



Memorandum

To: Town Council
From: Ryan Gubler, Director of Parks and Recreation
Date: May 7, 2026
Re: **Contract with Bike Utah for Public Outreach Services**

Last month, Town Council passed an agreement between the Town of Springdale and Bike Utah for a public outreach effort related to trails in Springdale.

A draft contract was submitted by Bike Utah, which was then reviewed and revised by our legal team at Snow Jensen & Reece. This revised contract was shared with Bike Utah and they have verbally given approval of the terms.

Attached is a copy of the final contract, and listed below are some of the key provisions included therein:

- The anticipated project period runs from April 2026 to August 2026
- The Town will pay Bike Utah \$8,100.00 for their services
- Services provided by Bike Utah include:
 - Working directly with members of Town staff and Town Council throughout duration of project
 - Conduct diverse and creative outreach through events, surveys, interviews, etc.
 - Prepare and deliver a report to Town Council documenting the process of the engagement effort and key findings

It is recommended that Town Council approve the contract between the Town of Springdale and Bike Utah for public outreach services regarding trails in Springdale and direct the Mayor to sign.

SPRINGDALE TRAILS COMMUNITY OUTREACH

AGREEMENT FOR PROFESSIONAL SERVICES

This Springdale Trails Community Outreach Agreement for Professional Services (“Agreement”) is made this ____ day of _____, 2026, by and between Bike Utah, a Utah nonprofit corporation (“Consultant”), whose address is 960 South Main Street, Salt Lake City, UT 84101, and the Town of Springdale, a Utah municipal corporation (“Client” or “Springdale”). Client and Consultant are collectively referred to as the “Parties.” The Client desires to engage the Consultant to provide professional community outreach services (the “Project”). Consultant agrees to provide such services in accordance with the terms of this Agreement.

(1) Scope of Agreement. Consultant shall provide the professional services described in Attachment A – Scope of Services and Compensation, which is incorporated into this Agreement by reference. The anticipated project period is April 2026 through August 2026. Consultant shall begin work upon execution of this Agreement and authorization from Client to proceed. Consultant shall perform the services in a professional and timely manner consistent with generally accepted planning practices and in coordination with Client staff. The project schedule may be adjusted as needed by mutual written agreement of Client and Consultant as provided for under Section 12.

(2) Compensation. Client agrees to pay Consultant a total fee of Eight Thousand One Hundred Dollars (\$8,100) for completion of the services described in Attachment A – Scope of Services and Compensation. This fee includes all labor, materials, and expenses necessary to complete the scope of work unless otherwise authorized in writing by Client.

(3) Invoices and Payment. Consultant will submit invoices to Client on a monthly basis in accordance with Section 7 based on progress completed during the billing period. Each invoice will include a brief summary of work completed. Client shall remit payment within thirty (30) days of receipt of invoice.

(4) Additional Services. Services beyond those described in Attachment A – Scope of Services shall be considered Additional Services and will be performed only upon written authorization by Client. Compensation for Additional Services shall be mutually agreed upon in writing prior to commencement of such services.

(5) Termination. The Client may terminate this agreement for its convenience with fourteen (14) days written notice to the Consultant. In the event of termination, Client shall compensate Consultant for all services performed up to the effective date of termination.

(6) Ownership of Documents. All reports, documents, data, and other materials prepared by Consultant as part of this Project shall become the property of Client upon payment in full for services rendered. Consultant may retain copies of all work products for its records and professional portfolio.

(7) Method of Notice. Wherever in this Agreement it shall be required or permitted that notice or demand be given or served by any party to this Agreement to or on another, such notice or demand shall not be deemed to have been fully given or served unless made in writing and delivered by certified mail or by email. Addresses for each party are listed below:

SPRINGDALE:
Ryan Gubler
Parks and Recreation Director
118 Lion Boulevard
Springdale, Utah 84767
rgubler@springdale.utah.gov

BIKE UTAH:
Jordan Bartholomew
Project Manager / Community Engagement Specialist
Bike Utah
960 South Main Street
Salt Lake City, Utah 84101
jordan@bikeutah.org

(8) Insurance. Consultant shall maintain reasonable insurance coverage appropriate to the services performed under this Agreement, including general liability and professional liability coverage. Consultant shall provide proof of insurance to Client upon reasonable request.

(9) Indemnification. Consultant shall be responsible for its own acts and omissions and those of its employees. Consultant agrees to indemnify and hold harmless Client from claims, damages, or liabilities arising from the negligent acts or omissions of Consultant in the performance of services under this Agreement.

(10) Dispute Resolution. The parties agree to attempt in good faith to resolve any dispute arising from this Agreement through informal discussions. If the dispute cannot be resolved through such discussions, either party may thereafter file a civil action in the state or federal courts sitting in Washington County, Utah.

(11) Attorney Fees. If a court action is commenced to interpret or enforce any term of this agreement, the prevailing party in that suit is entitled to recover from the other party reasonable attorney's fees and costs incurred in the action, including fees and costs incurred during an appeal.



(12) Modification of Agreement. Any modification of, or amendment to, any provision contained in this Agreement is effective only if the modification or amendment is in writing and signed by both Parties. Any oral representation or modification concerning this Agreement is of no force or effect.

(13) Severability. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

(14) Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Utah.

(15) Entire Agreement. This Agreement, including Attachment A – Scope of Services, constitutes the entire agreement between the parties and supersedes all prior discussions or agreements related to the Project. This Agreement may be amended only by written agreement signed by both Client and Consultant.

(16) Partnership Not Intended Or Created. Notwithstanding any other express or implied provision of this Agreement, it is understood that Springdale does not in any way claim to be or propose a partnership or joint venture with Bike Utah in the conduct of Springdale’s municipal business and operations.

(17) Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

(18) Authority to Sign. The persons signing this Agreement on behalf of the Parties represent and warrant that they have full authority to sign the Agreement and bind the Parties to the terms of the Agreement.

(19)

The parties have executed this Agreement as of the date first written above.

BIKE UTAH (CONSULTANT)

TOWN OF SPRINGDALE (CLIENT)

By: _____
(signature)

By: _____
(signature)

(printed name and title)

Barbara Bruno, Mayor
(printed name and title)

Attest:

Town Clerk

SPRINGDALE TRAILS COMMUNITY OUTREACH

ATTACHMENT A - SCOPE OF SERVICES AND COMPENSATION

May 4, 2026

Bike Utah (“Consultant”) will serve as the consultant to the Town of Springdale (“Client”) to provide community engagement and outreach services and prepare a summary report documenting the results of outreach activities (the “Project”).

This Attachment A describes the scope of services to be completed by Consultant in support of the Project.

Consultant will coordinate closely with Client staff and project stakeholders throughout the engagement process to ensure outreach activities are inclusive, well-documented, and reflective of community perspectives.

Consultant will submit invoices on a monthly basis based on progress toward completion of the tasks identified in this scope of services. Each invoice will include a brief progress summary describing work completed during the billing period.

BACKGROUND

The Town of Springdale is undertaking a community engagement effort to gather input on trails, active transportation, and related mobility needs. This effort is intended to inform future planning, decision-making, and potential investments in active transportation infrastructure.

The Project includes designing and implementing a community engagement process that reaches a broad cross-section of residents, stakeholders, and visitors. Outreach activities will be designed to identify community priorities, opportunities, and barriers related to walking, bicycling, and trail use.

Specifically, the Project will include the following activities:

- Coordination with Town staff to refine outreach strategies and key messaging.
- Outreach activities including public events, surveys, focus groups, and online engagement.
- Documentation and synthesis of input received through all engagement activities.
- Identification of key themes, priorities, and areas of consensus or concern.
- Preparation of a draft and final summary report documenting outreach methods, participation, findings, and recommendations

The final report will summarize community input and provide actionable insights to inform future planning efforts, policy discussions, and potential project development related to trails and active transportation in Springdale.

SCOPE OF WORK

Bike Utah (CONSULTANT) will complete the following tasks.

Task 1: Project Management

CONSULTANT will manage project coordination, communication, and administration throughout the duration of the Project.

1.1 KICKOFF MEETING

CONSULTANT will facilitate a kickoff meeting with CLIENT staff to confirm project goals, refine scope, review relevant background information, and establish roles, schedule, and coordination procedures.

1.2 COMMUNITY ENGAGEMENT PLAN

CONSULTANT will prepare a Community Engagement Plan outlining engagement methods, schedule, and target audiences. The plan will be developed in coordination with CLIENT staff and will serve as a roadmap for outreach activities.

1.3 REGULAR COORDINATION MEETINGS

CONSULTANT will conduct regular coordination meetings with CLIENT staff to provide project updates, review progress, discuss key decisions, and ensure alignment throughout the Project.

Task 2: Public Outreach

CONSULTANT will design and implement engagement activities to gather input from residents, stakeholders, and visitors regarding trails and active transportation.

2.1 OPEN HOUSE

CONSULTANT will organize and facilitate a public open house to present project information and collect community input through small group discussions and interactive activities.

2.2 SITE VISITS WITH STAKEHOLDERS

CONSULTANT will conduct site-based engagement activities to gather place-specific input from stakeholders and better understand existing conditions and user experiences.

2.3 STAKEHOLDER INTERVIEWS AND FOCUS GROUPS

CONSULTANT will conduct targeted outreach (interviews, focus groups) to gather detailed input from key stakeholders such as community leaders, business owners, and partner organizations.

2.4 SURVEY

CONSULTANT will design and distribute an online survey to collect input from a broad cross-section of the community, including both quantitative and qualitative feedback.

2.5 DATA ANALYSIS

CONSULTANT will analyze input from all engagement activities to identify key themes, priorities, and areas of consensus or concern.

Task 3: Final Report

CONSULTANT will prepare and present a summary of community engagement activities, findings, and recommendations to inform future decision-making.

3.1 SUMMARY AND RECOMMENDATIONS REPORT

CONSULTANT will prepare a draft and final report documenting engagement methods, participation, key findings, and actionable recommendations based on community input.

3.2 PRESENTATION OF FINDINGS

CONSULTANT will present key findings and recommendations to CLIENT staff and/or elected officials.

Deliverables

CONSULTANT will prepare and submit the following deliverables as part of the Project:

- Community Outreach Plan
- Draft Summary and Recommendations Report
- Final Summary and Recommendations Report
- Presentation materials summarizing key findings and recommendations

FEE PROPOSAL

SPRINGDALE TRAILS COMMUNITY OUTREACH		
TASK/SUBTASK	TOTAL HOURS	TOTAL COST
Task 1: Project Management	12	\$1,200
1.1 Kickoff Meeting	4	\$400
1.2 Community Engagement Plan	5	\$500
1.3 Regular Coordination Meetings	3	\$300
Task 2: Public Outreach	46	\$4,600
2.1 Open House	8	\$800
2.2 Site Visits with Stakeholders	5	\$500
2.3 Stakeholder Interviews/Focus Groups	15	\$1,500
2.4 Survey	10	\$1,000
2.5 Data Analysis	8	\$800,
Task 3: Final Report	23	\$2,300
3.1 Summary and Recommendations Report	16	\$1,600
3.2 Presentation on Findings	7	\$700
TOTAL	81	\$8,100

SCHEDULE OF PERFORMANCE

Task	Phase/Task Description	Apr	May	Jun	Jul	Aug
1	Project Management					
	Kickoff Meeting		May 25-29			
	Community Engagement Plan Creation					
	Regular Coordination Meetings					
2	Public Outreach					
	Open House			June 8-12		
	Site Visits with Stakeholders			June 8-12		
	Stakeholder Interviews/Focus Groups					
	Survey					
	Data Analysis					
3	Final Report					
	Summary and Recommendations Report					
	Presentation on Findings					