R6 REGIONAL COUNCIL

Request for Proposal (RFP)

Sevier County Recreation Gap Analysis & Opportunity Planning
For: R6 Regional Council

Issued: Monday, July 20, 2026
Deadline: Monday, August 3, 2026

Introduction

Sevier County is becoming a rural recreation hub for mountain biking, hiking, and a variety of other outdoor recreation activities. Municipalities and the County continue to expand opportunities, but sometimes with resources in silos. This project aims to identify gaps and opportunities, with a specific focus on significant county-wide and regional projects that might not be feasible without significant collaboration between involved stakeholders.

Budget

Proposals shall not exceed $50,000. R6 will contribute staff time toward stakeholder engagement.

Deadline for Proposal Submission

Proposals must be received by JaLyne Roundy, Chief Financial Officer, by email before 5:00 pm on Monday, August 3, 2026. Proposals shall be emailed to jalyne@r6.utah.gov. No proposals will be accepted after the closing date and time.

Scope of Work

The selected consultant shall complete the following tasks and deliver the associated outcomes.

1. Assess Existing Regional Recreation Assets and Opportunities

Conduct an assessment of existing outdoor recreation assets, amenities, and planning efforts throughout Sevier County to identify gaps, duplication of services, and opportunities for regional collaboration. The assessment should focus on identifying needs that cannot be effectively addressed by individual communities acting independently.

2. Engage Regional Stakeholders

Facilitate engagement with project stakeholders, local governments, community organizations, and the public to identify shared recreation priorities and opportunities for regional investment. Summarize stakeholder input and document areas of consensus that support county-wide collaboration. This portion of the scope of work will be completed in partnership with R6 Community Advisors.

3. Identify and Evaluate Regional Project Opportunities

Identify potential outdoor recreation projects that provide regional benefits and would require substantial coordination, shared investment, or joint implementation among multiple jurisdictions and partner organizations. Evaluate each opportunity based on factors such as community impact, feasibility, anticipated demand, partnership requirements, and long-term sustainability.

4. Develop Regional Project Recommendations

Prepare a prioritized set of recommendations for significant county-wide and regional recreation projects. For each recommended project, provide:

- A description of the proposed project.
- Recommended project partners and governance considerations.
- Potential funding sources and financing strategies.
- A recommended timeline for project advancement.
- Implementation considerations, including benefits and challenges.

5. Deliver a Regional Recreation Implementation Strategy

Prepare a final implementation strategy that outlines a clear path for advancing the recommended regional recreation projects. The strategy shall identify priority actions, partnership opportunities, funding approaches, and decision-making considerations to support future collaboration among participating agencies and organizations.

Timeline:

2026: July: RFP for Consultant
August: Selection of Consultant
September: Stakeholder Meeting with R6 & Selected Consultant
October: Community Outreach & Technical Analysis begin

2027:
January: Stakeholder Review of Outreach & Analysis
February: Feedback on Final Plan
March: Final Plan Publicly Available
Ongoing: Stakeholders Pursue County-wide/Regional Projects Based on Plan

Selection Team

An evaluation of the proposals will be made by the R6 Regional Council's Purchasing Committee. The committee will evaluate and score the proposals in accordance with the criteria specified below. If any member of the committee has a conflict of interest with a consultant or proposal, that member will be recused from participating in the selection process.

Proposal Scoring

The proposal shall consist of the four sections listed below. Each section will be reviewed and assigned a point score from 1 to 25. R6 reserves the right to extend the evaluation process by selecting a shortlist of two or more of the highest-ranked consultants to participate in phone interviews but is not required to do so. If interviews are held, the selected consultants will be provided with additional information about the format, length, content, and scoring to be used.

The selected consultant will be the one with the highest overall point score. R6 reserves the right to reject any and all proposals. No compensation will be provided to consultants preparing proposals for the project.

Section	Evaluation Criteria	Maximum Points
1	Understanding of Project	25
2	Relevant Experience	25
3	Fees	25
4	Experience with Local Governments	25

Proposal Format

Proposals should be submitted electronically in PDF format to JaLyne Roundy, Chief Financial Officer, at jalyne@r6.utah.gov.

The purpose of these guidelines is to ensure consistency in format and content of proposals that are prepared by consultants and submitted to the R6 Regional Council. The proposal should contain the following information in the order listed:

1. Introductory Letter
2. Section #1 – Understanding of Project
3. Section #2 – Relevant Experience
4. Section #3 – Fees
5. Section #4 – Experience with Local Governments

All submittals must be clear, concise, and in the recommended format so the proposals can be evaluated in an efficient and objective manner by the committee. The four (4) sections in the proposal should be labeled for easy reference (#1, #2, #3, #4).

Section 1: Understanding of Project

Includes evaluation of the consultant's understanding of what R6 has requested in the RFP as well as their input about experience and knowledge of developing similar projects.

Section 2: Relevant Experience

Includes evaluation of the consultant's experience working with local agencies and similar organizations on projects of comparable scope and complexity.

Section 3: Fees

The proposal should outline the anticipated fees for the services provided to R6.

Section 4: Experience with Local Governments

The proposal should outline the consultant's experience working with local governments.

Contract Term

The R6 Regional Council will enter into a contract with the successful consultant for a term of 6-12 months to provide the services outlined in this RFP. This contract may be extended to facilitate project completion. R6 would like a final draft of the project to be completed by February 1, 2027.

Disclosure and Disposal

Once submitted, the proposal becomes the property of the R6 Regional Council and is treated as a public document. The proposal will be disposed of according to R6 policies, including the right to reject any and all proposals. Proposals shall be open to public inspection according to R6 policies. The consultant may request in writing the non-disclosure of trade secrets and other proprietary data. Upon request from the consultant, R6 will examine the proposal to determine the request's validity prior to the award of the contract. If R6 disagrees with the consultant's request, R6 will inform the consultant in writing which portion of the proposal will need to be disclosed. At that time, the consultant will have an opportunity to withdraw their proposal. Otherwise, the data will be disclosed.