gubler
Date: June 2, 2022
Re: **Springdale Trails Community Engagement Agreement**

In July of 2025, the Town was awarded a \$20,000.00 Outdoor Recreation Planning Assistance grant from the Utah Division of Outdoor Recreation. The goal of obtaining this funding was to understand to what level Town residents were satisfied with the current state of trails in Springdale and then to plan accordingly.

To do this, we determined that we would hire a third-party to conduct a robust community engagement effort regarding trails in Springdale. If the results of this effort showed that there was a strong desire for more trails and/or improvements to existing trail infrastructure, we would move ahead with enhanced trail master planning.

We began advertising an RFP specifically for the community engagement effort and were fortunate enough to receive proposals from three very qualified applicants; Logan Simpson, Avenue Consultants, and Bike Utah.

A group consisting of Jack Burns, Randy Aton, Tom Dansie, Robert George, and Ryan Gubler convened to review each proposal in order to decide which applicant would be the best fit for our goals. We considered a number of different criteria, including applicant experience and qualifications, quality of submittal, cost of services, etc. It was determined by the group that Bike Utah would be the best fit for our needs and who we would like to move ahead with.

While there is currently no formal contract drafted, we recommend that council approve Bike Utah as the Town's partner for this trails community engagement effort. A contract will be presented to Town Council for approval in a future meeting.

Attached is a copy of the RFP that was issued by the Town, a copy of Bike Utah's proposal, and a copy of Bike Utah's proposed fees.



REQUEST FOR PROPOSALS

Town of Springdale Trails Community Outreach

The Town of Springdale is seeking proposals for community outreach services to determine the community's level of interest in expanding the Town's existing trail network. We are seeking a qualified and experienced firm to facilitate a robust public engagement effort to assist Town of Springdale staff in gathering community input.

BACKGROUND AND OVERVIEW

Springdale is a town of approximately 600 residents located at the entrance of Zion National Park in Washington County, Utah. Because of its proximity to Zion, it receives roughly 5 million visitors a year and is heavily impacted by tourism. Though outdoor amenities and recreational opportunities abound in Zion, many residents avoid the large crowds of the park and look for ways to recreate in town. One such way is via the Town's existing trail network.

Springdale's current trail network consists of several natural surface hiking and biking trails and a paved multi-use trail, all of which are frequently used for both recreation and for transportation. As part of the Town's ongoing commitment to enhancing residents' quality of life through meaningful recreation and active transportation, there is a growing interest in evaluating the current state of the trail system and understanding whether there is a demand for more trails.

The Town and its residents also prize the natural and undisturbed qualities of Zion Canyon's lower slopes and foothills which surround the Town. The Town's General Plan emphasizes the Town's goals of preserving these areas in as natural a state as possible. There are community concerns about the impacts additional trail expansion into the foothills could have on the natural characteristics and qualities of these areas.

The goal of this project is to engage the community in meaningful conversations about balancing the outdoor recreation and transportation benefits that could accompany expansion of the Town's trail system with the desire to promote the Town's vision for the natural and undisturbed nature of the Zion Canyon foothills. The project will gather diverse perspectives that will inform the Town's long-term planning for the potential development of trails in Springdale and whether to move forward with a trails master plan.

SERVICES REQUIRED

The Town of Springdale is seeking a qualified applicant who will work closely with Town of Springdale staff to provide the following services.

1. Create a comprehensive community engagement plan that outlines specific milestones, timelines, target audiences, and methods of engagement to achieve the Town's project goals.
2. Facilitate a variety of authentic engagement methods, including:
 - a. Public meetings/open-houses
 - b. Site visits
 - c. Specific stakeholder engagement (i.e. focus groups, interviews, etc.)
 - d. Online polls or surveys
 - e. Other creative and unique strategies to gather input
3. Gather and analyze data from engagement efforts to identify opportunities or concerns
4. Provide a final report summarizing the results of the community engagement effort and offer recommendations based on the findings (possibly presenting these findings to the Springdale Town Council in a public meeting)

APPLICANT QUALIFICATIONS

The Town of Springdale desires the following skills and capabilities of the applicant:

1. Demonstrated experience in successfully facilitating community engagement using a variety of methods
2. Familiarity with the topic of trails, outdoor recreation, active transportation, and potential impacts to viewsheds, sensitive species, and native vegetation.
3. An understanding of the impact of tourism, high visitation, and other issues faced by gateway communities
4. Experience with numbers 1 through 3 above in rural gateway communities in the Western United States

SUBMITTAL REQUIREMENTS

Applicants interested in providing the services listed above should prepare and submit proposals pursuant to the details listed below. Proposals must adhere to the format and contain all of the required information listed below. Failure to include any of the required information is grounds for rejecting the proposal, regardless of the consultant's qualifications.

1. Format:
 - a. Proposals must be in PDF format
2. Content: Proposals should contain all of the information listed below. The proposal should present the information in the order it is listed below. There is no maximum or minimum required length of the proposal. Proposals should be prepared economically

and be as concise as possible while still including a comprehensive description of the consultant's qualifications.

- a. *Letter of Transmittal*. This letter must contain:
 - i. The applicant's name, address, and contact information.
 - ii. A brief summary of the applicant's key qualifications.
- b. *Statement of qualifications*:
 - i. Relevant experience. Include any professional experience that qualifies the applicant to complete the project.
 - ii. Sub-partners. List any sub-partners that will be involved in the project, if any, along with their experience and qualifications.
 - iii. Additional information (optional). This section should be limited to information not covered elsewhere in the proposal that is directly related to the applicant's qualifications to provide the services listed above.
- c. *References*. Provide name and phone contact information for three individuals who can provide a reference regarding the applicant's abilities.
- d. *Proposed Project Plan*. Include a detailed description of how the applicant plans to provide the services listed in the "Services Required" section of this RFP. Include proposed project deliverables and a project timeline.
- e. *Statement of Proposed Fees*. Include the total compensation the applicant is seeking for the services listed in the "Services Required" section of this RFP. The Statement of Proposed Fees should be in a separate file from the rest of the submittal.

Each applicant should submit their proposals electronically in PDF format. The electronic submittal must be submitted via email to Director of Parks and Recreation Ryan Gubler at rgubler@springdale.utah.gov with the subject line: Springdale Trails Community Outreach. Submissions are due by the end of business (5:00 pm Mountain Standard Time) at the day of the deadline (see schedule).

SELECTION PROCESS

After the window for submitting proposals closes (see SCHEDULE section) the Selection Committee will conduct an initial review of all submittals. The first review will evaluate the submittals based on the following criteria:

- A. Applicant's professional experience, expertise and qualifications
- B. References
- C. Completeness and quality of submittal
- D. Applicant's ability to be timely and responsive
- E. Other evaluation criteria listed in Springdale Town Code (section 10-9-6(J))
- F. Costs and value of services

After the initial review the Selection Committee may elect to select a successful proposal. Alternatively, the Selection Committee may elect to contact proposers to ask for final and best offers, pursuant to the Town of Springdale procurement policy. After scoring all proposals (and

all final and best offers, if applicable), the selection committee will make a recommendation to the Town Council regarding the successful proposal. The Town Council will formally award the work and enter into a contract with the consultant.

SCHEDULE

The Town’s selection process for the project consultant will follow the schedule listed below.

- A. Request for Proposals Issued.....March 11, 2026
- B. Deadline for Submissions of Proposals.....March 25, 2026
- C. Initial Review of Proposals.....March 27, 2026
- D. Selection Committee Recommendation to Town Council.....April 2, 2026
- E. Award of Proposal/Approval of Contract.....April 8, 2026

The Town reserves the right to modify the schedule at its sole discretion in order to best facilitate the selection and review process.

ADDITIONAL INFORMATION

No Obligation to Select a Proposal

The Town of Springdale reserves the right to reject all proposals. In such a case the Town has the right to re-issue the Request for Proposals, issue a modified Request for Proposals, abandon the project, or pursue any other course of action it deems best in its sole discretion.

No Guarantee of Award

After selecting a successful proposal, the Town has the right to negotiate the scope and contract terms with the selected proposer. If such negotiations fail the Town is not obligated to award a contract or any other form or award, compensation, or consideration to the selected proposer.

Irregularities in Qualifications

The Town reserves the right to waive minor irregularities in the qualifications when such a procedure is reasonable in the best interest of the Town.

Amendments

If it becomes necessary to revise or amend any part of this Request for Proposals the Town will post the amended Request on its website.

Concise Submittals

Proposals should be prepared simply and economically, providing a straightforward and concise description of the consultant’s ability to perform the work in the “Services Required” section of this RFP.

No Reimbursement for Preparation Costs

Costs to prepare a submittal pursuant to this Request for Proposals are entirely the responsibility of the respondent. The Town will not reimburse any respondent any costs associated with responding to this Request for Proposals.

Requests for Additional Information

Should any proposer desire additional information, such proposer may submit a written request for additional information to the contact listed below. The Town will publish responses to all Requests for Information on the RFP page of the Town's website. Should the Town require additional information from any proposer to reasonably conduct its review of proposals, the proposer shall furnish the requested information in a timely manner.

Ryan Gubler
Director of Parks and Recreation
435-772-3434
rgubler@springdale.utah.gov

MARCH 2026

Proposal for the Town of Springdale Trails Community Outreach

PREPARED BY:



Letter of Transmittal

Dear Selection Committee,

Bike Utah is pleased to submit this proposal to support the Town of Springdale in designing and implementing a community engagement process focused on the future of its trail network.

As a statewide nonprofit dedicated to advancing active transportation and recreation, Bike Utah has extensive experience working with communities across Utah to plan and evaluate trail systems. Our work brings together residents, local governments, and partner organizations to navigate complex questions around access, tourism, and environmental stewardship.

We have led engagement efforts in a range of communities, including rural and gateway contexts where recreation and preservation must be carefully balanced. Through this work, we have developed an approach that emphasizes clear communication, inclusive participation, and practical outcomes that support decision-making.

For Springdale, we propose a structured and accessible engagement process tailored to the Town's unique setting at the entrance to Zion National Park. Our approach will combine stakeholder outreach, public meetings, site-based engagement, and online tools to ensure broad and meaningful participation.

The result will be a clear synthesis of community perspectives, identifying key themes, opportunities, and concerns, along with actionable recommendations to support the Town's next steps. As a nonprofit organization, Bike Utah also maintains the flexibility to provide additional engagement, as identified by our team in coordination with Town staff, beyond the specified budget when it adds value to the overall process.

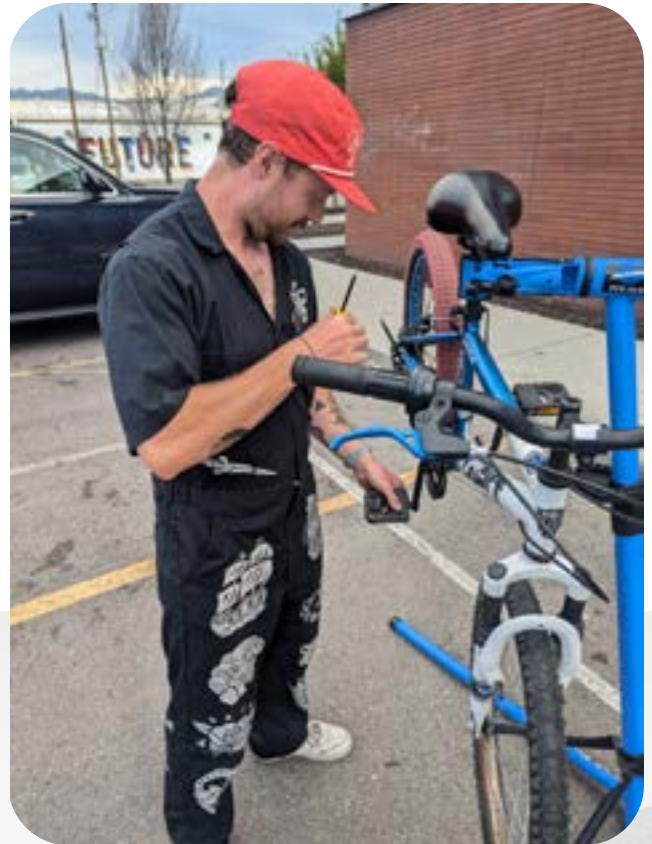
Bike Utah is committed to delivering a process that is transparent, responsive, and grounded in community values. We appreciate the opportunity to support the Town of Springdale in this important effort.

Sincerely,

Jordan Bartholomew

BIKE UTAH

PROJECT MANAGER



Firm: Bike Utah

Address: 960 S Main Street, Salt Lake City, UT 84101

Phone number: 1 (208) 680-2788

Email address: Jordan@bikeutah.org

Statement of Qualifications

Bike Utah is a community-based nonprofit and professional planning organization specializing in active transportation, trail planning, and community engagement. Founded in 2005, Bike Utah brings more than 20 years of experience working with communities, local governments, MPOs, and state agencies across Utah to improve walking, biking, and trail networks.

Our work is grounded in helping communities navigate complex questions around recreation, access, tourism, and environmental stewardship. This is particularly relevant in rural and gateway communities like Springdale, where trail planning often requires balancing expanded access with preservation of natural landscapes and community character.

Bike Utah's dual role as both a trusted community organization and a technical planning firm allows us to combine strong local relationships with data-driven analysis. Our multidisciplinary team of planners, GIS analysts, designers, and engagement specialists is skilled at designing inclusive engagement processes and translating community input into clear, actionable recommendations.

We focus on delivering plans that are practical, implementable, and grounded in community priorities, with a strong emphasis on transparency, accessibility, and long-term usability for staff and decision-makers.

Team Bios



Jordan Bartholomew
PROJECT MANAGER

Jordan has over seven years of experience leading community engagement for transportation and recreation-focused projects. He specializes in outreach strategies that build trust, elevate local knowledge, and inform planning outcomes. Prior to joining Bike Utah, he served as Director of the Provo Bicycle Collective, where he led programs focused on active transportation, youth education, and community access to biking. At Bike Utah, he leads youth education, community workshops, stakeholder interviews, and engagement activities for planning projects.

PROJECT ROLE:

For this project, Jordan will serve as Project Manager and lead all community engagement activities. He will oversee the open house, pop-up events, online survey, and stakeholder interviews, ensuring broad and meaningful participation. His experience engaging both residents and visitors around trails and active transportation will support a well-rounded, community-informed process tailored to Springdale's gateway context.



Cameron Carter
ENGAGEMENT SPECIALIST

Cameron is a community planner with five years of experience leading active transportation projects across Utah. His work focuses on helping small and mid-sized communities create safer, more connected, and people-centered transportation systems. With Masters degrees in both planning and public policy, he brings a strong understanding of how to align community goals with implementation. His approach emphasizes cost-effective solutions, cross-jurisdictional partnerships, and a practical understanding of what makes projects feasible from concept through implementation.

PROJECT ROLE:

For this project, Cameron will support community engagement and lead data analysis and plan development. He will synthesize input from workshops, surveys, and stakeholder interviews with demographic and transportation data to identify key needs, trends, and priorities. His experience turning complex information into clear, actionable recommendations will ensure the final plan is practical, well-supported, and aligned with Springdale's goals.



Jacob Brooks

GRAPHIC DESIGN LEAD

Jacob Brooks is a graphic designer with fifteen years of experience in branding, visualization, and document design for public-facing planning efforts. His work focuses on creating clear, accessible, and visually compelling materials that support communication with a wide range of audiences. Prior to joining Bike Utah, he served as Art Director for Brooks Advertising, where he led branding and messaging strategies for regional clients.

PROJECT ROLE:

For this project, Jacob will lead the design and layout of the master plan documents, ensuring that maps, graphics, and plan visuals clearly communicate site conditions and conceptual recommendations. His design expertise will support the creation of cohesive, user-friendly materials that make each access point's vision easy to understand and implement.



Carson Miller

GIS SPECIALIST

Carson is a GIS Analyst with a background in street design and bicycle urbanism. He supports Bike Utah's work by developing maps and analyzing geospatial data. Carson studied Bicycle Urbanism at the University of Copenhagen, where he gained hands-on experience with designing safe, connected, and user-focused street networks. His work emphasizes the relationship between the built environment and user experience

PROJECT ROLE:

For this project, Carson will lead GIS and mapping efforts. He will develop maps to support existing conditions analysis, integrate interactive mapping into the online survey, and analyze geospatial data to identify insights. His work will help translate community input and technical data into clear recommendations.

References



UTAH LAKE AUTHORITY

Utah Lake Recreation Access Plan

Client: Luke Peterson; Executive Director
Phone: 801-857-7014



CITY OF BLANDING

Blanding Downtown Plan

Client: Ben Muhlestein; Community Development Dir.
Phone: 801-851-1211



EAGLE MOUNTAIN CITY

Eagle Mountain City Off-Street Trails Master Plan

Client: Steve Mumford
Phone: 801-789-6616

Project Experience

PROJECT #1

Utah Lake Recreation Access Plan

CLIENT Utah Lake Authority
COMPLETION 2025
TYPE Recreation Access Planning

Bike Utah completed the Utah Lake Recreation Access Plan, a community-driven effort to improve access, connectivity, and user experience around one of the state’s most significant outdoor recreation destinations. Similar to Springdale, this work required balancing recreation demand, environmental considerations, and the interests of multiple communities and stakeholders.

Community engagement focused heavily on direct, place-based outreach. Bike Utah conducted targeted engagement with landowners, local governments, and partner agencies to understand constraints, opportunities, and long-term considerations related to access. In addition, our team engaged directly with users at key access points around Utah Lake, gathering real-time feedback from residents and visitors about how spaces are used, what improvements are needed, and where conflicts or challenges exist.

This combination of stakeholder coordination and on-site engagement provided both high-level and ground-level insights. It allowed Bike Utah to capture perspectives from those shaping policy as well as those actively using the space, resulting in a more complete understanding of community needs.



⋮ Bike Utah run Utah Lake landowner engagement meeting.

The engagement process informed recommendations that reflect both regional priorities and site-specific realities, supporting practical and implementable improvements to recreation access.

This project demonstrates Bike Utah’s ability to conduct effective engagement around high-use outdoor destinations, work collaboratively with landowners and communities, and gather meaningful input directly from users in the field; experience that is directly applicable to the Town of Springdale.

PROJECT #2

Eagle Mountain City Off-Street Trails Master Plan

CLIENT Eagle Mtn City **COMPLETION** 2026 **TYPE** Trails Planning

Bike Utah led the Eagle Mountain Trails Plan, a community-driven effort to evaluate and expand a growing trail network in one of Utah’s fastest-growing communities. The project required engaging a diverse population, including long-time residents, new households, and recreation users, while balancing access, connectivity, and community concerns related to growth.

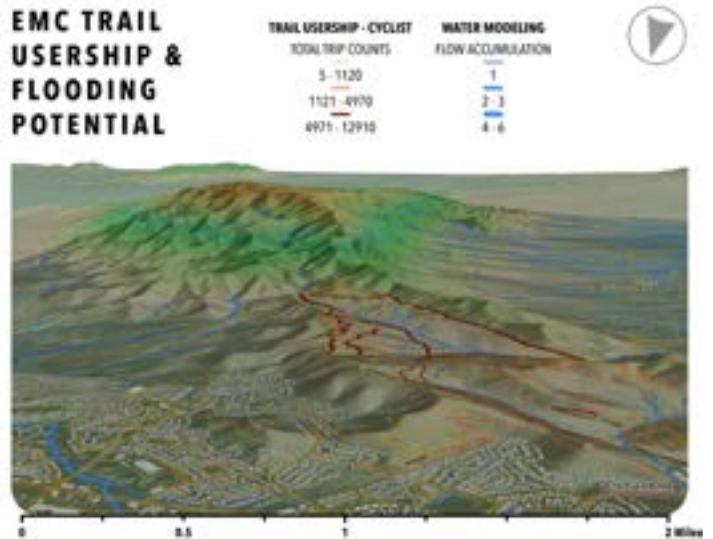
Community engagement combined broad outreach with targeted stakeholder coordination. Bike Utah facilitated public engagement opportunities to gather input from residents and trail users, while also conducting focused outreach with City staff, partner organizations, and key stakeholders to understand priorities, constraints, and long-term goals for the trail system.

This included interviews with a diverse range of trail users and interest groups, including mountain bikers, equestrian riders, hikers, and other recreation stakeholders, allowing us to capture a wide spectrum of perspectives on trail use, access, safety, and potential conflicts. By engaging directly with groups who experience the trail system in different ways, we were able to identify both shared priorities and unique concerns, ensuring recommendations reflect a balanced and inclusive

approach to trail planning.

This process allowed Bike Utah to identify key themes related to connectivity, access to open space, and the role of trails in supporting both recreation and transportation. Community feedback directly informed recommendations, resulting in a plan that reflects local values while supporting long-term planning and implementation.

This project demonstrates Bike Utah’s ability to lead effective engagement processes around trail systems, work with growing communities, and translate community input into clear, actionable recommendations.



Map created for EMC plan.

PROJECT #3

Moab Safe Streets and Roads for All (SS4A) Supplemental Planning

CLIENT
Moab

COMPLETION
Ongoing

TYPE
Street Safety Planning

Bike Utah is currently supporting the City of Moab, in partnership with Kimley-Horn, on an SS4A Supplemental Planning effort focused on improving roadway safety and advancing Complete Streets policies. Our role includes analyzing local demographics, travel patterns, and transportation barriers to understand which populations are most impacted by transportation improvements. We are also working with City staff to strengthen policies, ordinances, and procedures to better support Complete Streets implementation.

Community engagement will include several components carried out over the coming months. We plan to host an open-house style public meeting to introduce the project and facilitate discussion with residents and stakeholders. We will also conduct two pop-up events in high-traffic locations, allowing for more informal, accessible conversations with both residents and visitors.

An online survey with an interactive map will be used to collect detailed, location-specific feedback on safety concerns, connectivity gaps, and corridor priorities. In addition, we will conduct targeted interviews with City staff and officials to better understand existing policies, procedures, and implementation challenges related to Complete Streets.

This layered approach ensures feedback is captured from a broad range of residents and visitors. As a rural gateway community with a small resident population and significant tourism demand, Moab faces many of the same dynamics as Springdale—particularly the need to balance visitor activity with local mobility and safe access to trails and destinations. This project demonstrates Bike Utah’s ability to implement effective, context-sensitive engagement strategies and translate community input into practical, actionable outcomes for active transportation.



PROPOSED PROJECT PLAN

The Bike Utah Way

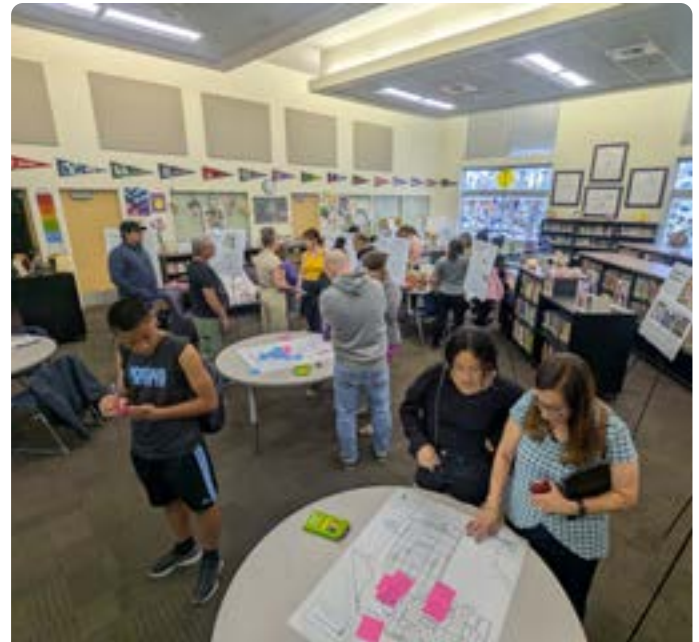
Bike Utah approaches community engagement as a structured, inclusive, and iterative process designed to build trust, elevate diverse perspectives, and produce clear, actionable outcomes. Our approach combines on-the-ground engagement with targeted stakeholder outreach and accessible tools to ensure broad participation while also capturing meaningful, place-based insights. We work closely with project partners throughout the process, allowing each phase of engagement to build on previous input and refine our understanding over time. The result is a community-informed foundation that supports thoughtful decision-making and reflects the values, priorities, and unique context of the Town of Springdale.

Project Management

Bike Utah will provide overall project management to ensure the engagement process is organized, efficient, and aligned with project goals. This includes coordinating tasks, managing the project schedule, maintaining clear communication with Town staff, and ensuring deliverables are completed on time. Our team will proactively identify needs, track progress, and adjust as necessary to keep the project moving forward smoothly.

Kick Off Meeting - Bike Utah will facilitate a kickoff meeting with Town staff to confirm project goals, refine scope, and align on expectations, timeline, and roles. This meeting will also include a review of existing plans, data, and known community considerations to ensure the engagement process is grounded in local context from the outset.

Regular Coordination Meetings - We will hold regular coordination meetings with Town staff throughout the project to provide updates, review findings, and gather input. These meetings will ensure alignment at key milestones, allow for timely decision-making, and support a collaborative and responsive project process.



Engagement effort for UVU Active transportation plan.

Community Engagement Plan

Bike Utah will develop a comprehensive Community Engagement Plan that clearly outlines project milestones, timeline, target audiences, and engagement methods aligned with the Town's goals. This plan will be created in close coordination with Town staff to ensure it reflects local priorities, seasonal considerations, and community dynamics.

The plan will identify key stakeholder groups, including residents, business owners, recreation users, and partner agencies, and will define tailored strategies for reaching each audience. It will also establish a clear sequence of engagement activities, communication touchpoints, and decision milestones to ensure a transparent and well-organized process.

This document will serve as a roadmap for the project, providing clarity on roles, expectations, and deliverables while allowing flexibility to adapt to community feedback as the process unfolds.



Bike Utah Community Engagement for Ephraim City Active Transportation Plan.

Engagement Methods and Facilitation

Bike Utah will design and facilitate a range of engagement opportunities to ensure broad, inclusive, and meaningful participation.

Open House: We will organize and facilitate an accessible, well-structured public meeting designed to encourage meaningful participation and dialogue. The event will incorporate a mix of formats such as a brief presentation, small-group discussions, and interactive activities to accommodate different communication styles and comfort levels. Materials will be clear and visually accessible, and participants will have multiple ways to share input, including verbal discussion, written comments, and interactive exercises. The meeting will be designed to both inform and listen, creating a welcoming environment for constructive community conversation.

Site Visits: We will conduct site-based engagement to better understand existing conditions and gather place-specific insights from community members and stakeholders. These visits will allow participants to share observations and perspectives in the context of real locations, helping ground discussions in lived experience. When appropriate, we will incorporate informal, on-site conversations or guided walk-throughs to capture feedback that may not emerge in traditional meeting settings. Site visits will also inform our understanding of

opportunities and constraints related to trail development, access, and preservation.

Stakeholder Engagement: We will conduct targeted outreach, including interviews and focus groups, to gather detailed input from key stakeholders such as local leaders, business owners, and partner organizations. These efforts will be iterative, with each round of engagement informed by prior conversations, allowing us to explore community values and priorities in greater depth and refine our understanding over time. A minimum of ten stakeholders will be interviewed and two focus groups will be held.

Online Surveys / Polling: We will design and distribute an online survey to reach a broad cross-section of the community, ensuring that those unable to attend in-person events can still participate. The survey will include a combination of quantitative and open-ended questions to capture both measurable trends and detailed feedback. It will be strategically timed and informed by earlier engagement efforts, allowing us to test emerging ideas, validate themes, and broaden participation across the community.

Data Collection and Analysis

Creative Engagement Strategies: As appropriate, we will incorporate additional tools such as interactive mapping, pop-up engagements, and visual preference exercises to make participation more accessible and engaging.

Visual preference exercises use curated images or scenarios to help participants evaluate different approaches to trail design, access, and landscape integration. By grounding discussion in tangible examples, this method makes it easier for participants to respond to concepts that might otherwise feel abstract or technical, while helping identify areas of alignment or concern across the community.

Bike Utah will compile and analyze all input gathered through the engagement process, including qualitative feedback from meetings and interviews as well as quantitative data from survey results.

We will identify key themes, areas of consensus, and points of tension related to trail expansion, recreation, and preservation. Particular attention will be given to understanding how different stakeholder groups may experience potential changes differently.

Findings will be organized into clear, accessible summaries that highlight opportunities, concerns, and tradeoffs. This analysis will provide the foundation for developing informed and balanced recommendations for the Town.






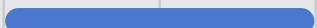




Throughout all engagement activities, Bike Utah will emphasize clear communication, respectful facilitation, and the creation of spaces where participants feel comfortable sharing a range of perspectives. As a non-profit organization, we have the flexibility to provide further engagement, as identified by our staff, beyond the specified budget.

Bike Utah run open house with mapping workshop.



Project Timeline

Based on our experience completing active transportation projects, we believe a four-month schedule is realistic to deliver everything included in the scope. However if selected, our team will work with Springdale staff to customize this schedule to ensure it fits within the existing timeline of the community.

Task	Phase/Task Description	Apr	May	Jun	Jul
1	Project Management				
	Kickoff Meeting				
	Community Engagement Plan Creation				
	Regular Coordination Meetings				
2	Public Outreach				
	Open House				
	Site Visits with Stakeholders				
	Stakeholder Interviews/Focus Groups				
	Survey				
	Data Analysis				
3	Final Report				
	Summary and Recommendations Report				
	Presentations on Findings				

Bike Utah Statement of Proposed Fees

Task	Phase/Task Description	Total Hours		Total Cost
	Project Management			
1	Kickoff Meeting	4		\$400
	Community Engagement Plan Creation	5		\$500
	Regular Coordination Meetings	3		\$300
	Task Hours:	12	Task Cost:	\$1,200
	Public Outreach			
2	Open House	8		\$800
	Site Visits with Stakeholders	5		\$500
	Stakeholder Interviews/Focus Groups	15		\$1,500
	Survey	10		\$1,000
	Data Analysis	8		\$800
	Task Hours:	46	Task Cost:	\$4,600
	Final Report			
3	Summary and Recommendations Report	16		\$1,600
	Presentations on Findings	7		\$700
	Task Hours:	23	Task Cost:	\$2,300
Total Task Hours:		81	Total Task Cost:	\$8,100