



NIBLEY CITY COUNCIL AGENDA
THURSDAY, SEPTEMBER 17, 2026 – 6:30 PM MT

In accordance with Utah Code Annotated §52-4-207 and Nibley City Resolution 12-04, this meeting may be conducted electronically. The anchor location for the meeting will be Nibley City Hall, 455 W 3200 S, NIBLEY, UT 84321-6337. The public may also view the meeting via the YouTube link provided at www.nibleycity.gov. Public comment should be submitted to cheryl@nibleycity.gov by 6:30 PM. Public comments with names and addresses will be read into the public record.

1. Opening Ceremonies (Mayor Jacobsen)
2. Call to Order and Roll Call (Chair)
3. Approval of the August 27, 2026, Meeting Minutes and the Current Agenda (Chair)
4. Public Comment Period¹ (Chair)
5. Planning and Zoning Commission Report
6. Parks and Recreation Advisory Committee Report
7. Staff Reports

8. **Presentation:** Nibley Children's Theater
9. **Discussion:** Law Enforcement, Code Enforcement, Animal Control
10. **Discussion:** Open and Public Meeting Act Training
11. **Discussion and Consideration:** Resolution 26-17—Accepting the Fraud Risk Assessment for 2026 (First Reading)
12. **Discussion and Consideration:** Ordinance 26-13—Amending NCC 19.24.150 Permitted Signs, Including Provisions Related to Political and Temporary Signage, Setbacks and Permit Requirements (Second Reading)
13. **Discussion and Consideration:** Ordinance 26-12—Adopting NCC 19.50 Expiration of Inactive Applications (Second Reading)
14. **Discussion and Consideration:** City Council Direction and Authorization to Staff to Enter into a Contract for Nibley 1200 West City Park- East Concepts and Design Phase 1
15. **Workshop:** Lease of City Owned Properties
16. **Council Reports**

Adjourn

Nibley City's next scheduled City Council meeting will be on Thursday, October 15, 2026, at 6:30 PM MT.

¹ Public input is welcomed at all City Council Meetings. 15 minutes have been allotted to receive verbal public comment. Verbal comments shall be limited to 3 minutes per person. A sign-up sheet is available at the entrance to the Council Chambers starting 15 minutes prior to each council meeting and at the rostrum for the duration of the public comment period. Commenters shall identify themselves by name and address on the comment form and verbally for inclusion in the record. Comment will be taken in the order shown on the sign-up sheet. Written comment will also be accepted and entered into the record for the meeting if received prior to the conclusion of the meeting. Comments determined by the presiding officer to be in violation of Council meeting rules shall be ruled out of order.

In compliance with the Americans With Disabilities Act, reasonable accommodations for individuals with disabilities will be provided upon request. For assistance, please call (435) 752-0431.

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Agenda Item #8

Description	Presentation: Nibley Children's Theatre
Presenter	Emily Rigby, Nibley Children's Theatre Director Lori Hill, Nibley Children's Theatre
Staff Recommendation	
Reviewed By	

Background:

Emily Rigby or another designated representative of the theatre, will report on the 2026 Nibley Children's Theater.

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Agenda Item #9

Description	Discussion: Law Enforcement, Code Enforcement, Animal Enforcement
Presenter	
Staff Recommendation	
Reviewed By	

Background:

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Agenda Item #10

Description	Discussion: Open and Public Meetings Act (OPMA) Training
Presenter	Cheryl Bodily, City Recorder
Staff Recommendation	
Reviewed By	Larry Jacobsen, Mayor Justin Maughan, Nibley City Manager

Background:

The Nibley City Council should receive training regarding the Open and Public Meetings Act (or OPMA) at least annually according to Utah Code 52-4-104. This training is also required to satisfy the requirements of Nibley City's internal and external audit.

- **Who must complete it:** All public governing body members
- **Time frame for completion:** Yearly
- **Who provides it:** Anyone the presiding officer deems appropriate
- **Who tracks it:** Presiding officer, in conjunction with records officer
- **Who enforces it:** Office of the Attorney General and County Attorney
- **Statute:** OPMA statute can be found in Utah State Code 52-4:
<https://le.utah.gov/xcode/Title52/Chapter4/52-4-S101.html>

Link to the training:

<https://training.auditor.utah.gov/courses/open-and-public-meetings-act-training-2026>

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Agenda Item #11

Description	Discussion and Consideration: Resolution 26-17— Accepting the Fraud Risk Assessment for 2026 (First Reading)
Presenter	Justin Maughan, City Manager
Staff Recommendation	
Reviewed By	Larry Jacobsen, Mayor Justin Maughan, City Manager Amy Johnson, City Treasurer Cheryl Bodily, City Recorder

Background:

Fraud Risk Management in the State of Utah focuses on minimizing the risk of fraud within governmental entities by implementing internal controls and regular assessments, as well as promoting fraud awareness. Utah's Office of the State Auditor has developed a Fraud Risk Assessment tool that helps local governments evaluate their vulnerability to fraud and identify areas for improvement. This assessment emphasizes practices such as segregation of duties and regular audits to ensure transparency and accountability with city finances.

Additionally, Utah's fraud risk management strategy encourages the development of clear policies on fraud prevention and reporting. It also highlights the importance of ongoing training for employees and elected officials to identify potential fraud risks. Active oversight from city councils plays a role in this process, ensuring that any risks are promptly addressed to protect public resources and maintain public trust.

Nibley City uses this tool annually to ensure that we are following the best practices and meeting the best standards possible.

Staff members held the internal audit last week with the help of Councilmember Randy Spaulding. This gave our office a chance to show the Council the things we do every day to maximize the value given to our citizens.

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Fraud Risk Assessment

Background

The Office of the State Auditor (Office) regularly receives complaints of fraud or abuse by local government officials. The Office is also aware of internal investigations performed by local governments of their own officials and employees. Some of these situations receive significant media coverage, while others are resolved with less publicity. In either case, the level of concern by the public and local and state officials is significant. Many have asked the Office for more direction on how to prevent such occurrences in the future. The program outlined in this guide is designed to help measure and reduce the risk of undetected fraud, abuse, and noncompliance in local governments of all types and sizes. This assessment is a starting point, it is the hope of the Office that local governments will add to and adapt this form to improve how they manage their internal controls and the risk of fraud, waste and abuse.

Internal Controls as a Discipline

Professional literature, as well as our own experience, indicates that the solution to the reduction of fraud risk lies in effective internal controls. Internal controls are the policies, practices, and processes that ensure the operations of an organization are performed effectively and efficiently. Internal Controls are also intended to deter or prevent the misuse of public funds. Since internal controls require time and resources, entities should seek to reduce risk to an acceptable level, not eliminate risk altogether. In other words, a lock should never cost more than the item it is intended to protect.

The Committee of Sponsoring Organizations of the Treadway Commission (COSO) is a group of organizations dedicated to providing frameworks and guidance on risk management, internal control, and fraud deterrence. COSO publishes a document "Internal Control – Integrated Framework" (the COSO Framework). The COSO Framework is noted as the gold standard for designing and implementing an entity-wide internal control program for all organizations including governments. The Government Accountability Office (GAO) publishes its own guidance for proper internal controls in government entities known as the Green Book. The Green Book follows the COSO Framework, but adds some specific context that is unique to the government environment. We used both of these publications as resources for this project.

The COSO Framework includes five principles:

- Tone at the Top
- Risk Assessment
- Control Activities
- Communication

- Monitoring

Incorporating these five principles into an organization is a recommended but complex endeavor. Most accountants and auditors have been trained on these principles, but full implementation requires additional training and a commitment throughout the organization to be effective. We recommend every organization with the resources use COSO, GAO, GFOA, or any other reputable source as an aid to implementing a comprehensive internal control program.

Due to the expense, most local governments in Utah lack the resources necessary to completely implement the COSO Framework. Our goal is to take the concepts of the COSO Framework and boil them down to specific measures that every local government can incorporate at minimal cost. If properly implemented, we believe these measures will reduce the risk of undetected fraud, abuse, and noncompliance. We have also developed a risk assessment model that provides a basic evaluation of an entity's fraud risk, based upon required separation of duties and our recommended measures.

Recommended Measures

1. Separate Duties over Cash Accounts (Crucial)

Widely recognized as a crucial internal control, separation of duties includes separating the powers of the treasurer and clerk (the person who performs the accounting function, regardless of title), as required by state law. If the roles and responsibilities of treasurer and clerk are *not* 1) separate, 2) independent, and 3) monitored by the governing board, the risk of financial fraud and abuse increases.

In general, the treasurer is responsible for the collection and custody of funds while the clerk validates payment requests, ensures compliance with policy and budgetary restrictions, prepares checks, and records all financial transactions. In situations where proper separation of duties are not maintained, mitigating controls must be implemented. Because of the extreme importance of this control, we have developed a separate questionnaire (see attached) to help determine if basic separation of duties or mitigating controls are in place.

2. Require a Commitment of Ethical Behavior

Purpose

A critical, fundamental, and far-reaching problem facing government today is the lack of public trust and confidence. Government officials are expected to perform their government duties without using their position for personal benefit. A written statement on ethical behavior will provide clarity and serve as a physical reminder of the aspirations of the organization.

Overview

Maintaining an ethical environment requires setting an example and communicating proper expectations at every level of the organization. Training and re-enforcement of

ethical standards must be continuous and applicable. Expectations must point to the highest standards and not excuse bad behavior by anyone for any reason.

Implementation

We recommend the entity set clear expectations and exercise consistent enforcement. We recommend instilling a culture rewarding high ethical standards, rather than rewarding cutting corners or engaging in questionable or self-serving behavior. We recommend that every entity have a written policy and strong practices that address a standard of ethical behavior, including prohibited activities, required disclosures, and clear directions on how and to whom disclosures should be submitted and reviewed. We also recommend that the entity require elected or appointed officials and employees to annually commit in writing to abide by the entity's standards of ethical behavior. This practice will provide an opportunity to review the policy and identify any potential or actual conflicts of interest. Requiring periodic confirmation will deter individuals from acting unethically and identify issues before they become problematic.

3. Adopt and Put Into Practice Written Policies

Overview

The governing body should evaluate policies to make sure they establish proper oversight and direct the organization toward the desired outcomes. The following are key policies along with certain elements that we have identified that are either required by law or best practices to improve the internal control system. As a matter of practical implementation, template policies that contain these elements are available on the Office's website at resources.auditor.utah.gov.

a. Conflict of Interest

1. Specifies who is required to declare conflicts.
2. States that if a new conflict arises during course of business it must be reported.
3. Requires each public official/employee to complete a disclosure form on an at least an annual basis.
4. Identifies the individual/position responsible to gather disclosure forms.
5. Disclosure forms provide the user a way to disclose conflicts or indicate that they have no conflicts.
6. Disclosure forms must list the name and position of the public official/employee.
7. Disclosure forms must list the name of the business entity and ownership interest or position for a business regulated by the entity for which there is a conflict.
8. Disclosure forms must list the name of the business entity and ownership interest or position for businesses doing business with the entity.
9. Disclosure forms must list any investments that may create a conflict with the entity.
10. The disclosure shall be made in a sworn statement filed with the entity's governing body.

b. Procurement

Seek the best value for the entity and promote a competitive purchasing process.

1. Specifies a small item threshold allowing employee or department discretion.
2. Specifies documentation required for each level of purchasing (e.g. small purchases, medium purchases and purchases requiring competitive bid).
3. Specifies purchasing procedures (e.g. advertising methods and time frames, rejection of bids, appeals) for items requiring competitive bid.
4. Lists exemptions and documentation needed for not following regular bidding requirements (e.g. sole source provider, emergency purchases etc.).
5. Addresses improper or illegal conduct:
 - a) Prohibits dividing a procurement to avoid following policy (Utah Code 63G-6a-2404.3)
 - b) Prohibits kickbacks (Utah Code 63G-6a-2404)
 - c) Requires disclosure of conflicts of interest (Utah Code 63G-6a-2406)
 - d) Prohibits cost-plus-a-percentage-of-cost contracts (Utah Code 63G-6a-1205)
 - e) Lists other specific activities that are not allowed (Utah Code 67-16 applies to the state and all political subdivisions)
6. Designates a purchasing agent, specify who may sign contracts including requirement for contracts that must go before the governing body.
7. Has an ethics provision and/or reference Utah Code 67-16.
8. Documents consequences of violating the policy (e.g. formal reprimand, suspension, termination or criminal prosecution).

c. Ethical Behavior

1. Prohibits participation in decisions or actions in which the employee or official has real or reasonably perceived conflict (see conflict of interest policy).
2. Prohibits use of authority for personal gain or that of close friends, family, or business associates.
3. Prohibits receiving gifts, loans or bribes.
4. Requires confidentiality regarding any information not subject to GRAMA.
5. Prohibits violation of nepotism laws (Utah Code 52-3).
6. Prohibits misuse of public resources or property (Utah Code 76-8-4).
7. References the Utah Public Officer and Employee Ethics Act (Utah Code 67-16).
8. Establishes individual accountability, including consequences for noncompliance (e.g. suspension, termination).

d. Reporting Fraud and Abuse

1. Requires the reporting of inappropriate actions or behavior.
2. Provides reporting structure, including alternatives if the employee's normal supervisor is involved.
3. Provides guidance on the type of actions and behaviors which must be reported.
4. Provides guidance on the information to be provided (e.g. names, dates, times, descriptions, effects) when reporting fraud or abuse.
5. Provides whistleblower protection or referrers to Utah Code 67-21-3.
6. Provides for the evaluation, investigation and possible consequences of the alleged action or behavior.

7. Provides for feedback to the employee reporting the action and the governing body.

e. Travel

1. Establishes a process to authorize travel expenditures (i.e. preauthorization).
2. Defines what constitutes allowable and unallowable travel and clearly establishes reasonable limits.
3. Establishes a reporting structure with senior management reporting to the governing body.
4. Establishes individual accountability, including consequences for noncompliance (e.g. suspension, termination, recovery of funds, inability to travel).
5. Requires adequate record keeping (documentation of time, place, business purpose, and authorization).
6. Communicates the public nature of purchase records.
7. Ensures enough information is gathered and communicated to maintain accountability and measure performance.
8. Has a provision to comply with external reporting requirements (e.g. IRS, Utah Public Finance Website reporting).

f. Credit/Purchasing Cards

1. Credit/purchase card issuance should be approved by governing body.
2. Establishes procedures for independent review and reconciliation of each card.
3. Establishes card holder accountability including consequences for noncompliance (e.g. suspension, termination, recovery of funds, or loss of card privileges).
4. Establishes required practices to ensure the security of the card (e.g. signing, storing, and who can use the card).
5. Establishes procedures for card use (e.g. documentation required, timelines, reconciliations, restrictions).

g. Personal Use of Entity Assets

1. Establishes allowable uses, or disallows use, of entity assets and rates if applicable (e.g. making photocopies, use of heavy equipment).
2. Establishes individual accountability, including consequences for noncompliance (e.g. suspension, termination, recovery of funds or loss of privileges).

h. IT & Computer Security

1. Establishes allowable uses of information systems, computer equipment, and the internet.
2. Discloses to the user that the entity has the right to monitor and limit the activities on entity IT systems.
3. Establishes individual accountability, including consequences for noncompliance (e.g. suspension, termination, recovery of funds, or loss of privileges).

i. Cash Receipting and Deposit

1. Establishes a timeline for entering receipts into the accounting system.
2. Establishes a timeline for depositing funds in the bank that complies with the Utah Money Management Act (3 days).

3. Establishes security measures for holding funds before deposit (e.g. safe, vault).
4. Establishes a receipting process for giving the customer documentation of the transaction and also provide sufficient information to understand the purpose of the transaction for management review or audit.
5. Establishes a procedure for entering credit card and ACH transactions into the accounting system.
6. Establishes a separation of duties between the person receiving payments and the person making deposits (smaller entities may require dual sign-off on deposits).
7. Establishes required documentation for voiding or altering a cash receipt, including that it be reviewed by someone that didn't make the correction.
8. Requires system-generated or sequentially-numbered receipts to allow for a review of completeness.
9. Requires cash deposits and receipts to be reconciled and/or reviewed by someone not receiving cash.

4. Hire and Train Qualified Staff

Purpose

In order to ensure the effective and efficient delivery of government services, each entity should identify the knowledge, skills, and abilities (KSA) needed by its management and employees. In technical areas, KSA often align with formal credentials, such as a degree or license. Accounting is an area where degrees and professional designations usually indicate a level of proficiency.

Overview

A licensed Certified Public Accountant (CPA) is the most common designation of a person who possesses the KSA needed to oversee the day-to-day financial operations of an entity. There are several other designations that may indicate similar KSA, such as Certified Government Financial Manager (CGFM), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Government Auditing Professional (CGAP), and Certified Public Finance Officer (CPFO). At a minimum, we recommend that every entity have someone with a bachelor's degree in accounting as part of its staff.

Implementation

While not every local government entity needs a full-time CPA, every entity should utilize a qualified accountant to ensure that its finances are protected and accurately reported. Most accounting firms and professional bookkeeping services provide a variety of services on an as-needed basis. We recommend every local government evaluate the level of KSA possessed by its accounting staff and consider contracting with an accounting professional. The accounting professional could perform some or all of the accounting and ensure that the entity has effectively implemented internal controls and meets reporting requirements.

To aid local government entities in identifying and procuring the services of qualified accounting professionals, the Office maintains a qualified vendor list included on the Office's website at resources.auditor.utah.gov. The firms on this list have met the requirements set forth by the Office to provide bookkeeping, compliance reporting, or financial statement preparation for local governments.

5. Provide Effective Training

Overview

Training is vital to any organization, especially governments, where services are essential to economic prosperity and basic human needs. Public officials and key employees need to possess at least a basic understanding of the legal requirements of their entity. We encourage entities to consider the KSA needed to support the services provided by their entity, then determine the appropriate level of training that is needed to maintain those KSA. The entity should provide resources to attend sufficient and appropriate training on an ongoing basis.

Implementation

The Office provides comprehensive but basic training on financial topics for local government board members and finance officers. However, this training serves only as an introduction for those who are new or previously untrained in local government financial matters. We recommend board members and finance officers identify and participate in organizations that provide more advanced training. These organizations may be specific to the government type (e.g. counties, charter schools), a specific type of operation (e.g. sewer, water), or a specific job within the organization (e.g. treasurer, finance officer).

At a minimum, board members should view our online basic but comprehensive training every four years (see training.auditor.utah.gov). Also, at least one member of the finance team, preferably the chief finance officer, should have 40 hours of financial training each year. Financial training includes: auditing, accounting, budgeting, reporting, internal controls, fraud prevention and detection, software, and any other topic that is related to the management of finances.

6. Implement a Hotline

Definition

A hotline is a means by which the public and employees can anonymously report concerns about improper behavior of an entity's officers or employees or concerning practices of the entity.

Overview

Fraud losses are 50% smaller at organizations with hotlines than those without hotlines. According to the Association of Certified Fraud Examiners, 40% of reported instances of fraud are discovered through a tip. More than half of these tips were provided by an employee of the organization and 46% of fraud cases detected by tip were reported through a hotline.

Implementation

An effective hotline can be implemented at virtually no cost and can be as simple as providing an email address or phone number. Hotline submissions should be sent directly to a person who has the resources and objectivity to evaluate the concern and investigate if warranted. All complaints and the results of investigations should be presented to the audit committee of the entity in a timely fashion.

Hotlines should be promoted and easy to access (most entities put a link to their hotline on the main page of their website). Every entity should have a written policy that includes the following:

1. Methods for receiving complaints (e.g. email, phone number).
2. A provision for anonymous complaints.
3. Sufficient direction to ensure complaints are given adequate treatment as follows:
 - a. An initial screening of complaints to be performed by an office not involved in the complaint (this could be accomplished by having it performed by more than one office if an independent internal audit function does not exist or it could be sent directly to the audit committee).
 - b. Audit committee:
 - i. Reviews available evidence.
 - ii. Determines if further investigation is merited. If so;
 - Sets the scope of audit
 - Sets a budget
 - Sets a timeline
 - Provides resources
 - c. Audit results are reported to the audit committee.
 - d. Audit committee approves findings and recommendations.
 - e. Audit committee ensures that findings and recommendations are addressed by the appropriate officers or employees.
 - f. Feedback provided to the complainant, if requested.

7. Implement an Internal Audit Function

Definition

An internal audit function is an organizational initiative to monitor and analyze the entity's own operations in order to determine how well it conforms to a set of specific criteria, such as laws, policies, or best practices. Internal auditors are independent of the work they audit, but are very familiar with it so as to allow them to determine compliance with the requirements for that work.

Overview

An internal audit may focus on financial operations, systems, processes, or compliance. As part of the internal audit plan, auditors try to find discrepancies between operational design and operational reality. Internal audits also help uncover evidence of fraud, waste, or abuse. If internal auditors find discrepancies or inappropriate activities, they document and report them to entity leadership who can prioritize and direct corrective action.

The frequency of internal audits will depend on the department or process being examined. Some types of operations may require daily audits for quality control, others may require only an annual audit of records.

Internal audit plans act as a pre-emptive step in maintaining operational efficiency and financial reliability, as well as safeguarding assets.

Implementation

An internal audit function should be formalized by the adoption of an Internal Audit Charter which identifies who is responsible to oversee the internal audit function and who will perform the internal audits.

Those responsible for internal audits should adopt an audit plan which identifies what will be audited and when it will be audited. The audit plan should be reviewed regularly, usually once per year.

Adaptation for small entities

Only the largest of our local governments can justify a full-time internal auditor. Most local governments can execute an effective internal audit program by contracting with an audit professional to work a few days a year. To eliminate added costs entirely, some entities may coordinate with peer entities and utilize each other's financial staff to act as internal auditors. Keep in mind, internal auditors need a solid understanding of audit principles and should use work programs that are designed to effectively identify violations of the laws or policies they are auditing.

8. Use an Audit Committee

Purpose

An audit committee assists the governing body in its financial oversight responsibilities.

Membership

We recommend that members of the audit committee are a subset of the governing body. An audit committee should have a financial expert who is not a member of management. This can be achieved by having a governing body member who is a financial expert, or acquiring the assistance of a volunteer or paid professional financial expert. Finance officers from other local governments should be considered when looking for a financial expert, as they are independent and have a working knowledge of government accounting issues.

Functions

An audit committee must ensure the following:

1. Management develops and enforces systems that ensure the entity accomplishes its mission effectively and efficiently while complying with laws and regulations.
2. The internal audit function objectively assesses the effectiveness of management's internal control program.
3. Financial statement audits are performed by a qualified, independent accounting firm and issues identified during those audits are reviewed and resolved as appropriate.
4. Hotline complaints are investigated and findings are addressed by the governing body.

Risk Score

We have developed a five-level assessment score that is intended to communicate the entity's risk of undetected fraud, abuse, or noncompliance. The levels are based upon points assigned to each of the recommended measures. Since some measures are more effective than others, the most effective measures are assigned the most points. As more measures are adopted the score improves. The higher the score, the lower the risk.

The scale and corresponding levels are as follows:

- Very Low
- Low
- Moderate
- High
- Very High

See the *Fraud Risk Assessment Questionnaire* (attached) for specific points assigned to each measure and how point totals correspond to the risk scale.



Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

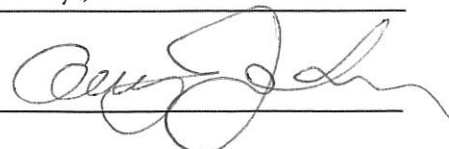
*Total Points Earned: 375 /395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	0	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Nibley City

*Completed for Fiscal Year Ending: 2025-2026 *Completion Date: 8/19/2026

*CAO Name: Justin Maughan *CFO Name: Amy Johnson

*CAO Signature: _____ *CFO Signature: 

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control



Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☑ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☒ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

Agenda Item #12

Description	Discussion and Consideration: Ordinance 26-13—Amending NCC 19.24.150 Permitted Signs, Including Provisions Related to Political and Temporary Signage, Setbacks and Permit Requirements (First Reading)
Presenter	Levi Roberts, City Planner
Planning Commission Recommendation	Approve Ordinance 26-13—Amending NCC 19.24.150 Permitted Signs, Including Provisions Related to Political and Temporary Signage, Setbacks and Permit Requirements
Staff Recommendation	Approve Ordinance 26-13—Amending NCC 19.24.150 Permitted Signs, Including Provisions Related to Political and Temporary Signage, Setbacks and Permit Requirements with the following condition: • Remove amendments to section (P)(2), which provides an exception for temporary signage advertising City-sponsored or City-approved events to a prohibition of placing unauthorized signs in the park strip
Reviewed By	Justin Maughan, City Manager Larry Jacobsen, Mayor Levi Roberts, City Planner Planning Commission

Additional Background since 8/27/26:

During the first reading, there were two questions that arose which have been addressed by the City Attorney below:

Some cities are interpreting the exemption for political signs in the park strip as a reason to exempt all signs in the park strip (with the same restrictions as political signs) due to content neutrality concerns. Can you comment on this?

I'm not sure why some cities are interpreting the exemption for political signs as a reason to exempt all signs—the code explicitly carves out political signs, and there are legitimate governmental interests in disallowing signs in the park strip. As long as the City has reasonable time, place, and manner restrictions on signs and allows for alternative avenues of expression, you're good. Allowing all signs in the park strip because of the political sign exemption goes too far in my opinion.

To verify that the adjacent property owner approves of a political sign, could we require that the sign include some kind of an emblem on the back of the sign that states that the sign is approved by the adjacent property with their signatures?

Regarding the adjacent property owner approval, I personally like the complaint approach rather than requiring something and enforcing it. You are much less likely to be challenged if you just leave the sign unless the adjacent property owner complains

rather than (potentially) removing signs because they don't have the correct emblem. I think this would be requiring too much.

Background

During the 2026 Utah State Legislative Session, HB 33 was passed, which among other provisions, prohibits municipalities from prohibiting a property owner or lawful occupant of property adjacent to a park strip from posting a political sign on the park strip. In addition, a necessary amendment to come into compliance with this restriction, Staff is recommending revisions to the Sign Code, including:

1. Legal review to ensure there are no provisions which conflict with the content-neutrality provision established by Reed v. Town of Gilbert case.
2. Updated restrictions on temporary signage.
3. Referencing building code for which signs require a building permit, rather than specifying by City Code.
4. Reduced sign setback requirement (10' to 3')
5. establish sign permit that may be reviewed administratively by City Staff, rather than a conditional use permit.
6. Removing sexually oriented business restriction on EMD signs as it is a content-neutrality restriction subject to strict scrutiny.

There is one provision that Staff is recommending differently from the version that Planning Commission is recommending, which retains a prohibition on placing unauthorized signs in the public right-of-way and does not grant a special exception for signs which advertise city-sponsored events.

ORDINANCE 26-13

AMENDING NCC 19.24.150 PERMITTED SIGNS, INCLUDING PROVISIONS RELATED TO POLITICAL AND TEMPORARY SIGNAGE, SETBACKS AND PERMIT REQUIREMENTS

WHEREAS, Nibley City regulates land use within Nibley City boundaries; and

WHEREAS, During the 2026 Utah State Legislative Session, HB 33 was passed, which among other provisions, prohibits municipalities from prohibiting a property owner or lawful occupant of property adjacent to a park strip from posting a political sign on the park strip; and

WHEREAS, Nibley City promotes the orderly, safe development of signage and effective regulation of newly constructed signage.

NOW, THEREFORE, BE IT ORDAINED BY THE NIBLEY CITY COUNCIL OF NIBLEY, UTAH THAT:

1. The attached amendments to Nibley City Code 19.24.150 be adopted.
2. All ordinances, resolutions, and policies of the City, or parts thereof, inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution, or ordinance, or part thereof.
3. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Nibley City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications, and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.
4. This ordinance shall become effective upon posting as required by law.

PASSED BY THE NIBLEY CITY COUNCIL THIS ____ DAY OF _____ 20____.

Larry Jacobsen, Mayor

ATTEST: _____
Cheryl Bodily, City Recorder

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19.24.150 Permitted Signs

A. Applicability: The signs described in this section shall be allowed as indicated in the city. Any sign not specifically permitted by this section is prohibited.

B. Definitions:

AWNING SIGN: A roofed structure, constructed of fabric, metal, or other appropriate materials placed so as to extend outward from the building, providing a protective shield for doors, windows, and other openings in the building, with supports extending back to the building, supported entirely by the building.

BILLBOARD/OFF PREMISES SIGN: An advertising sign on premises other than that occupied by the business referred to in the sign.

BILLBOARD/ON PREMISES SIGN: An advertising sign located on the premises occupied by the business referred to in the sign.

BUSINESS SIGN: A sign identifying a commercial or industrial business on the same premises as the sign by name and/or logo. Business sign types are ground, monument, nameplate, projecting, roof, wall and billboard/on-premises signs. Business signs must be removed within 30 days of when a company goes out of business.

ELECTRONIC MESSAGE DISPLAY (EMD): A sign or portion thereof capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means. See subsection L of this section for further EMD regulations.

FLATSIGN: A sign erected parallel to and attached to the outside of a building and extending not more than twenty-four inches (24") from such wall with messages or copy on the face side only. Signs flat against buildings or other structures will be allowed to extend two feet (2') above the roof lines or parapet walls of the building. When a building has more

than one level, the wall on which the sign is installed will govern.

IDENTIFICATION SIGN: A sign displayed to indicate the name or nature of buildings or uses, other than commercial or industrial uses, located upon the same premises as the sign, i.e., schools, hospitals, churches, etc.

MAXIMUM HEIGHT: The distance from the ground supporting the sign to the highest point of the sign area. A landscape berm or other structure erected to support the sign shall be measured as part of the height. If the street to which the sign is oriented is higher than the grade at the base of the sign, then the street elevation shall be used in determining the permitted height. A roof-like structure may be added that extends beyond the maximum sign area, provided that no advertising is contained therein and that it does not increase the height more than 25%.

MONUMENT SIGN: On-premises or identification signs, the entire bottom of which is in contact with or closer than three feet (3') to the ground. Maximum height shall be five feet (5') and be incorporated into some form of landscape design scheme or planter box.

NAMEPLATE SIGN: A sign indicating the name and/or occupation of a person or persons residing on the same premises or legally occupying the same premises, or indicating a home occupation legally existing on the same premises as the sign. Nameplate signs shall be attached to the house or building to which they pertain.

POLITICAL SIGN: any sign that advocates the election or defeat of a candidate for public office or the approval or defeat of a ballot proposition.

PORTABLE OR A-FRAME SIGN: Any sign that is not permanently attached to the ground or a building, designated to be transported on wheels or other means, signs converted to A-frame or T-frame or signs attached to, painted on or supported by stationary vehicles or trailers, which are visible from a public street and have the express purpose of advertising a business, product or service. Such signs are considered temporary signage and must not obstruct sidewalks or constitute a traffic hazard.

PROJECT SIGN: A permanent sign identifying an area of distinct character under multiple ownership such as a residential neighborhood, shopping center or business park. All project signs are subject to design review.

PROJECTING SIGN: A sign attached to a building or other structure and extending in whole or in part more than twenty four inches (24") beyond any wall of the building or structure. The sign may not project above the roof line or tallest part of the structure.

PROPERTY SIGN: A sign related to the property upon which it is located and offering such property for sale or lease, or announcing improvements to the site during construction of the project. Property signs may also be used to warn against trespassers.

PUBLIC NECESSITY SIGNS: A sign informing the public of any danger or hazard existing on or adjacent to the premises on which the sign is located.

SERVICE SIGN: A sign which is incidental to a use lawfully occupying the property upon which it is located, and which sign is necessary to provide information to the public, such as direction to parking lots, location of restrooms, sale of agricultural products produced on the premises, and may bear, as an incidental part of the sign, the name, address or trademark of the persons furnishing such sign to the owner of the premises.

SIGN AREA: The area comprising the message portion of a sign, not including the supporting structure. When computing the area of sign background, only the face or faces, from one direction at one time, shall be considered. It is computed by measuring the area enclosed by straight lines drawn around the extremities of the text or graphics.

STREET BANNER SIGN: A fabric sign suspended across a city street or hanging from a building or other fixture at the side of or adjacent to the road right of way. In addition to private banners, banners may advertise a state-, county- or city-sponsored event. Approval must be granted by the city before installation.

TEMPORARY SIGN: Any sign, banner, pennant, or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without light frames, intended to be displayed outdoors for no more than ninety (90) days and not permanently affixed to the ground or building. Temporary signs associated with an event must be removed within forty-eight(48) hours of the event for which it is erected.

WALL SIGN: A sign that is either painted on a wall or its facing, or is painted in such a way that it gives the visual appearance of being painted on a wall or facing by not having a frame or separation from the wall or facing.

- C. Sign Permit Required: A sign permit shall be required for all signs described in section L prior to the erection, construction, reconstruction, location, relocation, placement, replacement, restoration, extension, enlargement, modification, alteration, repair or use of any sign within the City. An administrative review fee as listed on the current approved Consolidated Fee Schedule shall accompany each sign permit application. The City Planner or designee shall be the approval authority for all sign permits.
1. Application Submittal: The following materials are required to be submitted with a sign permit application:
 - a. A site plan drawn to scale indicating the location of the proposed signage, existing signage, existing and future buildings, property lines, streets, sidewalks, landscaped areas, parking areas, and driveways.
 - b. An elevation drawing of the proposed signing, including existing or future buildings that will display the attached signage, if applicable.
 - c. Any other reasonably related information deemed necessary by the City to verify compliance with Nibley City Code or Utah State Code.
- D. Illumination: All signs shall be illuminated as indicated in the table of permitted signs set forth in subsection P of this section. The source of indirect lighting shall not be visible from the street. In no case shall direct rays of light be permitted to penetrate a property in a residential zone.
- E. Maintenance:

1. All signs shall be maintained in a neat and presentable condition. Those signs damaged by conditions of weather or by accident shall be repaired within a reasonable time, or shall be replaced or removed. In the event of a dispute as to a "reasonable time" for repair, replacement or removal, the planning commission shall have authority to set a final deadline if mutual agreement is not reached with the sign owner.
 2. The removal of signs shall be at the owner's expense.
- F. Sign Requiring Building Permit: Where a building permit is required according to the adopted building code, no sign shall be erected without first obtaining the necessary building permit. The application for a permit for the construction, modification or remodeling of sign shall include a plot plan and site plan and shall meet the same document requirements as a commercial or manufacturing building. Included on the plot plan will be details of how the sign is to be firmly anchored or attached to the building or ground.
1. Construction Standards: All signs hereinafter erected in the city shall comply with the current standards of the building code, and all provisions of this title.
- G. Unsafe Signs: Any sign or portion thereof declared unsafe by the building inspector must be restored to a safe condition within thirty (30) days of mailing or otherwise giving notice of the unsafe condition or shall be removed within the same thirty (30) day period.
- H. Signs Not To Constitute A Traffic Hazard: No sign shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision; or at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device.
- I. Sign Setback: All sign bases, foundations or supporting apparatus shall be set back from the property line by at least three feet (3'). In no case shall a sign overhang onto an adjacent property or right-of-way.
- J. Business Signs In Residential Zones: Non-home occupation businesses located in residential zones may erect an unlighted business sign of maximum height of six (6) feet and maximum area of six (6) square feet. Home occupation businesses are limited to a nameplate sign.

K. Electronic Message Displays (EMDs):

1. No off-premise advertising permitted. Advertising copy may only advertise business on the same property or within the same project as the sign itself.
2. Permitted Zones: EMDs shall only be permitted in the Neighborhood Commercial (C-N), Commercial (C) and Industrial (I) zones along Highway 89/91 and Highway 165.
 - a. Where an EMD is permitted in a residential zone, such as a public school, all electronic displays shall be shut off between the hours of 10:00 p.m. and 6:00 a.m.
3. Transitions
 - a. Prohibited Transitions
 - (1) Scrolling or Travel
 - (2) Any text or graphic that "moves" or "has the appearance of movement" not specified in this section.
 - b. Permitted Transitions
 - (1) Dissolve, shall not exceed 2 seconds between individual scenes, messages, or advertisements.
 - (2) Fade shall be between one and two seconds between individual scenes, messages, or advertisements.
4. Frame Effects
 - a. Prohibited Effects
 - (1) Flashing & Blinking (a strobe effect)
 - (2) Starburst

(3) Video

(4) New frame effects not identified herein

(5) After sunset, no sign shall utilize a white background for greater than or equal to 10% of the sign area

b. Permitted Effect(s)

(1) Static image

5. Dwell Time

a. Each scene, message, or advertisement displayed on an EMD shall remain "on" and static for at least four (4) seconds.

6. Sign Brightness/Intensity: All EMDs are required to comply with the following standards:

a. EMD Sign Illumination Standards: Photocell technology is required to be properly installed for all EMDs to allow for automatic dimming of the intensity of the sign illumination and accommodate varying light conditions.

b. EMD Illumination Measurement Criteria: The illuminance of an EMD shall be measured with an illuminance (light intensity) meter set to measure foot candles accurate to at least 0.01 foot candles. Illuminance shall be measured with the EMD off, and again with the EMD displaying a white image for a full color-capable EMD, or a solid message for a single-color EMD. All measurements shall be taken perpendicular to the face of the EMD at the distance determined by the total square footage of the EMD as set forth by the following formula.

Measurement Distance = Ten times the square root of the Sign Area

For example, a sign with an area of 25 square feet shall be measured at a distance of 50 feet.

- c. EMD Illumination Limits: The nighttime difference between the off and solid-message measurements using the EMD Measurement Criteria shall not exceed 0.1 footcandles.
 - d. Dimming Capabilities: All permitted EMDs shall be equipped with a sensor or other device that automatically determines the ambient illumination and programmed to automatically dim according to ambient light conditions, or that can be adjusted to comply with the nighttime footcandle limitation.
 - e. The applicant shall be required to submit written certification that the light intensity shall not exceed the maximum levels specified in the above table and photocell dimming prior to the issuance of an EMD Sign Permit.
 - f. All EMDs are subject to inspection by City staff to determine compliance with the illuminance standards set forth above. Failure to comply with the illuminance standards set forth above will result in revocation of the EMD sign permit.
7. Sign Type/Area
- EMDs shall not solely consist of the entire sign area and the permitted size of an EMD shall not be more than:
- a. Monument signs: 66% of the permitted free-standing sign area of a monument sign; and shall not exceed twenty (20) square feet in area.
 - b. Pole Signs: Shall not exceed fifty (50) square feet in area.
 - c. No other sign type shall be permitted to have an EMD.

L. Table Of Permitted Signs:

Type Of Sign	Maximum Size (Feet)	Maximum Height (Feet)	Permitted Zones		Lighting Type	Sign Permit Required
Awning	4ft x 1 ft (1)	12	C, I, R-M		Indirect	Yes

Billboard/ off premises			None			
Billboard/ on premises	96 sq. ft. per side	18	C, I		Indirect	Yes
EMD, Pole Sign	50 sq. ft. per side	10 (min) 18 (max)	C, I (2)		Projection	Yes
EMD, Monument Sign	20 sq. ft. per side	5	C-N, C, I (2)		Projection	Yes
Flat and wall	10% of face - 5% of side	2 ft. above roof	C, I , R-M		Indirect, flood, neon	Yes
Identification	3ft x 4ft	8	All		Indirect, flood	Yes
Monument, w/o EMD	20 sq. ft.	5	All		Indirect	Yes
Nameplate	3 sq. ft.	5	All		None	No
Project	160 sq. ft. per side	10	C, I		Indirect, flood, neon	Yes
Project - Residential	40 sq. ft. per side	10	All		Indirect, flood, neon	Yes

Projecting	14 sq. ft.	18	C, I		Indirect, flood, neon	Yes
Property	32 sq. ft.	10	All		None	No
Public necessity	6 sq. ft.	5	All		None	No
Service	16 sq. ft.	6	All		Indirect	Yes
Street banner	120 sq. ft.	None	All		None	Yes
Temporary	30 sq. ft.	6	All		None	No

M. Notes:

(1) Width not to exceed windows, doors or other openings being sheltered.

(2) Allowed only along Highway 89/91 and 165.

N. Exemptions: The following shall be exempt from the provisions of this chapter so long as they do not create a traffic, pedestrian, or line-of-sight hazard:

1. Official notices authorized by a court, public body or public safety official.
2. Directional, warning or information signs authorized by a government.
3. Memorial plaques, building identification signs and building cornerstones when cut or carved into a masonry surface or when made an integral part of the building or structure.
4. The flag of a government or noncommercial institution, such as a school, and business identification flags.

5. Religious symbols and seasonal decorations provided that no traffic hazard is created.
6. Works of art containing no form of advertising.
7. Street address signs and combination nameplate and street address signs that contain no advertising copy and which do not exceed six (6) square feet in area.
8. Signs oriented only to the property on which they are located and which are not visible from the public right of way.
9. Signs in the display windows of a business which are incorporated in a display of merchandise.
10. Posting a political sign on a park strip if the person is the owner or lawful occupant of property that is adjacent to the park strip or the person posting the political sign obtains consent to post the political sign from the lawful occupant of property that is adjacent to the park strip.

P. Prohibited Signs:

1. Nonpermitted signs or posters that are visible from a public way and are affixed to walls, buildings, trees, poles, fences, bridges or other structures.
2. Signs placed on any street right of way, sidewalk, pole, bridge or tree, unless specifically permitted herein or temporary signage advertising City-sponsored or City-approved events.
3. Portable signs except those allowed as temporary signs.
4. Signs whose lighting, location or appearance would cause such signs to have the appearance of traffic safety signs and lights, or municipal vehicle warnings.
5. Any sign attached to or placed on a vehicle or trailer that is parked on public or private property or driven on public streets, except for signs meeting the following:

- a. The primary purpose of such a vehicle or trailer is not the display of signs.
 - b. The signs are magnetic, decals or painted upon an integral part of the vehicle or equipment.
 - c. The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets, and actively used or available for use in the daily function of the business to which such signs relate.
- 6. Roof signs.
 - 7. Animated signs.
 - 8. Strobe lights and flashing lights.
 - 9. Any sort of sign used to advertise or display any visually communicated message by letter or by picture, of any kind, on any seating bench, or in direct connection with any bench unless authorized by the regional transit district.

Agenda Item #13

Description	Discussion and Consideration: Ordinance 26-12—Adopting NCC 19.50 Expiration of Inactive Applications (First Reading)
Presenter	Levi Roberts, City Planner
Planning Commission Recommendation	Approve Ordinance 26-12—Adopting NCC 19.50 Expiration of Inactive Applications
Staff Recommendation	Approve Ordinance 26-12—Adopting NCC 19.50 Expiration of Inactive Applications
Reviewed By	Justin Maughan, City Manager Larry Jacobsen, Mayor Levi Roberts, City Planner Mohamed Abdullahi, City Attorney Planning Commission

Additional Background since 8/27/26:

During the first reading, a question arose regarding existing applications that would be in violation of the proposed ordinance. The City Attorney has provided the following explanation on this topic:

*The best approach is to avoid applying it retroactively because of vesting concerns and deny the applications for incompleteness or another reason under Nibley ordinance or policy. However, Utah Code Ann. Sec. 10-20-902 states that an "applicant who has submitted a complete land use application as described in Subsection (1)(c), including the payment of application fees, **is entitled to substantive review of the application under the land use regulations...in effect on the date that the application is complete.**" The 180-day ordinance is not substantive; it's procedural.*

Utah law states that an applicant is entitled to favorable action under existing zoning laws only if they "proceed with reasonable diligence." Western Land Equities v. Logan, 617 P.2d 388. This principle is also found in Utah Code Ann. Sec. 10-20-902(1)(f), which states that the "continuing validity of an approval of a land use application is conditioned upon the applicant proceeding after approval to implement the approval with reasonable diligence."

In my opinion, the best approach is to write a letter to older applicants explaining they have (for example) 30 days to provide the missing "documentation, information, or materials outlined" by staff, planning commission, or city council. This will give the applicant a 30-day grace period before enforcing the expiration ordinance. I don't think there's any reason to include the retroactive language in the code or on the cover sheet.

If this ordinance passes, for the few applications that are already in violation of this code, Staff will provide a 30-day grace period, as the City Attorney has advised.

Background:

Land Use applications are often initially reviewed iteratively with Staff working with the applicant to bring the application into compliance with City Code. However, there is currently a lack of clear guidelines for the expiration of applications to which applicants have not responded to comments. The purpose of the proposed ordinance is to “establish clear guidelines for the expiration of inactive land use applications to promote efficient land use planning, ensure compliance with current zoning ordinances, and balance the interests of applicants and the public.” This is necessary, as an applicant has vested rights with the ordinance adopted at the time of application. However, if a long period of time has passed without response from the applicant, the City may require a new application that needs to comply with City Code at the time of application.

The proposed ordinance establishes a deadline of 180 days for applications that fail to submit any required information or materials. Otherwise, the application will be considered expired. Applicants may request a one-time extension of 180 days from the Land Use Authority.

ORDINANCE 26-12

ADOPTING NCC 19.50 EXPIRATION OF INACTIVE APPLICATIONS

WHEREAS, Nibley City regulates land use within Nibley City boundaries; and

WHEREAS, Nibley City establishes clear guidelines for the expiration of inactive land use applications to promote efficient land use planning, ensure compliance with current zoning ordinances, and balance the interests of applicants and the public.

NOW, THEREFORE, BE IT ORDAINED BY THE NIBLEY CITY COUNCIL OF NIBLEY, UTAH THAT:

1. The attached Nibley City Code 19.50 be adopted.
2. All ordinances, resolutions, and policies of the City, or parts thereof, inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution, or ordinance, or part thereof.
3. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Nibley City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications, and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.
4. This ordinance shall become effective upon posting as required by law.

PASSED BY THE NIBLEY CITY COUNCIL THIS ____ DAY OF _____ 20____.

Larry Jacobsen, Mayor

ATTEST: _____
Cheryl Bodily, City Recorder

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19.50: Expiration of Inactive Applications

A. Purpose and Intent

The purpose of this section is to establish clear guidelines for the expiration of inactive land use applications to promote efficient land use planning, ensure compliance with current zoning ordinances, and balance the interests of applicants and the public.

B. Inactive Applications

1. A land use application shall be deemed inactive if the applicant fails to submit any of the required documentation, information, or materials outlined in a Staff, Planning Commission or City Council review for a period exceeding 180 calendar days.
2. Upon expiration, the application shall be considered withdrawn, and the applicant must submit a new application, including all applicable fees.

A. Extensions

1. Applicants may request a one-time extension of up to 180 calendar days by submitting a written request to the Land Use Authority before the expiration date, demonstrating good cause for the delay.
 2. The Land Use Authority shall have discretion to grant or deny the extension based on the circumstances provided by the applicant.
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Agenda Item #14

Description	Discussion and Consideration: City Council Direction and Authorization to Staff to Enter into a Contract for Nibley 1200 West City Park- East Concepts and Design Phase 1
Presenter	Tom Dickinson, City Engineer
Staff Recommendation	Staff Recommends that City Council make selection between the two highest ranking firms and Authorize Staff to Enter into a Contract for Nibley 1200 West City Park- East Concepts and Design Phase 1.
Reviewed By	Tom Dickinson, City Engineer Justin Maughan, City Manager Erin Mann, City Council Randy Spaulding, City Council Rod Elwood, Parks Manager Chad Wright, Recreation Director Levi Roberts, City Planner Kendal Welker, Parks & Rec Advisory Committee

Background

Staff issued a Request for Proposals (RFP) for design services for the east section of the **1200 West City Park (Nibley Meadows Park)**. The park area is located on the east side of 1200 West at approximately 3300 South, between the Nibley Meadows and Hawk Hollow developments. The properties within this area were dedicated or donated to Nibley City by the developers of the surrounding subdivisions.

The RFP requested development of a minimum of three conceptual park plans, with a proposed design services budget of up to **\$25,000** for the conceptual planning phase. The preferred concept will be further developed in coordination with City staff, the Parks & Recreation Advisory Committee, and the City Council.

The preliminary overall budget for design and construction of the park is approximately **\$1 million**.

PROPOSAL REVIEW

Nine proposals were received and reviewed by a steering committee consisting of City staff, City Council members, and representatives of the Parks & Recreation Advisory Committee.

Two proposals were disqualified for not meeting the RFP requirements. The remaining seven proposals were evaluated based on:

- Approach and methodology
- Project team
- Relevant project experience

- Proposed fee

The table below represents the final rankings with 1 being the highest rank possible and 9 being the lowest rank possible.

RFP Evaluation 1200 WEST CITY PARK- EAST									
Proposal Evaluation Criteria- Qualitative selection									
Rank 1-9 (first choice through ninth choice)	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME
Approach and Methodology	5.75	3.75	5.75	3.88	3.88	3.63	8.25	3.50	7.75
Project Team	3.75	3.38	5.88	4.88	4.50	4.13	8.38	3.50	7.50
Project Experience	3.88	3.00	6.63	5.13	4.63	3.75	8.00	3.25	7.50
Fee	2.50	5.50	2.88	5.88	4.88	4.38	8.38	3.63	8.13
Fee amount	\$123,564.57	\$145,761.00	\$113,400.00	\$171,400.00	\$134,476.00	\$131,789.00	\$ 24,996.00	\$130,275.00	\$ 24,185.00
Average Ranking	4.0	3.9	5.3	4.9	4.5	4.0	8.3	3.5	7.7

Blu Line Designs and **MGB+A Studio** received the two highest overall rankings. Both firms demonstrated significant relevant experience and presented qualified project teams. The steering committee was unable to reach consensus on a final selection and is therefore requesting that the City Council make the final determination.

FINAL SELECTION CONSIDERATIONS

Blu Line Designs included specialty team members with experience in skate park design and splash pad design and construction. The proposed fee reflects the inclusion of these specialty services.

MGB+A Studio submitted the lower fee but did not include specialty team members with specific skate park or splash pad experience. The steering committee's concern is that these services may be needed as the project develops and could result in additional design costs.

	Blu Line Designs	MGB+A Studio
Proposed Fee	\$145,761	\$130,275
Difference	+\$15,486	—
Specialty Team	Skate park; splash pad	Not included
Primary Consideration	Specialty expertise included in proposed team	Lower initial fee

FISCAL IMPACT

The proposed design fees are **\$145,761 for Blu Line Designs** and **\$130,275 for MGB+A Studio**, a difference of **\$15,486**.

The preliminary overall project budget for design and construction is approximately **\$1 million**. Council should consider whether the additional upfront cost associated with Blu Line Designs' specialty team provides sufficient value and cost certainty compared with the lower initial fee proposed by MGB+A Studio and the risk of change order if specialty amenities are preferred in the park design.

STAFF RECOMMENDATION

Staff recommends that the City Council select one of the two highest-ranked firms, **Blu Line Designs** or **MGB+A Studio**, to provide design services for the east section of the 1200 West City Park (Nibley Meadows Park).

Both firms demonstrated strong qualifications, relevant experience, and capable project teams. **Blu Line Designs** offers additional specialty expertise in skate park design and splash pad design and construction, while **MGB+A Studio** offers a lower proposed fee.

Staff recommends that Council consider the value of the additional specialty expertise and the potential for future design costs when making its selection.

Staff further recommends that, upon selection, the City Council authorize City staff to negotiate and execute a professional services agreement with the selected firm, subject to final contract terms, scope of services, and available funding.

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PROPOSALS RECEIVED
1200 WEST CITY PARK- EAST DESIGN

BIO-WEST
BLULINE
CONFLUENCE
GALLOWAY
GSBS
LANDMARK
METHODS
MGBA
PRIME

RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

<u>Rank 1-9 (first choice through ninth choice)</u>	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME
Approach and Methodology	5.75	3.75	5.75	3.88	3.88	3.63	8.25	3.50	7.75
Project Team	3.75	3.38	5.88	4.88	4.50	4.13	8.38	3.50	7.50
Project Experience	3.88	3.00	6.63	5.13	4.63	3.75	8.00	3.25	7.50
Fee	2.50	5.50	2.88	5.88	4.88	4.38	8.38	3.63	8.13
Fee amount	\$ 123,564.57	\$ 145,761.00	\$ 113,400.00	\$ 171,400.00	\$ 134,476.00	\$ 131,789.00	\$ 24,996.00	\$ 130,275.00	\$ 70,060.00

Average Ranking	4.0	3.9	5.3	4.9	4.5	4.0	8.3	3.5	7.7
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RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

Rank 1-9 (first choice through ninth choice)

	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME	Prime (if meets RFP req.)
Approach and Methodology	6.00	5.00	1.00	7.00	2.00	3.00	9.00	4.00	9.00	7
Project Team	4.00	8.00	5.00	6.00	1.00	2.00	9.00	3.00	9.00	5
Project Experience	5.00	4.00	6.00	7.00	1.00	2.00	9.00	3.00	9.00	4
Fee	2.00	7.00	1.00	8.00	5.00	4.00	9.00	3.00	9.00	1
	\$123,564.57 4.25	\$145,761.00 6.00	\$113,400.00 3.25	\$171,400.00 7.00	\$134,476.00 2.25	\$131,789.00 2.75	\$24,996.00 Incomplete fee does not mee RFP	\$130,275.00 3.25	\$70,060.00 Incomplete fee Does not meet RFP	4.25

Notes	STRENGTHS	WEAKNESSES	ADDITIONAL NOTES FOR DISCUSSION
BIO-WEST	Enviromental Planning , Local Connections, Understanding of Public Process and navigating City Council and citizen committees with Craig Rasmussen & Zach Shepherd (Directive Skate Shop)	Not as strong on public park planning as other firms	
BLULINE	Local design experience in UT Great at Iconic Features Julia Brueckler Pro Skateborder (American Ramp Company)	Biggest concern is accuracy of construction cost numbers from previous experience. Not as strong at exploring alternatives based on recommendations from City staff or citizen committees.	
CONFLUENCE	Like their approach and methodology, a very professional presentation. National firm with extensive resources	National firm with some local representation. All park planning examples outside UT. relevant local experience?	
GALLOWAY	Local firm in SLC. General knowledge of Nibley City from City Hall & Public Works renovation needs asesment	Seems to have limited park design experience. One Park in Vineyard UT referenced, other work in CO.	
GSBS	Excellent local park planning experience creating exceptional parks in UT. St. George Town Square, Herriman Ice Ribbon, and others that prompt active and passive use of par space. Like Ben Rodes approach to access, connection and community-based identity.	Enviromental resources all outside of UT?	
LANDMARK	Civil Solutions (local) including Michael Taylor part of the team. Appreciate the approach: Livable , healthy communities.	A lot of park design experience, however, wondering if they will make the extra effort to making it exceptional?	
METHODS		Didn't complete all info requested in RFP	

MGBA

Construction Control Corp on team. Exceptional design at Springville Civic Park current channel! Cache Rec Complex (N.Logan/Green Canyon) exper.	Logan City Outdoor Rec Project (overlooked consideration of conflicting user groups) was this guided by the design firm or steering committee	
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PRIME

Very local, available for in person meetings and site visits throughout process. Available for weekly meetings, lighter workload, ready and available. Excellent community outreach opportunity. Best price value for services in part due to no travel costs. 3D modeling offerings included.	Completion of all info requested in RFP? Only 6 hours of construction costing by landscape Architect? Prefer 3rd party sub contractor for construction costing	
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RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

Rank 1-9 (first choice through ninth choice)	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME
Approach and Methodology	8.00	5.00	6.00	3.00	4.00	1.00	9.00	2.00	9.00
Project Team	2.00	1.00	6.00	5.00	7.00	4.00	9.00	3.00	9.00
Project Experience	1.00	3.00	7.00	5.00	6.00	4.00	9.00	2.00	9.00
Fee	3.00	6.00	1.00	7.00	5.00	4.00	9.00	2.00	9.00

Incomplete fee
Does not meet BEP

Incomplete fee
Does not meet BEP

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RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

Rank 1-9 (first choice through ninth choice)

Rank 1-9 (first choice through ninth choice)	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME
Approach and Methodology	3.00	9.00	8.00	1.00	6.00	5.00	4.00	7.00	2.00
Project Team	3.00	9.00	8.00	1.00	6.00	5.00	4.00	7.00	2.00
Project Experience	3.00	9.00	8.00	1.00	6.00	5.00	4.00	7.00	2.00
Fee	3.00	9.00	8.00	1.00	6.00	5.00	4.00	7.00	2.00

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RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

Rank 1-9 (first choice through ninth choice)

Rank 1-9 (first choice through ninth choice)	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME
Approach and Methodology	3.00	2.00	5.00	6.00	7.00	4.00	9.00	1.00	9.00
Project Team	3.00	2.00	5.00	6.00	7.00	4.00	9.00	1.00	9.00
Project Experience	3.00	2.00	5.00	6.00	7.00	4.00	9.00	1.00	9.00
Fee	3.00	2.00	5.00	6.00	7.00	4.00	9.00	1.00	9.00

Incomplete fee
Does not meet RFP

[illegible]

RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

Rank 1-9 (first choice through ninth choice)

Rank 1-9 (first choice through ninth choice)	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME
Approach and Methodology	3.00	2.00	5.00	4.00	1.00	6.00	9.00	7.00	9.00
Project Team	3.00	2.00	5.00	4.00	1.00	6.00	9.00	7.00	9.00
Project Experience	3.00	2.00	5.00	4.00	1.00	6.00	9.00	7.00	9.00
Fee	3.00	2.00	5.00	4.00	1.00	6.00	9.00	7.00	9.00

Incomplete fee
Does not meet RFP

[illegible]

RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

Rank 1-9 (first choice through ninth choice)	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME	
	Approach and Methodology	9.00	5.00	7.00	3.00	4.00	1.00	8.00	2.00	6.00
	Project Team	7.00	3.00	5.00	8.00	6.00	1.00	9.00	2.00	4.00
	Project Experience	5.00	1.00	8.00	7.00	9.00	2.00	6.00	3.00	4.00
	Fee	2.00	6.00	1.00	7.00	5.00	4.00	9.00	3.00	9.00

Incomplete fee		Incomplete fee	
Does not meet RFP		Does not meet RFP	
2	8	2.5	5.75

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RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

Rank 1-9 (first choice through ninth choice)	BIO-WEST	BLULINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME
Approach and Methodology	6.00	1.00	7.00	5.00	3.00	4.00	9.00	2.00	9.00
Project Team	4.00	1.00	6.00	7.00	3.00	5.00	9.00	2.00	9.00
Project Experience	5.00	2.00	7.00	6.00	4.00	3.00	9.00	1.00	9.00
Fee	2.00	6.00	1.00	7.00	5.00	4.00	9.00	3.00	9.00
	4.25	2.5	5.25	6.25	3.75	4	9	2	9
							Incomplete Fee Does not meet RFP		Incpmplete Fee Does not meet RFP

Notes	STRENGTHS	WEAKNESSES	ADDITIONAL NOTES FOR DISCUSSION
BIO-WEST	Local company	park multi use usership	skate park designer of Smithfield, Providence and Hyrum
BLULINE	past experience working with Nibley City on a project		has listed ARC as being available for on team if a skate park is going in this space, mentioned maintenance costs as a factor in design
CONFLUENCE		Timeline for Environmental investigation seems late in the process	most of the team is not local (Denver is closest office)
GALLOWAY		aggressive schedule	a lot of non park referenced projects
GSBS		Ecologist,all referenced work outside of utah	
LANDMARK	project engineer has done a lot of work with surrounding area		localscape projects

METHODS

	Didn't complete all of the requested info listed in RFP (costs)	

MGBA

Horticulturalist on staff, Have a specific cost estimator, have small city examples of work done		fast timeline, done in May 2027
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PRIME

	Didn't complete all of the requested info listed in RFP (costs)	
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RFP Evaluation 1200 WEST CITY PARK- EAST

Proposal Evaluation Criteria- Qualitative selection

**Rank 1-9 (first choice through
ninth choice)**

Rank 1-9 (first choice through ninth choice)	BIG-WEST	BLUINE	CONFLUENCE	GALLOWAY	GSBS	LANDMARK	METHODS	MGBA	PRIME
Approach and Methodology	8.00	1.00	7.00	2.00	4.00	5.00	9.00	3.00	9.00
Project Team	4.00	1.00	7.00	2.00	5.00	6.00	9.00	3.00	9.00
Project Experience	6.00	1.00	7.00	5.00	3.00	4.00	9.00	2.00	9.00
Fee	2.00	6.00	1.00	7.00	5.00	4.00	9.00	3.00	9.00
	\$ 123,564.57	\$ 146,781.00	\$ 112,400.55	\$ 171,400.00	\$ 134,479.45	\$ 131,789.10	\$ 24,896.99	\$ 130,275.00	\$ 70,000.00
		2.25	5.5	4	4.25	4.75	9	2.75	

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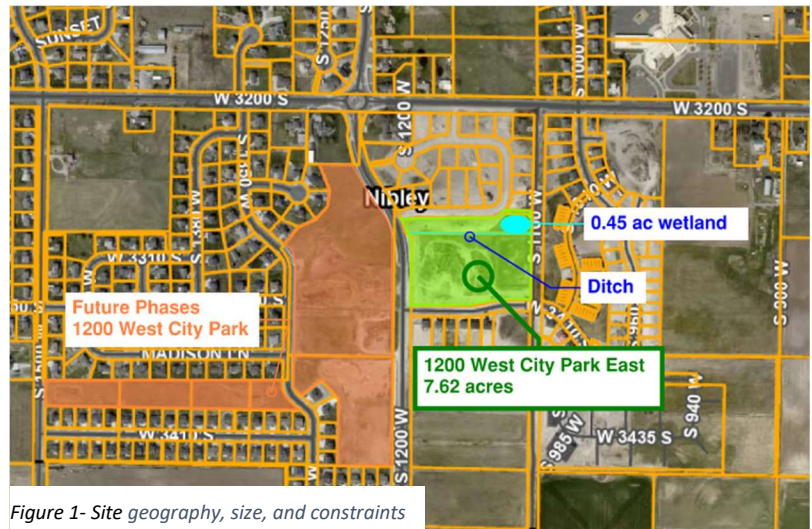
**REQUEST FOR PROPOSAL
NIBLEY 1200 WEST CITY PARK- EAST
CONCEPTS AND DESIGN PHASE 1**

August 6, 2026

Nibley City desires to retain the services of a professional consulting firm for the purpose of completing concepts and design for the 1200 West Park- East located at approximately 3400 South at 1200 West. The selected consultant will be familiar with the Nibley City Parks, Recreation, and Open Space Master Plan 2024 (Parks Master Plan), the City's vision and goals, demographic and trends, existing park conditions, existing park amenities and their distribution and use patterns, and the City's park amenities demands and needs. The Parks Master Plan can be found [here](#)

<https://nibleycity.gov/wp-content/uploads/2024/08/Nibley-City-Parks-and-Recreation-Master-Plan-8-1-24-R24-17.pdf>

The City has budgeted \$25,000 to develop concept plans for Phase 1 of the 1200 West Park- East. Phase 1 will include the City owned properties on the east side of 1200 West consisting of approximately 7.62 acres (figure 1). The selected consultant will provide a number of concept plans for the east section of the 1200 West Park- East. At least one concept plan will be based on the concept plan shown in the Nibley City Parks, Recreation, and Open Space Master Plan (Parks Master Plan), modified to include the additional properties recently acquired by the



developments located to the east and to the north of the master planned space. The selected consultant will also consider concepts that were presented by USU's LAEP 2025 fall semester class and develop additional concepts for consideration (available to the selected consultant). Each concept plan will include detailed cost estimates. Staff will present the concept plans and cost estimates to the Parks and Recreation Advisory Committee and to City Council for consideration and each will give input on a final concept plan for design and construction. Upon acceptance of final concept plans, the selected consultant will provide cost and phasing recommendations and a complete design for construction of the park.

The Parks Master Plan describes the east portions of the 1200 West City Park- East to include amenities for all ages and maximizes utility of open space opportunities (see Figure 2). Staff have facilitated workshops with the Nibley City Parks and Recreation Advisory Committee as well as the City Council in effort to gather input and ideas on preferred park amenities. This information will be shared with the selected consultant for consideration in development of concept and design plans.



REQUEST FOR PROPOSAL

NIBLEY 1200 WEST CITY PARK- EAST

CONCEPTS AND DESIGN PHASE 1

August 6, 2026



Figure 2- 1200 West Park

City Council has preliminarily budgeted \$1M to design and construct Phase 1 of the 1200 West City Park- East. The selected consultant will complete architectural and engineering construction plan sets, engineering cost estimates, bidding documents, and grant application support. The selected consultant will also perform environmental investigation and permitting for work required by the Army Corps of Engineers and will provide support to the City in coordinating and negotiating with other stakeholders such as the Nibley Blacksmith Fork Irrigation Company, and Nibley Meadows, LLC. Finally, the selected consultant will participate in various presentations and meetings with Nibley City Council, the Nibley Parks and Recreation Advisory Committee, staff, and Nibley residents.

The City is requesting proposals from professional consulting firms interested in providing these services.

GENERAL SCOPE OF WORK

The following tasks are to be completed in addition to others that are necessary to accomplish the project goals and complete the project.

Task 1- Concept Plans-

- Reference the Nibley City Parks, Recreation, and Open Space Master Plan.
- Reference concept plans prepared by the Fall 2025 USU LAEP design class (available to the selected consultant).
- Reference notes and comments collected by staff (available to the selected consultant).
- Perform preliminary investigation of environmental constraints on the City Park properties to be considered during the development of concept and final designs. This will include wetland and other environmental elements that will need to be addressed through design and construction of the City Park.
- Consult/workshop with City staff and steering committee to discuss preferred amenities to be included in the City Park(s) (up to three meetings).
- Regular coordination meetings with staff and steering committee.
- Consult with Nibley City Parks division manager to discuss landscape and irrigation preferences and development of standards for construction of the City Park (one meeting).



REQUEST FOR PROPOSAL

NIBLEY 1200 WEST CITY PARK- EAST

CONCEPTS AND DESIGN PHASE 1

August 6, 2026

- Consult with other stakeholders such as the Nibley Blacksmith fork Irrigation Company, Nibley Meadows, LLC, and others (one meeting).
- Prepare at least 3 concept plans, including a phasing plan for the City Park. Incorporate plans, ideas, notes, and comments collected in previous tasks. Consider phasing and overall budget: \$25,000 to develop concept plans and \$1M for design and construction of Phase 1 of the 1200 West City Park- East. Provide detailed estimated costs for each concept.
- Consider and make recommendations about how future portions/phases of the 1200 West City Park will physically tie to each other, specifically, how users will cross 1200 West safely.
- Present concept plans to Nibley City Parks and Recreation Advisory Committee for consideration, comment, and recommendation to City Council (one meeting). Present an estimated cost for each concept.
- Present to Nibley City Council and seek input on the concept plans and the recommendation(s) from the Parks and Recreation Advisory Committee seeking final determination to be used for design, phasing, and construction (one meeting). Present estimated cost for each concept.

Task 2- Preliminary Design-

- Perform detailed environmental investigation for compliance and permitting with applicable Federal, State, and local laws and regulations including but not limited to water quality, wetlands, endangered and protected species, historic and architectural features, etc.
- Complete boundary surveys of the City Park properties. The survey shall confirm boundaries of the properties and set pins if not existing.
- Complete topographic survey and identify and locate any above ground, and where possible, below ground infrastructure.
- Identify and establish survey benchmark(s) that can be easily used for construction survey.
- Perform geotechnical study to be used for the design of structures, parking lots, sidewalks, etc.
- Coordinate with Nibley Blacksmith fork Irrigation Company, Nibley Meadows, LLC, and other stakeholders.

Task 3- Design Drawings and Specifications- Phase 1 plans

- Prepare plans for construction of phase 1 according to the final concept plan and construction. Total budget for design and construction of phase 1 is \$1M.
- Plans shall address grading, stormwater management, water, sewer, electrical, communications, lighting, paving, landscaping, irrigation, and other disciplines as evident in the final concept plan. Landscape/irrigation plans shall consider waterwise and drought resistant plant materials.



REQUEST FOR PROPOSAL
NIBLEY 1200 WEST CITY PARK- EAST
CONCEPTS AND DESIGN PHASE 1

August 6, 2026

- Develop plans for review completed at 30%, 60%, 90% and 100% with time built in for review by City staff and other stakeholders. Where necessary, plans shall reference the entire site(s) to ensure that elements do not cause hardship or difficulty for future phases. Each submittal shall include a cost estimate.
- Present options for consideration by the City Council if through the design process, the concept substantially changes.
- Prepare Bidding Documents that include a list of improvements broken down into industry standard items that are quantified and, where reasonably possible, are associated with specified detail.
- Coordination with the City's Grant writing consultant. Include 10 hours to prepare exhibits, detailed cost, descriptions, or other information as needed for applying for grants.
- Bidding support.

SCHEDULE

The City desires to have a final concept, partial design, and cost estimates by March 2027 to allow fiscal year budget considerations.

Provide final plans, environmental clearances and bidding documents by August 2027.

PROPOSAL REQUIREMENTS

Each proposal must include the following in order:

- Cover page (Not included in the page count) with title of project, date submitted, submitting firm name, key contact, address, phone number, and email address.
- Table of contents (Not included in page count, only TOC information will be allowed on this page).
- Qualifications of firm(s) proposing on the project including specific similar sample projects. Each project listed must include the following information:
 - Scope of the project;
 - Description of the project emphasizing elements related to this project;
 - Project client reference who was involved with the project.
- Staff proposed for this project who worked on similar project(s);
- Qualifications/resume of each individual proposed for this project. Each individual listed must include the following information (not included in page count):
 - Name, education, and years of experience;
 - Experience on projects of this type doing the proposed duties assigned with this project;
 - List of projects this staff member completed similar to this project;
- Detailed approach and methodology for completion of the project. The tasks must clearly define goals and objectives expected. It is the consulting firm's responsibility in the process to determine



REQUEST FOR PROPOSAL

NIBLEY 1200 WEST CITY PARK- EAST

CONCEPTS AND DESIGN PHASE 1

August 6, 2026

goals and objectives and to provide a detailed approach and methodology that demonstrates their experience and knowledge of the project.

- Detailed Scope of Work proposed to complete Tasks. Proposing Consultants will provide a Detailed Scope of Work and must include, at minimum, all tasks denoted in the General Scope of Work above.
- Identified steps in the Scope of Work in this RFP may be expanded as the proposing firm deems necessary for completion of a successful project.
- Detailed Schedule (Detailed Schedule may be submitted on size 11 x 17). The Detailed Schedule shall highlight key objectives, milestones, interaction between tasks with the appropriate lead and lag times, and areas requiring input from the city, state, and private, Public and federal agencies and the public. This must tie back to the Detailed Scope of Work proposed by the Firm. Proposed schedule shall start with Firm selection with detail through plan completion.
- Fee Proposal. The proposal must be correlated with specific items outlined in the Scope of Work proposed by the Firm and must include the expected costs and estimated hours by task and must include sufficient detail that allows reviewing staff adequate information to compare key individual item costs. This proposal should also identify any special services to be provided by resources outside of your Firm and the cost of such services.
- Appendix (not included in page count). Consultants are encouraged to provide photos, exhibits, and/or hyperlinks to completed projects referenced in Proposal.

PROPOSAL FORMAT

Proposals shall contain the required information discussed above, in the general order listed, not exceeding eight (8) pages in length (not including the Appendices, resumes, or fee proposal). With no more than one (1) tabloid page (11 x 17 inches) with a “Z” fold. A single page cover letter is allowed and will not count toward the page limit.

SUBMITTAL REQUIREMENTS

The City reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal.

The City reserves the right to delay or deny approval of the work if it is determined in the City’s best interest to do so.

Seven (7) hard copies and one (1) PDF version of the technical proposal shall be submitted by **2:00 p.m. on Thursday, September 3, 2026** to Nibley City, 455 West 3200 South, Nibley, UT 84321

Questions pertaining to this Request for Proposal shall be directed in writing submitted via email to the City Engineer, Tom Dickinson, tomd@nibleycity.gov . All questions shall be delivered in written form via email and shall be submitted before **1:00 pm on August 31, 2026**. A list of questions and answers will be kept on the City website at <https://nibleycity.gov/public-works/>. It is the proposing firm’s responsibility to refer to the web page for updates, changes, and modifications to this request.



**REQUEST FOR PROPOSAL
NIBLEY 1200 WEST CITY PARK- EAST
CONCEPTS AND DESIGN PHASE 1**

August 6, 2026

SELECTION OF CONSULTANT

The successful consultant will be selected in accordance with the City procurement policy based on Evaluations below. Final costs may be negotiated upon notice of selection. If after a review of written proposals a preferred consultant cannot be chosen, the City reserves the right to request an oral interview. A recommendation for contract award of the selected consultant will be made to Nibley City Council at the regularly scheduled meeting on September 17, 2026.

EVALUATION

Selection will be qualitative by the selection committee based on the quality and services proposed that demonstrate the best value to the City. The written proposals will be evaluated based on the following criteria:

Approach/Methodology: Demonstration of knowledge regarding the details of successful project completion based on the scope and tasks provided.

Project Team: Specific similar experience, depth of staff support, sub-consultants, and their experience.

Project Experience: Firms will be evaluated based on past projects successfully completed of similar scope and magnitude.

Fee: Cost will be evaluated to provide the best value to the City.



PROPOSAL for
NIBLEY 1200 West City Park-East
Concepts and Design Phase 1

NIBLEY CITY

September 3rd, 2026



blū line designs

Brent Potter, PLA
8719 S. Sandy Parkway
Sandy, UT 84070
801-679-3157
brent@blulinedesigns.com



BELL CANYON TRAILHEAD
Sandy, UT

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MOUNTAIN RIDGE PARK
Highland, UT

Firm & Team Qualifications

blū line designs

blū line designs (blū), is an award-winning planning, urban design, and landscape architecture firm based in Sandy, Utah. Founded in 2008, blū has spent nearly two decades working with municipalities and public agencies throughout Utah on parks, recreation facilities, trails, plazas, and open-space projects.

Parks and recreation design is a core part of our practice. Our team brings experience in park master planning, conceptual design, public and stakeholder engagement, landscape architecture, irrigation design, cost estimating, phasing, construction documentation, and project management. We are known for creative, practical design and for helping clients turn broad community goals into memorable places that can actually be built and maintained.

blū also places a strong emphasis on visual communication. We regularly use 3D modeling, renderings, diagrams, and other graphics to help staff, elected officials, and stakeholders understand design ideas and make informed decisions throughout the planning process.

Over the past 18 years, blū has completed numerous park projects for communities along the Wasatch Front and throughout Utah, giving our team a strong understanding of municipal expectations, public budgets, maintenance needs, and the challenges of moving park projects from concept through construction.

CMT Technical Services

CMT Technical Services (CMT) has more than 40 years of experience providing civil engineering, surveying, geotechnical engineering, and related technical services throughout Utah. Their broad in-house capabilities make them particularly well suited for public park projects where

survey, site infrastructure, grading, drainage, utilities, and geotechnical considerations need to be closely coordinated.

CMT brings extensive experience with parks, trails, recreation facilities, public infrastructure, and municipal improvement projects. Relevant experience includes Lehi Family Park, Quail Orchard Park, Hillcrest Park, Mountain Ridge Park, Harvest View Sports Complex, Heritage Park Interactive Water Feature, Rock Canyon Park, Provo River Delta Gateway Park, Spanish Fork Sports Park, K9 Memorial Dog Park, Spring Creek Park, Alta Canyon Pickleball Courts, Lions Park, Tie Fork Rest Area / Visitor Center, and Children's Park at University Place.

Lynk Engineers

Lynk Engineers (LYNK) is a multidisciplinary consulting engineering firm with extensive experience in electrical design for parks, sports complexes, recreation facilities, public spaces, and site development projects.

Their portfolio includes Lehi Family Park, Quail Orchard Park, Hillcrest Park, Mountain Ridge Park, Harvest View Sports Complex, Heritage Park Interactive Water Feature, Spanish Fork Sports Park, K9 Memorial Dog Park, Bell Canyon Preservation Trailhead, Pioneer Park, Alta Canyon Pickleball Courts, Fitts Park, Centennial Park Interactive Water Feature, and Ivory Ridge Park.

LYNK's experience with exterior lighting, park power, recreation amenities, and public facilities gives them a strong understanding of the practical electrical needs associated with municipal parks.



HARVEST VIEW SPORTS COMPLEX
Santaquin, UT

SWCA

SWCA Environmental Consultants (SWCA), is an employee-owned environmental consulting firm with more than 40 years of experience in environmental planning, natural resources, cultural resources, and regulatory permitting.

SWCA brings the specialized environmental expertise needed for a site with wetlands, aquatic resources, potential federal permitting, biological considerations, and cultural resource requirements. Their experience working on recreation, public lands, and infrastructure projects allows them to balance environmental stewardship with public access and community use.

For Nibley, this experience is especially relevant because the RFP specifically calls for environmental investigation and permitting related to wetlands, water quality, protected species, and historic and cultural resources.

American Ramp Company

American Ramp Company (ARC) is a nationally recognized specialist in skate parks, bike parks, pump tracks, and action-sports facilities. For more than 20 years, ARC has worked with communities, park planners, and recreation advocates throughout the United States and internationally to plan and develop places for biking, skating, and other action sports.

ARC brings a level of specialized experience that is difficult to replicate through a traditional park design team. Their work in communities around the world gives them a strong understanding of user needs, facility types, programming, safety, phasing, and the way bike and skate amenities can fit into larger community parks.

Team Strength

The strength of this team is its combination of local park design experience, technical depth, environmental expertise, and specialized recreation knowledge. blū has worked successfully with several of these consultants on comparable municipal park projects, which will help the team move efficiently and communicate clearly throughout the project.



Vinyard Station Park
Vinyard, UT

Relevant Project Experience



FARMINGTON CITY

Brigham Mellor
City Manager
801-939-9224
bmellor@farmington.
utah.gov

Completed: 2025

Contract:

\$13,000,000

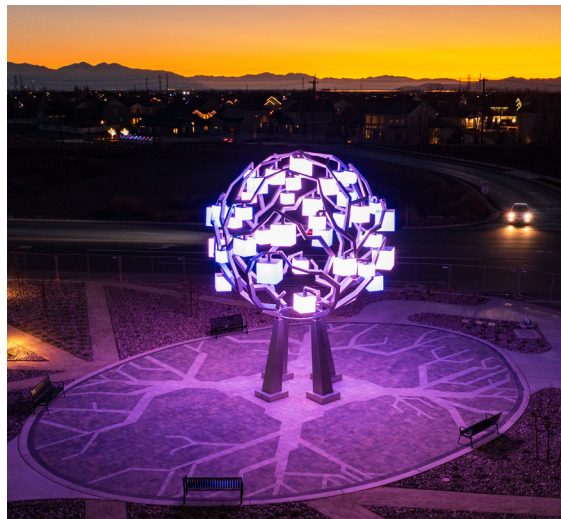
(Construction)

Services Provided:

- Master Planning
- Construction Docs
- Construction Admin

NORTH COTTONWOOD COMMONS PARK

This 12.6-acre park in Farmington features an iconic stainless steel tree sculpture with integrated lighting, an interactive splash pad, a ninja warrior course, stage, pickleball, and a playground with a signature slide - the longest in Davis County. The park is framed by meadow-grass berms and open lawn areas for informal recreation, with a looping path system and a boardwalk that extends into adjacent wetlands, offering immersive views and nature-based experiences.



LEHI CITY

Trenton Dyer
Parks Planning
Manager
385-201-2714
tdyer@lehi-ut.gov

Completed: 2024

Contract:

\$14,000,000

(Construction)

Services Provided:

- Master Planning
- Construction Docs
- Construction Admin

LEHI FAMILY PARK

blū was hired by Lehi to create a master plan for Phases 1 and 2, expanding on the existing 16-acre soccer complex. Phase 1, completed in 2024, features a multi-million dollar all-abilities playground, interactive water feature, sensory garden, amphitheater, restrooms, walking paths, and extensive landscaping. The playground and water feature have an aviation theme inspired by the area's historic airport. The all-abilities playground, designed with input from City staff, the public, and special interest groups, caters to various abilities.





OREM CITY

Lane Gray
Capital Projects Manager
801-229-7596
ldgray@orem.gov

Completed: 2024

Contract:

\$11,600,000

(Construction)

Services Provided:

- Master Planning
- Construction Docs
- CA

HILLCREST PARK

blū was contracted by Orem City to provide an updated plan for the partial demolition of the existing Hillcrest Elementary School and the construction of a new Hillcrest Community Park. The park includes numerous amenities including a splash pad, pickleball courts, playgrounds, an outdoor lounge, and multi-use lawn space. This project reflects Orem City's current operational and maintenance efficiencies, including sustainable building principles and energy-efficient LEED-type features.



PROVO CITY

John Bunderson
Parks Project Manager
801-852-6643
JBunderson@provo.org

Completed: 2023

Contract:

\$4,000,000

(Construction)

Services Provided:

- Master Planning
- Construction Docs

QUAIL ORCHARD PARK

This nearly 8-acre park off Canyon Road in Provo offers four pickleball courts, a looping path, a naturalized water feature, small pavilions, a central pavilion/restroom, a traditional playground, and a hillside adventure play area utilizing the site's grade changes. It also includes an aquifer storage and recovery system and an open lawn for informal play. **blū** collaborated with a neighborhood design committee and the City, incorporating public feedback into the park's major components and detailed elements like the playground color scheme.





HALE CENTRE THEATRE
Sandy, UT



CORY SHUPE
President
Landscape Architect
PLA, ASLA
5410044-5301
BLA, Utah State
University, 1998



ROB DONIGAN
Associate Landscape
Architect
Project Manager
PLA, ASLA
6826288-5301
BLA, Utah State
University, 1998

CORY

has worked for both public and private entities over the past 30 years. His experience working with these entities affords him the ability to understand the needs and desires of these different clients. He excels at understanding the vision of his clients. His passion is designing. This includes projects that are as large as thousands of acres and as small as less than an acre. Designing places that are enjoyable for every person and in every season is most satisfying. Leading a design firm and sharing his passion for every design is a dream come true for him.

SELECT RELEVANT EXPERIENCE

- Olympia Sports Complex | Principal | January 2024
- Highlands Grantsville Park | Principal | March 2025
- Zermatt Master Plan | Principal | May 2024
- Bastian Agricultural Center | Principal | December 2022
- Ivy Acres Park | Principal | January 2023
- Shoreline Park | Principal | October 2022
- Lehi Family Park | Principal | August 2022
- MIDA Falcon Hill | Principal | On-going

ROB

has over 28 years of professional design experience focused on park and recreation design from conceptual design and master planning to construction documents and construction observation. He has worked for Parks and Recreation departments across the country beginning his career as a landscape architect for the Colorado Springs Parks and Recreation Department planning parks, trails, and recreational facilities. Since that time, he has worked for numerous municipalities along the Wasatch Front providing unique and creative park and amenity designs.

SELECT RELEVANT EXPERIENCE

- Perry City Parks Master Plan | Project Manager | Jan 2025
- Rohmer Park Improvements | Project Manager | Oct 2024
- Mill Pond Park Area | Project Manager | July 2024
- Parkway Fields Parks & Trails | Project Manager | May 2024
- Jackson & Teton Ranch Parks | Project Manager | Jan 2022
- Midvale Plaza & Streetscape | Project Manager | June 2022
- Lehi Family Park | Project Manager | August 2022
- Layton Commons Park | Project Manager | October 2022
- Ridgeline Park | Project Manager | October 2022
- Oscarson Park | Project Manager | September 2022
- Harvest View Sports Complex | Project Manager | Feb 2021
- Quail Orchard Park | Project Manager | November 2020
- Heritage Park Interactive Water Feature | PM | July 2020
- Mountain Ridge Park | Project Manager | October 2018



CENTENNIAL PLAZA

2600 West 5400 South

CENTENNIAL PLAZA
Taylorsville, UT



BRENT POTTER
Landscape Architect
PLA, ASLA
11107537-5301
BLA, Penn State
University, 2010



ERIC SABIN
Landscape Architect
PLA, ASLA
13595921-5301
MLA, University of
Oklahoma, 2018
BS, Horticulture,
Colorado State, 2014

BRENT

has over 15 years of experience working on a wide variety of project types. Brent grew up along the shores of Lake Erie in rural Pennsylvania, giving him a deep appreciation for nature. Since moving to Utah in 2018, he has dedicated himself to learning the native flora in the region and incorporating them into his wide-ranging plant palette. Brent has experience with residential design and construction management, urban design and large scale planning projects. Brent currently works as a project manager for an array of projects at **blū**. His responsibilities include, but are not limited to site planning, landscape design, and construction management services.

SELECT RELEVANT EXPERIENCE

- Mapleton City Park | Project Manager | January 2025
- Provo Dog Park Master Plan | Project Manager | Dec 2024
- DFCM State Library | Project Manager | Jun 2024
- Three Creeks West Roadway & Trail | PM | August 2023
- North Cottonwood Commons Park | PM | Jan 2023
- Summit County Fairgrounds | Project Manager | January 2022
- Beacon Hill Sports Complex | Project Manager | January 2022
- Hillcrest Park | Project Manager | October 2021
- Ferguson Canyon Trailhead | Landscape Arch | March 2021

ERIC

brings a rich background to our design team, with undergraduate studies in Environmental Horticulture (specializing in Landscape Design and Contracting) and a master's in landscape architecture. He has valuable experience in residential design, construction, and irrigation installation and maintenance. Eric is committed to water conservation through effective irrigation techniques and landscape water preservation. His academic work focused primarily on low-impact development and green infrastructure's role in reducing storm water runoff, and explored how these interventions enhance landscapes.

SELECT RELEVANT EXPERIENCE

- Scenic Slopes Park | Project Manager | August 2025
- East High School Xeriscape & Irrig | PM | January 2025
- Mapleton City Park | Landscape Arch | January 2025
- Rohmer Park Improvements | Landscape Arch | Oct 2024
- Mill Pond Park Area | Landscape Arch | July 2024
- Parkway Fields Parks & Trails | Landscape Arch | May 2024
- Olympia Sports Complex | PM | January 2024
- Bastian Agricultural Center | PM | December 2022
- Shoreline Park | Landscape Arch | October 2022



JAMES J. MILLIGAN, P.E.

PROFESSIONAL CIVIL ENGINEER



CONTACT INFORMATION

E | James.Milligan@cmttechnicalservices.com

M | 801.702.9663

EDUCATION

Bachelor of Science

Major: Civil Engineering

Minor: Italian

Utah State University, 2002

REGISTRATIONS | CERTIFICATIONS

Professional Engineer: State of
Utah License No. 4939908-
2202

Level 1, 2, and 3 Onsite

Wastewater Systems

Certification: Utah Department
of Environmental Quality

MSHA Training

James “Jim” Milligan is the **Manager of Engineering** at CMT. With over 22 years of experience as a Civil Engineer Jim has been involved in all facets of **Municipal Engineering** projects. Jim’s experience ranges from; master planning, design, and construction management, for municipal services projects, Community parks projects, water infrastructure projects, sanitary sewer projects, storm drain projects, roadway projects, large scale land development projects, etc. Jim uses the skills that he has developed to successfully manage the CMT design team as we work with our clients to complete each project.

COMMUNITY PARKS ENGINEERING- Senior Project Engineer and Construction Management for; New City Parks, All Abilities Playgrounds, Sports Fields, Sports Courts, Splash Pads, Pavilions, Pedestrian Bridges, Dog Parks, and Regional Detention Park projects including feasibility studies, Civil Engineering design, ADA accessibility compliance, contract documents, bidding, and construction management.

REPRESENTATIVE PROJECT EXPERIENCE – COMMUNITY PARKS 2024

- **Lehi Family Park** (Lehi City) New **50-acre City Park** with:

- All abilities playground
- Outdoor Amphitheater
- Soccer fields
- Pickleball courts with court lighting
- Splash Pad
- Pavilions and shade structures
- Restroom Building

Role (Status): Project Manager for Civil Engineering design (Complete 9/24).

- **Mountain Ridge Park** (Highland City) New **17-acre City Park** with:

- All abilities playground
- Baseball and soccer fields
- Pickleball and basketball courts with court lighting
- Pavilions and shade structures
- Restroom Building

Role (Status): Project Manager for Civil Engineering design and Construction Management (Phase 2 Anticipated Complete 11/24).

- **Quail Orchard Park** (Provo City) New **7-acre City Park** with:

- Adventure playground
- Regional detention / recreation fields
- Re-circulating stream water feature
- Pickleball courts
- Pavilions and shade structures
- Restroom Building

Role (Status): Project Manager for Civil Engineering design (Complete 10/23)



REPRESENTATIVE PROJECT EXPERIENCE – COMMUNITY PARKS 2023 (Continued)

- **Hillcrest Park** (Orem City) New **9-acre City Park** (converted elementary school) with:
 - Playground
 - Splash Pad
 - Recreational fields
 - Pickleball courts with court lighting
 - Shade structures
 - Events Building (Re-modeled portion of Elementary School)

Role (Status): Project Manager for Civil Engineering design (Complete 9/24)

- **Beacon Hill Park** (Wasatch County) New **5-acre County Park** addition to existing park with:
 - Baseball and Soccer fields
 - Basketball and Tennis courts with court lighting

Role (Status): Project Manager for Civil Engineering design (Complete 10/24)

- **Heritage Park Splash Pad** (South Jordan City) New **2-acre City Park** improvements to existing park with:
 - Splash Pad
 - Pavilions and shade structures
 - Restroom Building

Role (Status): Project Manager for Civil Engineering design (Complete 6/23)

- **Draper Park** (Draper City) New **1-acre City Park** improvements to existing park with:
 - Parking lot expansion (46 stalls added)
 - Parking lot lighting
 - Landscaping designs

Role (Status): Project Manager for Civil Engineering design (Complete 6/24)

- **Midvale Plaza** (Midvale City) New **1-acre City Plaza** improvements at Midvale City Hall with:
 - City Plaza with Food Truck Stations
 - Main Street Frontage Improvements
 - Street Median and Crossing for Accessibility Improvements

Role (Status): Project Manager for Civil Engineering design (Anticipated Complete 12/24)

REPRESENTATIVE PROJECT EXPERIENCE – COMMUNITY PARKS, OTHER

- **New Bingham Detention Park** (West Jordan City) **8-acre Regional Detention** with soccer fields (Complete 2022)
- **Creekside Park** (Bountiful City) **Pedestrian Bridge** Design (Complete 2018)
- **Springhill Geologic Park** (North Salt Lake) **5-acre City Park** for landslide remediation (Complete 2013)
- **Montview Park** (Cottonwood Heights) **11-acre City Park** with Splashpad, Courts, Pavilion, Restroom (Complete 2012)
- **Hatch Park** (North Salt Lake) **10-acre Regional Detention** with sports fields & courts (Complete 2004)





RYAN BETZ, PE

LEAD DESIGN ENGINEER

AREAS OF EXPERTISE

- Community Park Design
- Roadway Design
- Site Development and Planning
- Grading and Drainage Design

REPRESENTATIVE PROJECT EXPERIENCE – COMMUNITY PARKS

- **Lehi Family Park** (Lehi City) New **50-acre City Park** with:

- All abilities playground
- Outdoor Amphitheater
- Soccer fields
- Pickleball courts with court lighting
- Splash Pad
- Pavilions and shade structures
- Restroom Building

Role (Status): Lead Design Engineer for Civil Engineering design (Complete 9/24)

- **Mountain Ridge Park** (Highland City) New **17-acre City Park** with:

- All abilities playground
- Baseball and soccer fields
- Pickleball and basketball courts with court lighting
- Pavilions and shade structures
- Restroom Building

Role (Status): Lead Design Engineer (Phase 2 Anticipated Complete 11/24)

- **Quail Orchard Park** (Provo City) New **7-acre City Park** with:

- Adventure playground
- Regional detention / recreation fields
- Re-circulating stream water feature
- Pickleball courts
- Pavilions and shade structures
- Restroom Building

Role (Status): Lead Design Engineer (Complete 10/23)

- **Hillcrest Park** (Orem City) New **9-acre City Park** (converted elementary school) with:

- Playground
- Splash Pad
- Recreational fields
- Pickleball courts with court lighting
- Shade structures
- Events Building (Re-modeled portion of Elementary School)

Role (Status): Lead Design Engineer (Complete 9/24)

CONTACT INFORMATION



EDUCATION

Bachelor of Science in Civil
Engineering

University of Utah, SLC, Utah.

REGISTRATIONS | CERTIFICATIONS

Professional Engineer
Utah (12080518-2202)



RYAN BETZ, PE

LEAD DESIGN ENGINEER (Cont.)

REPRESENTATIVE PROJECT EXPERIENCE – COMMUNITY PARKS *(Continued)*

- **Beacon Hill Park** (Wasatch County) New **5-acre County Park** addition to existing park with:
 - *Baseball and Soccer fields*
 - *Basketball and Tennis courts with court lighting*

Role (Status): Lead Design Engineer (Complete 10/24)

- **Heritage Park Splash Pad** (South Jordan City) New **2-acre City Park** improvements to existing park with:
 - *Splash Pad*
 - *Pavilions and shade structures*
 - *Restroom Building*

Role (Status): Lead Design Engineer (Complete 6/23)

- **Draper Park** (Draper City) New **1-acre City Park** improvements to existing park with:
 - *Parking lot expansion (46 stalls added)*
 - *Parking lot lighting*
 - *Landscaping designs*

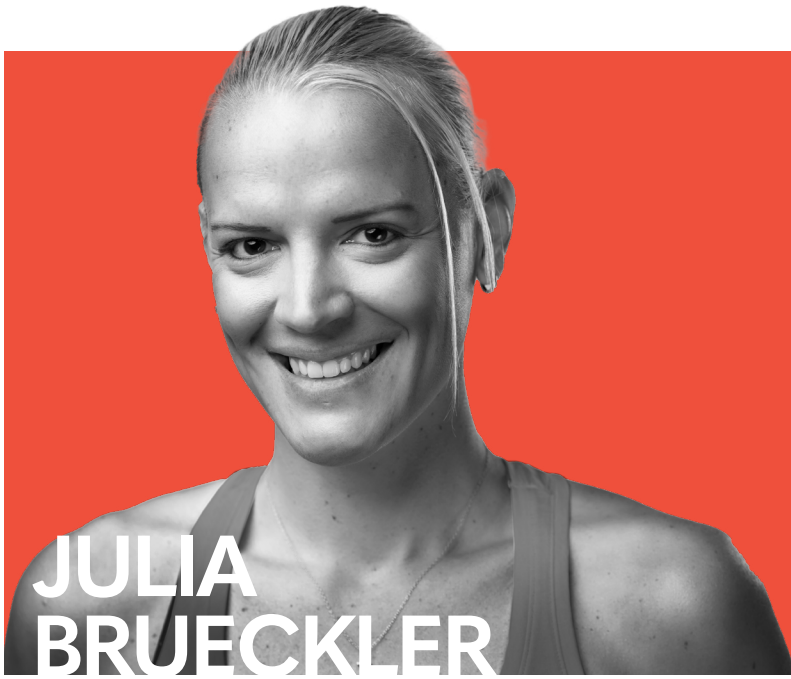
Role (Status): Lead Design Engineer (Complete 6/24)

- **Midvale Plaza** (Midvale City) New **1-acre City Plaza** improvements at Midvale City Hall with:
 - *City Plaza with Food Truck Stations*
 - *Main Street Frontage Improvements*
 - *Street Median and Crossing for Accessibility Improvements*

Role (Status): Lead Design Engineer (Anticipated Complete 12/24)

- **Harvest View Park** (Santaquin City) New **5-acre City Park** improvements to existing park with:
 - *Parking Lot Addition (400 stalls)*
 - *Parking lot lighting*
 - *Pickleball Courts with lighting*
 - *Pavilions and Restroom Building*

Role (Status): Lead Design Engineer (Complete 2022)



DESIGNER / PRO SKATEBOARDER

Julia Brueckler is a professional skateboarder from Vienna, Austria. Her precision and creativity in executing tricks have earned her acclaim, making her a standout figure in the professional skateboarding scene. She has competed in numerous skateboarding competitions globally including XGames, Street League, Dew Tour and many more. In 2017 and 2018 Brueckler won back to back World Championship titles for World Cup Skateboarding. She also won the European Championships in 2018 and the Austrian National Championships in 2020. In 2021 Julia represented her home country of Austria in the first ever skateboarding competition at the 2020 Olympic Games in Tokyo. The event marked a career highlight in her journey and a page in skateboard history.

Beyond her achievements in competitions, she continues serving as an inspiration by coaching aspiring skateboarders to help them pursue their dreams. Julia Brueckler's journey exemplifies the transformative power of skateboarding and its capacity to transcend boundaries.

Relevant Experience

- Professional skateboarder since 2003
- 2020 Olympian
- Three-Time World Cup Winner
- Austrian Champion
- First Austrian Female Skateboarder at the Summer X-GAMES

Notable Projects

- Cook Family Park; Pleasant Grove, UT
- California City Skatepark; California City, CA
- Westover Skatepark; Harrisonburg, VA
- Belle Fourche Skatepark; Belle Fourche, SD
- Plainfield Skatepark; Plainfield, IL



**Spencer C. Little, PE**

Principal Electrical Engineer

Time with Lynk Engineers: 18 years

Time in the Industry: 24 years

Spencer has over two decades of electrical experience with a vast portfolio of projects spanning various industries, including parks, recreational, hospitality, residential, and cultural. Spencer has worked on more than 30 park projects, including 17 with Blu Line. As a previously licensed electrician, Spencer brings a unique advantage to the projects he designs. His many years of field experience as an electrician brings added insight into the constructability of his designs and the ability to view issues from multiple perspectives including those of installing contractors, designers and owners.

Education

BS Electrical Engineering, University of Utah

Licenses and Registrations

AZ #62314

CA #E 22868

ID #P-18688

NV #026748

TX #136284

UT #7258080-2202

Related Project Experience

Buried Hatcher Ranch - Water System Automation | Moab, UT

Courtyard Marriott Moab, UT | Moab, UT

Moab Car Wash | Moab, UT

Gravity Haus Moab - Addition and Redesign | Moab, UT

Main Kitchen Sorrel River Ranch | Moab, UT

Moab Adventure Center - Lighting and Signage Upgrades | Moab, UT

Sage Creek Resort - Exterior and Landscape Lighting | Moab, UT

Radcliffe Pool Revision | Moab, UT

Staybridge Moab Hotel | Moab, UT

Moab Employee Housing - Remodel | Moab, UT

JMARA Sports Complex at Jordanelle State Park – Pickleball and Tennis Courts | Jordanelle, UT (Blu Line)

Sandy Pickleball Courts and Parking Lot Design | Sandy, UT (Blu Line)

Sandy City Crescent Park - Pickleball & Tennis Courts | Sandy, UT

Silos Pickleball Shell | Salt Lake City, UT (Blu Line)

Mapleton City Park - Phase 1 Design | Mapleton, UT (Blu Line)

Jackson Park | Herriman, UT (Blu Line)

Edgemont Park | Provo, UT (Blu Line)

Mountain Ridge Park | Highland, UT (Blu Line)

Andy Adams Park | Layton, UT (Blu Line)

Kaysville Pioneer Park | Kaysville, UT (Blu Line)

Herriman City Dog Park | Herriman, UT (Blu Line)

Heritage Park Splash Pad | South Jordan, UT (Blu Line)

Lehi Family Park | Lehi, UT (Blu Line)

Layton Commons Park | Layton, UT (Blu Line)

Spanish Fork Sports Park | Spanish Fork, UT (Blu Line)

Ridgeline Park | Nibley, UT (Blu Line)

Scenic Slopes - Park | Grantsville, UT (Blu Line)

Rohmer Park | Ogden, UT (Blu Line)

Vineyard Station Park | Vineyard, UT

Woodward Park City at Gorgoza Park | Park City, UT

Lehi Park Lighting Upgrade | Lehi, UT

Fitts Park | South Salt Lake, UT

Storm Mountain Park | Sandy, UT

Lester Park - Design | Ogden, UT

Sunnyvale Park | Millcreek, UT

Farmington Park | Farmington, UT

Fairmont Park | Salt Lake City, UT



MICHAEL LARSEN, LEED AP

PRINCIPAL LIGHTING DESIGNER

EDUCATION

BS, Architecture
University of Utah, 1994

LICENSES / CERTIFICATIONS

Leadership in Energy and
Environmental Design Accredited
Professional (LEED AP), USGBC

EXPERTISE

Mike has 26 years of experience as a lighting designer. His interior and exterior portfolio includes hospitality, high-end residential, office, retail, education, healthcare, civic, roadway, park, and public-realm projects. He has taught lighting design courses and seminars for the Illuminating Engineering Society of North America, the Portland Art Institute, and Marylhurst University. As a LEED Accredited Professional, he has provided lighting and daylighting design for dozens of LEED-certified projects, including several that achieved LEED Platinum. Mike combines creative problem-solving with strong interpersonal and organizational skills to deliver thoughtful, coordinated lighting solutions.

RELATED PROJECT EXPERIENCE

- Vineyard Station Apartments | Vineyard, UT
- Holladay Hills Macy's Renovation | Holladay, UT
- Farmington Park | Farmington, UT
- Fairmont Park | Salt Lake City, UT
- Rohmer Park | Ogden, UT (Blu Line)
- Layton Commons Park | Layton, UT (Blu Line)
- Spanish Fork Sports Park | Spanish Fork, UT (Blu Line)
- Ridgeline Park | Nibley, UT (Blu Line)
- Scenic Slopes Park | Grantsville, UT (Blu Line)
- Canton Ridge East Phase A Roadway Lighting | Saratoga Springs, UT
- Canton Ridge East Phase B Street Lighting | Saratoga Springs, UT
- Canton Ridge East Phase C Street Lighting | Saratoga Springs, UT
- Canton Ridge West Green Space and Playground Lighting | Saratoga Springs, UT
- Brixton Park Phase I Roadway Lighting | Saratoga Springs, UT
- Brixton Park Phase II Roadway Lighting | Saratoga Springs, UT
- 410 Chipeta Life Science Laboratory Building | Salt Lake City, UT
- Ketchum Boutique Hotel | Ketchum, ID
- Utah State Fairpark Arena Improvements | Salt Lake City, UT
- Millcreek City Hall | Millcreek, UT
- Rails Office Building Phase 1, Building A | South Salt Lake City, UT
- Nikola Manufacturing Facility | Coolidge, AZ
- Oregon Coast Aquarium | Newport, OR*
- "Harvest" Sculpture | Lincoln, NE*
- Lake Oswego Gateway Sculpture | Lake Oswego, OR*
- U.S. Embassy Compound | Asuncion, Paraguay*
- U.S. Embassy Compound | Colombo, Sri Lanka*
- U.S. Embassy Compound | Manila, Philippines*

* Project completed while with a previous firm.

KATELYN CARY, B.S., WETLANDS AND AQUATIC BIOLOGY LEAD

Katelyn Cary is a lead ecologist with SWCA's Salt Lake City, Utah, office. She has 13 years of experience working directly with local, state, and federal agencies across the Intermountain West region to support and manage aquatic species, habitat, and restoration project work. Katelyn's skill set displays both technical and management skills pertaining to aquatic ecology, including impacts analyses for environmental compliance, restoration design guidance for aquatic species, and biological monitoring efforts.

YEARS OF EXPERIENCE

13

EXPERTISE

Stream, wetland, and riparian restoration

Hydrology and aquatic habitat assessments

Water quality and quantity monitoring

Invasive species identification and removal

Endangered species surveys and consultation

Environmental assessments (EAs)

EDUCATION

B.S., Marine and Freshwater Biology; University of Texas at Austin; 2012

REGISTRATIONS/CERTIFICATIONS

Certified Ecological Restoration Practitioner in Training #0702; Society for Ecological Restoration; 2023

Certified Scuba Diver; National Association of Underwater Instructors Worldwide; 2010

Adult First Aid/CPR/AED Certified, Utah; National Safety Council; 2021

TRAINING

BLM Rangeland and Aquatic Assessment, Inventory and Monitoring, BLM; 2017

SELECTED PROJECT EXPERIENCE (* denotes project experience prior to SWCA)

Salt Lake City Trails and Natural Lands (TNL) Vegetation Monitoring; Salt Lake City Parks and Public Lands; Salt Lake County, Utah. The TNL Division works alongside the Salt Lake City Public Lands Department to help preserve natural areas, increase access to parks, and enhance trail and open space connectivity. TNL has recently developed a vegetation monitoring program to quantify the vegetative and ecological conditions of TNL properties, as well as to assess the success of revegetation and invasive species removal projects. Monitoring data will be used in the development of future land management plans and in identifying properties in need of remediation. TNL is seeking assistance from SWCA to execute annual field monitoring, data collection, and reporting efforts. *Role: Project Manager. Coordinated technical staff, regularly communicated with the client, and managed the project budget and schedule.*

Utah and Salt Lake Canal Trail, Phase 4; G. Brown Site Architect, Inc.; Salt Lake County, Utah. SWCA prepared a State Environmental Study supporting regional transportation plan funding in accordance with relevant laws and policies. To complete the state environmental study, SWCA provided assessments of cultural resources, paleontological resources, wildlife and special-status species, and wetlands and waters of the U.S. *Role: Aquatic Ecologist. Evaluated and assessed the impacts to fish, aquatic species, and riparian habitat.*

Mountain Dell Restoration; Salt Lake City Department of Public Utilities; Salt Lake County, Utah. The Salt Lake City Department of Public Utilities contracted SWCA to provide engineering and ecological design services to restore disturbed landscape areas associated with the rehabilitation of Mountain Dell Dam and Parleys Canyon fiber-optic cable network installation. SWCA is providing a restoration plan for the project, including engineering and revegetation designs, construction oversight, and vegetation monitoring following implementation of the project. SWCA also provided archaeological literature review, historical analysis, and research for the dam, boathouse, valve houses, and associated features. *Role: Project Manager. Coordinated technical staff, communicated regularly with the client, and managed the project budget and schedule.*

Utah Lake Restoration Project; Geosyntec Consultants; Utah County, Utah. SWCA conducted baseline studies and prepared air quality, terrestrial biology, water resources, fisheries, land use, visual resources, and cultural resources resource reports in support of the National Environmental Policy Act (NEPA) process for the Utah Lake Restoration

project. *Role: Aquatic Ecologist. Evaluated and assessed the impacts to fish, aquatic species, and riparian habitat.*

Diamond Fork and Sixth Water Creek EA; Central Utah Water Conservancy District; Orem, Utah County, Utah. SWCA supported the Central Utah Water Conservancy District (CUWCD) through the NEPA process with the Diamond Fork System Environmental Update EA. The focus of the analysis was to assess the effects of proposed changes to how a major component of the Bonneville Unit of the Central Utah Project is operated. The analysis employed an issues-focused approach to conduct detailed analysis of specific issues that

are truly substantive, while providing credible, defensible rationale for why some issues do not require detailed analysis for the EA. SWCA worked closely with CUWCD to address changes to the proposed action and alternatives as the NEPA process progressed. *Role: Ecologist. Evaluated and assessed the impacts to fish, aquatic species, and riparian habitat.*

Great Salt Lake Enhancement Projects Facilitation; Utah Division of Forestry, Fire and State Lands; Salt Lake County, Utah.

SWCA is supporting the National Audubon Society and The Nature Conservancy with implementation of the Great Salt Lake Watershed Enhancement Trust's mission through facilitation of regular meetings for the multi-stakeholder Trust Advisory Council and the Trust's Executive Committee and by the development of a situational analysis to guide strategic planning based on stakeholder interviews. *Role: Stakeholder Facilitator. Conducted stakeholder interviews.*

Utah Department of Transportation (UDOT) Wet Weather Monitoring – Year 5; UDOT; Statewide, Utah. For the past 6 years, SWCA has been monitoring stormwater runoff from various UDOT facilities and reporting pollutant loading mandated by UDOT's MS4 permit. At the beginning of this effort, SWCA supported UDOT in developing the sampling and analysis plan, which included site selection and equipment acquisition and installation. The SWCA team advised UDOT and the construction contractor during construction of monitoring locations and equipment installation. SWCA reviewed monitoring location designs, assisted and advised during construction, and used our expertise in stormwater monitoring and auto sampling to ensure that each site was constructed to allow for the most successful field monitoring. *Role: Field Technician. Collected water quality samples during storm events.*

Colorado River Operations Environmental Impact Statement (EIS) Post-2026; Environmental Management and Planning Solutions, Inc.; Coconino County, Arizona.

The U.S. Bureau of Reclamation (Reclamation) intends to develop and analyze future operations at Lake Powell and Lake Mead (post-2026 operations) for long-term strategies of Colorado River operations while addressing drought conditions and preparing for possible future low runoff and low reservoir conditions pursuant to NEPA. SWCA is assisting with an EIS and the analysis of environmental issues resulting from the proposed action and its alternatives. SWCA currently manages public involvement tasks and supports Tribal engagement and Section 106 compliance. SWCA is also responsible for the biological assessment and assisting Reclamation with the Section 7 consultation process. *Role: Aquatic Ecologist. Evaluating and assessing the impacts to fish, aquatic species, and riparian habitat.*

Glen Canyon EA; Environmental Management and Planning Solutions, Inc.; Garfield County, Utah. SWCA is supporting the development of an EA for the Glen Canyon Dam. SWCA is coordinating with Reclamation to develop the purpose and need statement and determine the scope of the EA. SWCA is also providing natural resources analyses, including a fisheries impact analysis and consulting with the Smallmouth Bass Ad Hoc Work Group, who helped to develop operational alternatives for the dam. Once comments are received on the Draft EA, SWCA subject matter experts will work with Reclamation to provide responses to comments and update the Final EA, as needed. *Role: Aquatic Ecologist. Evaluating and assessing the impacts to fish, aquatic species, and riparian habitat.*

Bears Ears National Monument Resource Management Plan (RMP)/EIS; Bureau of Land Management (BLM); San Juan County, Utah. Presidential Proclamation 10285, issued in 2021, restored the boundaries of Bears Ears National Monument that were previously in place in 2017 and describes the entire Bears Ears landscape as an object of historic and scientific interest, as well as spiritual significance. Following the proclamation, SWCA was selected to support the BLM and U.S. Forest Service to prepare a new RMP/EIS for the monument. SWCA is in the process of working with both agencies to prepare the RMP/EIS in accordance with NEPA requirements. *Role: Aquatic Ecologist. Evaluated and assessed the impacts to fish, aquatic species, and riparian habitat.*

***Utah State University, Fish and Ecology Lab; Cache County, Utah.** Research project investigating the population decline of native fish species in southern Utah. *Role: Field Technician. Collected data collection, monitored water quality in experimental tanks, and conducted routine lab maintenance and cleaning.*

JULIA AARONSON, M.S., ENVIRONMENTAL PLANNER

Julia Aaronson is an associate environmental planner at SWCA's Salt Lake City office. She has 11 years of experience in the environmental field and has worked on and managed a wide range of projects, including land use planning, renewable energy development, and restoration planning for various federal agencies, such as the U.S. Forest Service (USFS) and Bureau of Land Management (BLM). Julia works on technical summaries for National Environmental Policy Act (NEPA) documents and supports projects by managing multidisciplinary teams, tracking project milestones, and coordinating between various agencies and organizations.

YEARS OF EXPERIENCE

11

EXPERTISE

NEPA compliance
Local and state permitting
Reviewing technical documents and reports
Public and stakeholder outreach
Project management
Ecology

EDUCATION

M.S., Ecology; Utah State University; 2023

B.S., Environmental Science and Management; University of California Davis; 2013

SELECTED PROJECT EXPERIENCE

Elk Meadows Trail Relocation and Habitat Restoration; Trout Unlimited; Custer County, Idaho. SWCA conducted ecological surveys for Endangered Species Act-listed species and their habitats, a biological assessment (BA), an alternatives analysis, and environmental impacts review reports and drafted a decision notice for the Sawtooth National Recreation Area. *Role:* NEPA Lead and Assistant Project Manager. Responsible for coordinating field surveys and writing the Finding of Applicability and No Extraordinary Circumstances.

Canyonlands National Park Comprehensive Rivers Management Plan (CRMP) and Compliance; National Park Service (NPS); Grand County, Utah. SWCA, supported by Otak, is currently working with the NPS to complete a CRMP and associated environmental assessment (EA), as well as a National Wild and Scenic Rivers eligibility assessment. The CRMP aims to develop and evaluate river management strategies to provide better public access, evaluate infrastructure needs, and limit impacts to environmental resources. Services included visitor use assessment, civic engagement, public meetings, and NEPA compliance and document preparation. *Role:* NEPA Planner. Coordinated pre-NEPA agency discussions and authored Chapters 1 and 2 of the EA.

Bears Ears National Monument (BENM) Resource Management Plan (RMP)/Environmental Impact Statement (EIS); BLM; San Juan County, Utah. Presidential Proclamation 10285, issued in 2021, restored the boundaries of the BENM that were previously in place in 2017 and describes the entire Bears Ears landscape as

an object of historic and scientific interest, as well as spiritual significance. Following the proclamation, SWCA was selected to support the BLM and USFS to prepare a new RMP/EIS for the Monument. SWCA is in the process of working with both agencies to prepare the RMP/EIS in accordance with the NEPA requirements. *Role:* Assistant Project Manager and NEPA Planner. Responsible for completion of soils, vegetation, weeds, and paleontological resources sections of the EIS, as well as managing final deliverables for the project.

Cutler Hydro Relicensing Support; PacifiCorp; Cache County, Utah. SWCA provided project management, stakeholder facilitation, and technical study implementation on behalf of PacifiCorp in the company's pursuit of a new Federal Energy Regulatory Commission license for the Cutler Hydroelectric Project near Logan, Utah. This work included cultural resources studies; assessment of the aquatic community; a full review of the water quality conditions in the reservoir; and hydraulic analysis and modeling, including the construction of one- and two-dimensional hydraulic models and a one-dimensional sediment transport model for the project area. SWCA led the development of all relicensing documents from the notice of intent and pre-application document and the NEPA scoping process through to the final license application and water quality certification. *Role:* NEPA Planner. Responsible for technical review and editing of fish and water resource supporting documents.

Deer Trail EA; DT Mining; Fishlake National Forest, Utah. SWCA conducted natural resource surveys and provided agency consultation, a BA, biological evaluation, EA, finding of no significant impact (FONSI), and decision notice for the USFS for a mineral exploration project in the Fishlake National Forest in central Utah. *Role:* NEPA Planner. Authored the EA, FONSI, and Decision Notice.

San Rafael Master Leasing Plan EA/RMP Amendments; BLM; Emery and Wayne Counties, Utah. SWCA assisted the BLM Price and Richfield Field Offices and the Utah State Office with the completion of an oil and gas master leasing plan, RMP amendments, and associated EA for a 525,000-acre planning area. The completed master leasing plan amended the BLM Price and Richfield Field Office RMPs and resolved long-standing lease protests and suspensions. Critical issues included proximity to national parks, recreation, BLM Special Recreation Management Areas, cultural resources, and lands with wilderness characteristics. SWCA also developed and managed all geographic information system (GIS) for the development of RMP amendments. *Role: Assistant Project Manager. Responsible for managing a team of authors and technical experts, tracking schedules, and planning public involvement.*

Wolf Creek Reservoir Third-Party EIS; Rio Blanco Water Conservancy District; Rio Blanco County, Colorado. SWCA is providing third-party NEPA services to the BLM White River Field Office to support the preparation of an EIS to analyze the environmental impacts of the proposed Wolf Creek Reservoir. It is anticipated that the proposed project will also require an amendment to the BLM's resource RMP. *Role: NEPA Planner. Authored the biological resources section of the EIS.*

Ambler Mining District Industrial Road Access Supplemental EIS; BLM; Northwest Arctic Borough, Alaska. The project is being proposed by the Alaska Industrial Development and Export Authority. The project would construct a new 211-mile roadway along the southern flanks of the Brooks Range, extending west from the Dalton Highway to the south bank of the Ambler River. The road is designed as an industrial access road to provide surface transportation to the Ambler Mining District. The Record of Decision was signed in 2020. Due to litigation, the BLM needs to prepare a supplemental EIS to revise impact analysis to address socioeconomic and environmental justice impacts. *Role: Project Coordinator.*

NATE JONES, B.S., P.W.S., LOCAL PERMITTING SUPPORT AND SUBJECT MATTER EXPERT

Nathan Jones is a natural resources project manager for SWCA's Salt Lake City office. Nathan manages all aspects of projects, including field team management and logistics, project scheduling, client and agency coordination, permitting, and reporting. Nathan has experience with projects throughout the United States, including wetland delineations, linear energy transmission projects, power generation projects, threatened and endangered species (TES) surveys, and construction monitoring and inspections.

YEARS OF EXPERIENCE

12

EXPERTISE

404 permitting, jurisdictional determination, 401 compliance

Environmental compliance monitoring (construction monitoring)

TES species surveys

Wetland delineation

USFWS-qualified bog turtle surveyor (MD, PA, NJ, NY, MA, CT)

Scientific diver – freshwater mussels

Critical issues analysis

Natural Gas Act Section 7 compliance (Federal Energy Regulatory Commission)

EDUCATION

B.S., Ecology and Conservation Biology, m: Anthropology; West Chester University of Pennsylvania; 2012

B.A., Economics and Business; Virginia Military Institute; 2003

REGISTRATIONS / CERTIFICATIONS

Certified Master Scuba Diver; PADI Professional Association of Diving Instructors

Certified Enriched Air Diver; PADI Professional Association of Diving Instructors

Professional Wetland Scientist No. 3124; Society of Wetland Scientists Professional Certification Program;

SELECTED PROJECT EXPERIENCE (* denotes project experience prior to SWCA)

Willow Lakes – Little Logan River, Phases I and II; Willow Lakes Holdings, LLC; Cache County, Utah. SWCA is preparing an individual permit for the Willow Lakes Development, as more than 1 acre of impacts will occur. SWCA is currently engaging with resource agencies (U.S. Army Corps of Engineers [USACE], U.S. Environmental Protection Agency, Utah Department of Environmental Quality, U.S. Fish and Wildlife Service [USFWS], and others) to develop the permit. SWCA is also working with engineering firms to support the design and the Conditional Letter of Map Revision and Letter of Map Revision process. The project will be mitigating on-site, and SWCA is providing the mitigation plan and design throughout the USACE Individual Permit process, which requires National Environmental Policy Act (NEPA) support, USFWS Section 7 consultation, wetland mitigation planning, construction clearances, and postconstruction monitoring. SWCA conducted TES surveys and reporting and cultural resources review. *Role: Project Manager. Responsible for ensuring project moves through the appropriate permitting process at local, state, and federal levels.*

*** Price Road Wetland Mitigation Project; Idaho Transportation Department; Bannock County, Idaho.** Price Road Wetland is an owned and managed wetland within the Idaho Transportation Department (ITD) and used for in-house mitigation. *Role: Biological Lead. Conducted wetland monitoring activities to include water sampling, vegetation monitoring (native and invasive), and invasive vegetation removal. Wetland monitoring report generation for USACE monitoring per permittee responsible activities.*

*** U.S. Route 30 Wildlife Exclusion Fence Replacement; IDT; Bannock and Caribou Counties, Idaho.** The ITD provided coordination and oversight for wildlife exclusion fence repair. *Role: NEPA Lead, Senior Environmental Planner. Tasked with coordinating with IDFG Deer Management Biologist and ITD engineers regarding fence locations and jump outs. Completed IDT Categorical Exclusion documentation for NEPA compliance.*

*** Aquatic Invasive Species Program; Utah Division of Wildlife Resources (UDWR); Dutch, John, Utah.** The UDWR was task with preventing aquatic invasive species (AIS) from entering Utah waters. *Role: AIS Technician. Led five people at the Flaming Gorge Reservoir to conduct boat checks, public information presentation, scientific diving operations, and sample collections for AIS.*

LISA KRUSSOW, M.S., CULTURAL RESOURCES

Lisa Krussow is a cultural resources project manager (PM) and principal investigator (PI) for the SWCA Salt Lake City office. She has worked for SWCA for 19 years and is a Principal Cultural Resources Team Lead for the office. She is primarily a PI and/or PM for large, complex cultural resource projects. She has worked throughout Utah, Nevada, Idaho, Colorado, Montana, Wyoming, South Dakota, and Texas for SWCA. She is permitted by the Utah, Nevada, and Idaho Bureau of Land Management (BLM), statewide, as a PI and by the state of Utah and Idaho as a survey PI (Public Lands Policy Coordination Office Permit No. 20).

YEARS OF EXPERIENCE

19

EXPERTISE

PI, PM, and field director for archaeological surveys, archaeological site testing, block excavation, and documentation

PM and PI for small to large and complex cultural resource projects

Report writing, PI review, National Register of Historic Places statements, and National Environmental Policy Act documents

EDUCATION

M.S., Anthropology, e: Archaeology; University of Utah; 2014

B.S., Anthropology, minor: History; University of Utah; 2005

RELEVANT PERMITS

BLM Cultural Resource Use Permit (23UT55126), PI; Utah

BLM Cultural Resource Use Permit, Statewide PI, Nevada

Public Lands Policy Coordination Office Permit No. 20

MEMBERSHIPS

Member, Society for American Archaeology

Member, Register of Professional Archaeologists

Past Secretary, Utah Professional Archaeology Council and Great Basin Anthropology Association

Past Sponsorship Director for the Women's Energy Network (Utah)

SELECTED PROJECT EXPERIENCE

High Desert Trail Environmental Assessment; Utah Division of Outdoor Recreation; Box Elder County, Utah. SWCA has been contracted to assist the Utah Division of Recreation (DOR) with the completion of an environmental assessment (EA) for the High Desert Trail, which is a proposed multi-county motorized trail approximately 770 miles long. The trail will span Utah from Box Elder County in the north to Washington County in the south and would include new staging areas and trailheads. SWCA's responsibilities include issue identification, an alternatives facilitation workshop, public meetings, compiling and analyzing public comment on the draft EA, and preparing the draft and final EA and associated decision documents in close coordination with the DOR and the BLM. SWCA is also providing cultural resources support, including conducting cultural resources surveys on approximately 228 acres of BLM-managed land along the trail alignment. *Role: Cultural Resources Lead. Responsible for managing the cultural resource portion of the project from start to finish, coordinating with the BLM, directing and supervising fieldwork and reporting, NHPA and Section 106 review for the EA, and finalizing deliverables.*

San Rafael Swell Travel Management Plan; Bureau of Land Management (BLM); Emery County, Utah. SWCA provided cultural resources inventory work in support of the San Rafael Travel Management Plan for approximately 520 miles of trails and roads in Emery County. SWCA began the project with the BLM in 2019 and finished the cultural resource inventory reports in 2023. Over 200 archaeological sites were documented during the project, including the documentation of the Temple Mountain Mining District, along with numerous uranium mines throughout the San Rafael Swell. SWCA worked with the Utah Department of Oil, Gas and Mining to document Temple Mountain in a way that worked for the agency. *Role: Project Manager. Responsible for managing the project from start to finish, coordinating with the BLM, directing and supervising fieldwork and reporting, and finalizing deliverables.*

St. George Class III Linear Cultural Survey; BLM; Washington County, Utah. SWCA was contracted by the BLM Saint George Field Office to assist with a cultural resources survey to identify effects on historic properties that might result from the implementation of the Washington County Comprehensive Travel and Transportation Management Plan. Approximately 2,135 acres, 117 miles, and 17 previously recorded sites outside of survey areas were included in the plan. *Role: Project Manager. Responsible for managing the project from start to finish, coordinating with the BLM, directing and supervising fieldwork and reporting, and finalizing deliverables.*

Class III Linear Cultural Survey – Dino North TMA; BLM; Vernal, Uintah County, Utah. The BLM Vernal Field Office requested a Class III cultural resources survey for

226 miles (13,453 acres) with an additional modification of proposed travel routes within the Dinosaur North TMA in Daggett and Uintah Counties, Utah. SWCA helped alleviate the pressure of managing resources along the routes by providing solid eligibility recommendations grounded in the regional context. SWCA fielded a four-person crew over multiple 8- or 10-day sessions while leveraging lessons learned from the Dinosaur and Upper Nine Mile Canyon Project. *Role: Project Manager. Responsible for managing the project from start to finish, coordinating with the BLM, directing and supervising fieldwork and reporting, and finalizing deliverables.*

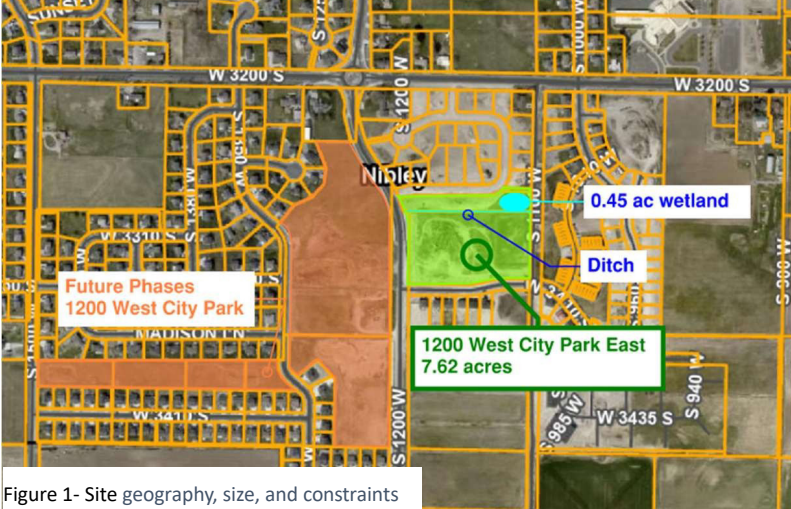
West Mountain Track and Trail System; Utah County Public Works; Utah County, Utah. SWCA prepared an environmental assessment, conducted cultural resources and threatened and endangered species surveys, and assisted with the permitting process for a proposed ATV track and trail system. *Role: Cultural Resources Technician. Conducted intense level survey, identified, recorded and evaluated archaeological sites of NRHP eligibility.*

TWE Class III Services; TransWest Express, LLC; Carbon County, Wyoming. SWCA managed the cultural resource services for the TransWest Express Transmission Project in Wyoming, Colorado, Utah, and Nevada, and a subcontractor for the Utah portion. The cultural resources efforts involved complete surveys of the project corridor and associated access roads and facilities, followed by the development and implementation of Historic Properties Treatment Plans and Tribal Participation Plans. This effort involved continuous coordination with the BLM across all states, as well as other agencies (USFS, BOR, SHPOs, and THPOs) and other interested and consulting parties. SWCA facilitates regular meetings with the BLM National Project Support Team, State Offices, and Field Offices across the entire project. *Role: Assistant (Deputy) Project Manager. Provides support for all project tasks related to National Historic Preservation Act Section 106 consultation, programmatic agreement development, visual assessment, fieldwork, and reporting. Participates in agency coordination and meetings.*

Spanish Fork Reach Cultural Resources Monitoring; Central Utah Water Conservancy District (CUWCD); Provo, Utah County, Utah. SWCA was contracted by CUWCD to provide various cultural resources-related services including the monitoring of cultural resources during construction activities, conducting extensive historical background research, developing a historic properties treatment plan (HPTP) and cultural site mitigation plan, and preparing Class I and Class III inventories for multiple project locations within their service area. SWCA also assisted the CUWCD with its consultation with the State Historic Preservation Office (SHPO), designed public education materials, and provided a National Register of Historic Places recommendation for an unanticipated discovery during construction of a proposed water pipeline. *Role: Cultural Resources Specialist. Conducted survey and wrote cultural resources report.*

Cross-Tie Transmission Project; Stantec; Juab and Millard Counties, Utah, White Pine County, Nevada. SWCA is providing cultural resources permitting support for approximately 214 miles of a 500-kilovolt transmission line in Utah and Nevada. Tasks include agency consultation, assistance with programmatic agreement development, Class III surveys and reporting, visual assessment, historic properties treatment plan development, and Tribal participation coordination. *Role: Assistant (Deputy) Project Manager. Provides support for all project tasks related to National Historic Preservation Act Section 106 consultation, programmatic agreement development, visual assessment, fieldwork, and reporting. Participates in agency coordination and meetings.*

Valley Mountains – Lone Cedar Vegetation Treatment; Utah Division of Wildlife Resources; Gunnison, Sanpete County, Utah. SWCA assisted the BLM with a chaining project in the Valley Mountains in central Utah, which will improve areas of critical mule deer and elk winter range. SWCA is also conducting cultural resource inventories in compliance with the Utah State Historic Preservation Office and Tribal consultation timelines. *Role: Project Manager. Responsible for managing the project from start to finish, coordinating with the BLM, directing and supervising fieldwork and reporting, and finalizing deliverables.*





PIONEER PARK RED BARN & LEHI FAMILY PARK

Approach & Methodology Cont.

- Lehi Family Park 's "hangar" pavilion and water feature airplanes
- Hillcrest Park's hangout plaza (Orem)
- North Cottonwood Commons iconic North Station Park tree (Farmington)
- The Syracuse Island interactive water feature's custom shade canopies and bison
- Pioneer Park's red barn pavilion (Kaysville)

Each of these projects includes simple but memorable elements that create identity, define the park, and make people want to return.

We will bring that same thinking to Nibley while keeping the City's available budget firmly in mind. The City has preliminarily budgeted \$1 million for the design and construction of Phase 1, so creativity and cost control will need to work together throughout the process. Each concept will include a detailed cost estimate and phasing recommendations so the City can understand what can realistically be built now and what may be better suited for a future phase or grant-funded improvement.

FROM CONCEPT TO CONSTRUCTION

The conceptual process will include development of at least three park concepts. One concept will build upon the plan identified in the Parks Master Plan, while the others will explore additional ideas based on City input, the USU LAEP concepts, site conditions, environmental constraints, and the experience of the design team. Each alternative will include estimated costs and phasing considerations so that design decisions can be made with a clear understanding of their financial implications.

Once a preferred concept is selected, our team will carry that vision forward into preliminary and final design. Construction documents will address grading, drainage, utilities, paving, landscape, irrigation, electrical, lighting, communications, and the other improvements required to construct Phase 1.



North Cottonwood Commons Tree



The Syracuse Island Bison

The design will progress through 30%, 60%, 90%, and 100% submittals, allowing City staff and the project team to review and refine the project at each major milestone. Updated cost estimates will accompany each submittal so that the design remains aligned with the City's budget from concept through bidding.

The end result will be more than a set of construction documents. It will be a clear, buildable plan that reflects Nibley City's vision, responds to the site, creates a strong identity for the park, and provides a framework that can grow with the community over time.



Scope of Work

Hillcrest Park Grand Opening and Hangout Plaza Orem, UT

blū line designs will serve as the prime consultant and coordinate the full consultant team through concept planning, preliminary design, final construction documents, environmental permitting, and bidding assistance. The scope below follows the task structure identified in the RFP and aligns with the detailed fee proposal.

TASK 1 – CONCEPT PLANS

Project Initiation / Concept Planning

- Conduct project kickoff with City staff and consultant team.
- Review the Parks Master Plan, USU LAEP concepts, staff comments, available site information, and other City-provided background materials.
- Coordinate preliminary site, infrastructure, environmental, and electrical considerations with CMT, SWCA, and LYNK.
- Conduct up to three City staff / steering committee workshops.
- Meet with the Parks Division Manager to review landscape, irrigation, maintenance, and construction preferences.
- Coordinate with Nibley Blacksmith Fork Irrigation Company, Nibley Meadows, LLC, and other identified stakeholders.

Concept Alternatives

- Prepare three concept alternatives for the approximately 7.6-acre Phase 1 park area.
- Include one concept based on the Parks Master Plan, modified to address the expanded project area.
- Incorporate relevant ideas from the USU LAEP concepts, City input, environmental constraints, and consultant recommendations.
- Coordinate conceptual civil, electrical, and environmental input for each alternative.
- Include American Ramp Company during the concept/master planning phase to evaluate potential future bike/skate opportunities, space needs, phasing, and planning-level costs.

- Evaluate future connectivity across 1200 West and provide recommendations for safe pedestrian access between future park phases.
- Prepare concept-level cost estimates and phasing recommendations for each alternative.

Concept Review / Preferred Plan

- Present concept alternatives and cost estimates to the Parks and Recreation Advisory Committee.
- Refine concepts based on committee input.
- Present concepts and recommendations to City Council.
- Prepare the preferred concept and phasing direction for advancement into design.

TASK 2 – PRELIMINARY DESIGN

Survey and Geotechnical

- CMT will complete the boundary and topographic survey for the approximately 7.6-acre site.
- Survey will include property boundaries, topography, visible utilities, existing features, and survey benchmarks.
- CMT will complete the geotechnical investigation and report, including field exploration, laboratory testing, infiltration testing, and design recommendations for site improvements

Environmental Investigation and Permitting

- SWCA will complete natural resources desktop review and field investigation.
- Delineate aquatic resources and evaluate wetlands and other potential jurisdictional waters.
- Complete biological resource review and reporting.
- Complete cultural resources desktop review and Class III pedestrian survey.
- Coordinate with applicable regulatory agencies. Evaluate and prepare Section 404 permitting documentation as required.

Preliminary Engineering

- CMT will provide preliminary civil engineering for grading, drainage, stormwater, utilities, restroom service,

- street frontage, and related site infrastructure.
- LYNK will evaluate electrical service availability, site power distribution, lighting, communications, irrigation power, restroom power, park amenity power, and future expansion needs.
 - blū will continue coordination with the City and stakeholders as necessary to resolve site and infrastructure issues.

TASK3 – DESIGN DRAWINGS & SPECIFICATIONS – PHASE 1 PLANS

The design team will prepare coordinated construction documents through the required 30%, 60%, 90%, and 100% submittals. Each submittal will include an updated cost estimate and review/comment period.

30% Design

- 30% Design CD Package
- Cost estimate
- City review and comment resolution

60% Design

- 60% Design CD and Specification Package
- Cost estimate
- City review and comment resolution

90% Design

- Substantially complete CD and Specifications Package
- Cost estimate
- Interdisciplinary QA/QC and City comment resolution

100% Final Plans & Bid Documents

- Final 100% CD and Specifications Package
- Final environmental clearances and permit support
- Final cost estimate
- Bid schedule, quantities, and bidding documents
- Up to 10 hours of grant application support
- Final QA/QC and City comment resolution

The final plans will address the disciplines identified in the RFP, including grading, stormwater management, water, sewer, electrical, communications, lighting, paving, landscaping, and irrigation.

BIDDING ASSISTANCE

- Participate in pre-bid meeting as needed.
- Respond to bidder questions and prepare clarifications/addenda.
- Provide technical assistance during bid review.

Construction administration is not included in this scope and, if needed, will be provided under a separate agreement.

At **blū**, we understand the importance of maintaining momentum from concept planning through final design and bidding. Our project schedule is structured around clear interim milestones, regular coordination, and timely City review so that decisions are made when needed and the project continues to move forward.

Internally, our team holds regular workload meetings to confirm staffing, track project milestones, and make adjustments as needed. We have the depth and flexibility within our staff to respond to changing project demands while maintaining the level of attention expected for this project.

Following Notice to Proceed, blū will begin immediately with project kickoff, background review, and coordination with the consultant team. Regular coordination meetings with the City will be scheduled throughout the project, with the frequency adjusted to match the needs of each phase.

The schedule has been developed to meet the City’s key milestones, including development of the three concept alternatives by December 2026, Parks and Recreation Advisory Committee review in January 2027, City Council selection of a preferred concept in February 2027, and delivery of the final concept, partial design, and updated cost estimate in March 2027. The team will then continue through 60%, 90%, and 100% design, environmental clearance, and bidding documents, with final completion targeted for August 2027.

The preliminary schedule and key dates shown below will be refined with City input following project award and will serve as a working roadmap for the entire team.

KEY DATES:

Notice to Proceed - Project Kickoff

- Sept. 2026

City / Steering Committee

Workshop #1

- Oct. 2026

Three Preliminary Concept

Alternatives

- Dec. 2026

Parks & Recreation Advisory

Committee Review

- Jan.2027

City Council / Preferred Concept

Selection

- Feb.2027

Final Concept + 30% Design + Cost

Estimate

- Mar.2027

60% Design Submittal

- May2027

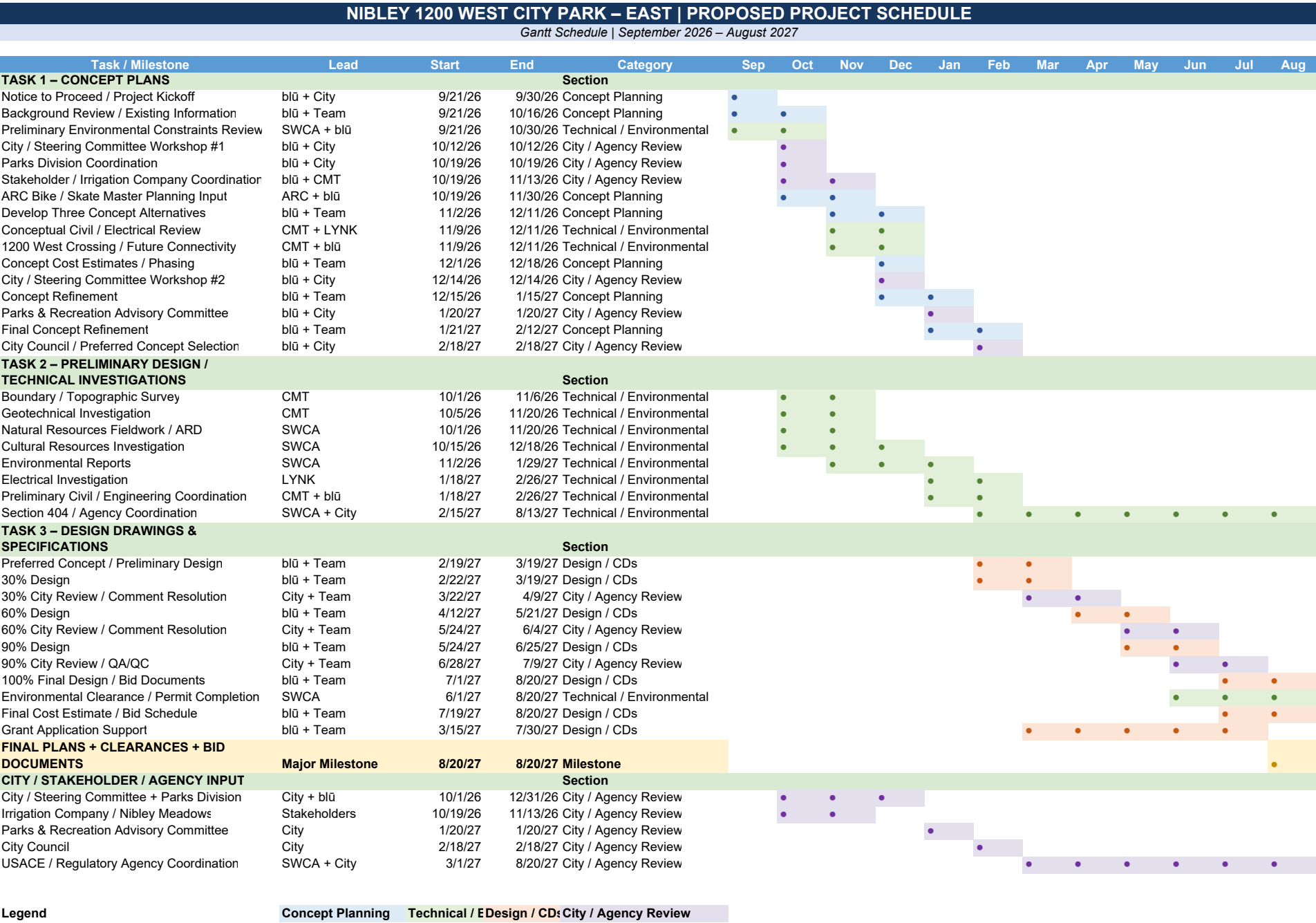
90% Design Submittal

- Jul.2027

100% Final Plans / Environmental

Clearances / Bid Documents

- Aug. 2027



NIBLEY 1200 WEST CITY PARK - EAST DETAILED FEE PROPOSAL													
Task / Scope Item	blū line designs			CMT		LYNK		SWCA		American Ramp Co.		Task Total	
	Hours	Fee	Hours	Hours	Fee	Hours	Hours	Hours	Fee	Hours	Hours	Hours	Fee
TASK 1 - CONCEPT PLANS													
1.0													
PROJECT INITIATION / CONCEPT PLANNING													
Project Kickoff / Mobilization	12.0	\$1,560	2.0		\$300							16.0	\$2,335
Background Review / Existing Documents	6.0	\$780										7.0	\$880
Preliminary Site / Environmental Constraints Review	1.0	\$130						Included		1.0		1.0	\$130
City Staff / Steering Committee Workshops (up to 3)	6.0	\$780							Included	5.0		11.0	\$1,280
Parks Division Coordination Meeting	2.0	\$260										2.0	\$260
Stakeholder Coordination Meeting	6.0	\$780								2.0		8.0	\$980
Concept Alternative 1 With Cost Estimate	18.0	\$2,340				2.0			\$475	5.0		25.0	\$3,315
Concept Alternative 2 With Cost Estimate	18.0	\$2,340				2.0			\$475	5.0		25.0	\$3,315
Concept Alternative 3 With Cost Estimate	18.0	\$2,340				2.0			\$475	5.0		25.0	\$3,315
Conceptual Civil / Infrastructure / Review			18.0		\$2,400							18.0	\$2,400
Phasing / Implementation Recommendations / 1200 W. Crossing													
Parks & Recreation Advisory Committee Presentation	4.0	\$520	2.0		\$300							2.0	\$300
City Council Presentation / Preferred Concept Selection	8.0	\$1,040								2.0		6.0	\$720
Task 1 Subtotal by Consultant	99.0	\$12,870	22.0		\$3,000	8.0		0.0	\$1,900	25.0		154.0	\$20,270
TASK 2 - PRELIMINARY DESIGN													
2.0													
PRELIMINARY DESIGN / TECHNICAL INVESTIGATIONS													
Boundary & Topographic Survey			44.0		\$6,800							44.0	\$6,800
Geotechnical Investigation & Report			49.0		\$6,400							49.0	\$6,400
Electrical Investigation Review						15.0			\$2,570				
Natural Resources Desktop Analysis								Included	Included			0.0	\$0
Natural Resources Field Survey / Aquatic Resources Delineation													
Biological Resources / ARD Reporting								118.0	\$19,148			118.0	\$19,148
Cultural Resources Desktop Review								Included	Included			0.0	\$0
Class III Cultural Resources Pedestrian Survey & Report													
Agency Coordination (up to 2 meetings)								88.0	\$15,412			88.0	\$15,412
Section 404 Permitting / Regulatory Coordination								Included	Included			0.0	\$0
Stakeholder Coordination Meeting	8.0	\$1,040						88.0	\$15,701			88.0	\$15,701
Task 2 Subtotal by Consultant	0.0	\$0	93.0		\$13,200	15.0		294.0	\$50,261	0.0		387.0	\$63,461
TASK 3 - DESIGN DRAWINGS & SPECS - PHASE 1 PLANS													
3.0 30% DESIGN													
30% Site / Landscape Plans	48.0	\$6,240										48.0	\$6,240
30% Civil / Grading / Drainage / Utilities			42.0		\$5,625							42.0	\$5,625
30% Electrical / Lighting						9.0			\$1,550			9.0	\$1,550
30% Environmental / Permit Coordination								Included	Included			0.0	\$0
30% Cost Estimate	4.0	\$520										4.0	\$520
30% Review / Comment Resolution	3.0	\$390										3.0	\$390
Subtotal	55.0	\$7,150	42.0		\$5,625	9.0		0.0	\$1,550	0.0		106.0	\$14,325
3.1 60% DESIGN													
60% Site / Landscape / Irrigation Plans	42.0	\$5,460										42.0	\$5,460
60% Civil / Grading / Drainage / Utilities			42.0		\$5,625							42.0	\$5,625
60% Electrical / Lighting						9.0			\$1,550			9.0	\$1,550
60% Details / Specifications	6.0	\$780	Included									6.0	\$780
60% Cost Estimate	4.0	\$520										4.0	\$520
60% Review / Comment Resolution	3.0	\$390										3.0	\$390
Subtotal	55.0	\$7,150	42.0		\$5,625	9.0		0.0	\$1,550	0.0		106.0	\$14,325

3.2 90% DESIGN												
90% Site / Landscape / Irrigation Plans	54.0	\$7,020										\$7,020
90% Civil / Grading / Drainage / Utilities			64.0	\$8,250								\$8,250
90% Electrical / Lighting					14.0	\$2,480						\$2,480
90% Details / Specifications	6.0	\$780										\$780
90% Cost Estimate	4.0	\$520										\$520
90% Review / Comment Resolution	3.0	\$390										\$390
Subtotal	67.0	\$8,710	64.0	\$8,250	14.0	\$2,480	0.0	\$0	0.0	\$0	145.0	\$19,440
3.3 100% / FINAL PLANS & BID DOCUMENTS												
100% Site / Landscape / Irrigation Plans	20.0	\$2,600										\$2,600
100% Civil / Grading / Drainage / Utilities			17.0	\$2,250								\$2,250
100% Electrical / Lighting					4.0	\$625						\$625
100% Details / Specifications	4.0	\$520	Included									\$520
Final Environmental Clearances / Permit Support							Included					\$0
Final Cost Estimate	3.0	\$390										\$390
Bid Schedule / Quantities / Bidding Documents	12.0	\$1,560										\$1,560
Grant Application Support (10 hours)	10.0	\$1,300										\$1,300
Final QA/QC / City Comment Resolution	4.0	\$520										\$520
Subtotal	53.0	\$6,890	17.0	\$2,250	4.0	\$625	0.0	\$0	0.0	\$0	74.0	\$9,765
3.4 BIDDING ASSISTANCE												
Pre-Bid Meeting Support	2.0	\$260										\$260
Bidder Questions / Clarifications / Addenda	6.0	\$780										\$780
Bid Review / Technical Assistance	6.0	\$780										\$780
Subtotal	14.0	\$1,820	5.0	\$750	8.0	\$1,605	0.0	\$0	0.0	\$0	27.0	\$4,175
Task 3 Subtotal by Consultant	244.0	\$31,720	170.0	\$22,500	44.0	\$7,810	0.0	\$0	0.0	\$0	458.0	\$62,030
SUBTOTALS BY CONSULTANT	343.0	\$44,590	285.0	\$38,700	67.0	\$12,280	294.0	\$50,261	25.0	\$2,500	999.0	\$145,761

FEE PROPOSAL SUMMARY		
	Total Hours	Total Fee
TASK 1 - CONCEPT PLANS	154.0	\$20,270
TASK 2 - PRELIMINARY DESIGN	387.0	\$63,461
TASK 3 - DESIGN DRAWINGS & SPECS - PHASE 1 PLANS	458.0	\$62,030
GRAND TOTAL	999.0	\$145,761

APPENDIX





JORDAN RIVER TRAIL AT 9000 S
Sandy, UT

blu ADDITIONAL PROJECT TYPE EXPERIENCE - <https://www.blulinedesigns.com/projects>

Provo Dog Park Master Plan | Provo, UT | 2025
 Mapleton City Park | Mapleton, UT | 2025
 Perry City Parks Master Plan | Perry, UT | 2025
 Olympia Sports Complex | Herriman, UT | 2025
 South Jordan Pickleball Complex | South Jordan, UT | ongoing
 Mill Pond Park Master Plan | Stansbury Park | 2025
 Bastian Agricultural Center | Utah State University | ongoing
 Slate Canyon Park Master Plan | Provo, UT | ongoing
 Ivy Acres Park | Farmington, UT | 2025
 Beacon Hill Sports Complex | Coalville, UT | 2025
 Legacy Farms Splash Pad | Legacy Farms | 2025
 City Hall Plaza & Holden St Streetscape | Midvale, UT | 2025
 Andy Adams Park Improvements | Layton, UT | 2024
 Mountain Ridge Park | Highland, UT | 2024
 Welker Trailhead | Layton, UT | 2024
 City Commons Park Improvements | Layton, UT | 2024
 BST Trailhead Concept Design | Cottonwood Heights, UT | 2024
 Learning Garden Expansion | WBWCD | 2023
 Sandy Canal Trail PH1 | Sandy, UT | 2023
 Big Cottonwood Trail Signage | Cottonwood Heights, UT | 2023
 Parks, Recreation, Trails & Open Space Master Plan | Blanding, UT | 2023
 Rock Canyon Restroom and Playground | Provo, UT | 2022
 Jackson & Teton Ranch Parks | Herriman, UT | 2022
 Cairns Plaza at Hale Centre Theatre | Sandy, UT | 2021
 Taylorsville City Center | Taylorsville, UT | 2021
 Rocky Mountain Power Park | Spanish Fork, UT | 2021
 Bingham Gateway Sports Park | South Jordan, UT | 2021
 Provo River Delta Gateway Park | Provo, UT | 2020
 Big Bend Park | Herriman, UT | 2020
 Bonneville Shoreline Trail Access Plan | Cottonwood Heights, UT | 2020
 Steed Park Pickleball Courts | Clearfield, UT | 2020
 Coyote Hollow & Peak View Trailheads | Draper, UT | 2019
 Parks and Recreation and Cemetery Master Plan | Roosevelt, UT | 2019
 Provo Regional Sports Complex | Provo, UT | 2019
 Holladay City Hall Terrace | Holladay, UT | 2019
 Centennial Park Interactive Water Feature | Syracuse, UT | 2019

Relevant Experience



COOK FAMILY PARK ALL WHEEL PARK PLEASANT GROVE, UT

In 2023, ARC was brought in to handle skatepark design and construction within a large park development. Our task was to fit a skatepark and asphalt pump track into a master plan with strict boundaries from the other amenities. With a mini ramp, 4-6 foot deep bowl, and 15,000 square feet of concrete, this park is set to be one of the best in the Salt Lake Area. Our team incorporated planter boxes with coping on them, which function as both skate features and creative landscaping!

Scope: Design/Build

Size: 15,000 sq/ft skatepark

Construction Timeline: August '24 - October '24

Cost: Skatepark: \$900,000

Pump Track & Bike Park: \$600,000

Contact:

Deon Giles

Parks Director

801-785-5045

dgiles@pgcity.org

16

LYNK

VINEYARD STATION | CONCEPT PACKAGE



Vineyard Station, a mixed-use, transit-oriented destination in Vineyard, Utah, centered on the theme of "Sedimentary" landforms and meandering water patterns inspired by Utah's natural landscape. The concept creates a connected series of public open spaces, plazas, lawns, promenades, and activity zones that support community gathering, recreation, dining, and year-round events. Key amenities include destination playgrounds, splash and water features, resort-style pools, dog parks, sports courts, food and beverage venues, event pavilions, public art, and enhanced pedestrian and bicycle connectivity, establishing Vineyard Station as a vibrant social and recreational hub for the surrounding neighborhood.



blu line designs

planning | landscape architecture | urban design

8719 S. Sandy Parkway
Sandy Utah 84070

phone : 801.703.6383



HIGHLAND CITY

Erin Wells
City Administrator
801-772-4566
erin@highlandcity.org

Completed: 2023

Contract:

\$10,000,000

(Construction)

Services Provided:

- Master Planning
- Construction Docs
- CA

MOUNTAIN RIDGE PARK

blū was selected to master plan and design this 17 acre community park in Highland that provides numerous amenities for the surrounding neighborhood, including pickleball courts, a basketball court, a baseball field, multi-use fields, a ninja-warrior course, and an all abilities playground. A granite gateway highlights the entry to the park and will also commemorate donors that made this park development possible. Other park amenities include a looping pathway system and an iconic large pavilion and restroom building.



KAYSVILLE CITY

Cole Stephens
Parks & Rec Director
801-544-1788
cstephens@kaysville.gov

Completed: 2019

Contract:

Services Provided:

- Master Planning
- Park Design

PIONEER PARK

Kaysville selected **blū** to design a 10-acre park in southwest Kaysville. The park includes two little league baseball fields, a granite obelisk honoring local pioneers, a destination playground, a barn-like restroom and pavilion, circulation paths, and future tennis courts, basketball court, and interactive water feature.





Staff & Team Qualifications

ARCHES PARK
Herriman, UT

TEAMING WITH BLU

Nibley City



blū line designs



CORY SHUPE
President
Landscape Architect
PLA, ASLA
1



ROB DONIGAN
Associate
Landscape Architect
Project Manager
PLA, ASLA



BRENT POTTER
Landscape Architect
Project Manager
PLA, ASLA



ERIC SABIN
Landscape Architect
Project Manager
PLA, ASLA



LINDSAY WEHMEIER
Landscape Architect
PLA, ASLA



SAM LANCASTER
Landscape Designer
ASLA

SUBCONSULTANT TEAM





SANDY CITY AMPHITHEATER
Sandy, UT

NIBLEY CITY

51 E Main Street
American Fork, UT 84003

Dear Selection Committee,

blū line designs is interested in assisting American Fork by providing Park Landscape Architectural and Design Services for the proposed 7 acre park on 620 South. We have a rich history of providing design services for numerous parks in Utah County and are excited for this opportunity to work with the City on this project.

Located in Sandy, **blū** is one of Utah's leading landscape architecture firms. We are exceptionally qualified with a deep portfolio of park and recreation work up and down the Wasatch Front. We have provided numerous communities with unique spaces to gather in that rejuvenate, inspire healthy living, and generate revenue.

Why choose **blū**?

EXPERIENCE | From small pocket parks to large regional recreational facilities, **blū** has worked on over 60 parks and recreation design projects across the state in the last 5 years. **blū** knows parks! Within this proposal we highlight specific projects we think most relevant and include a summary list of many of the other similar projects we have worked on.

CLIENT SERVICE & RELATIONSHIPS | In addition to this depth of experience, we believe we differentiate ourselves by the value and emphasis we place on creating and maintaining strong relationships through our client service. As a witness to our level of service, most of our parks and recreation projects are for repeat clients. With every decision we make, we will truly have the City's best interest in mind.

COLLABORATIVE APPROACH | **blū** custom tailors our approach to each project through a three-step process: **We Listen, We Collaborate**, and then **We Create**. We commit to work closely with City staff to create a design that is unique, creative, and considers the desires of all those involved.

PLACE MAKING | We also believe that the design for every project should be unique, different, and inviting. When people visit our designs, we want people to, whether consciously or unconsciously, recognize that the place is special. Whether that is through layout, topography, materials, landscaping, custom features, or wayfinding, we will work hand in hand with you and your budget to explore each of these opportunities.

blū agrees to all requirements and conditions stated in the RFP; and is dedicated to meeting schedules, staying within budget, delivering personalized service, and exceeding quality expectations. We look forward to collaborating with your team on this exciting project.

Sincerely,

CORY SHUPE | President
Landscape Architect, PLA, ASLA

P | 801-913-7994
E | cory@blulinedesigns.com

BLÜ LINE DESIGNS

8719 South Sandy Parkway
Sandy · Utah · 84070
blulinedesigns.com
801-679-3157

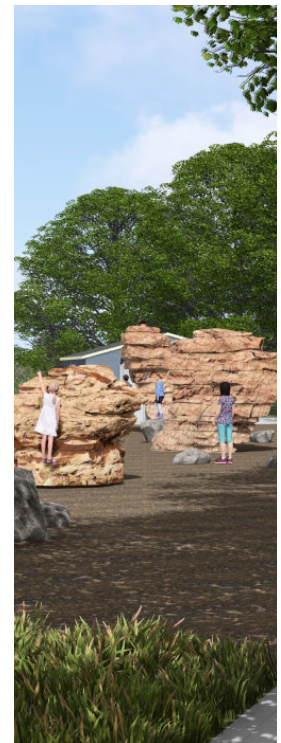
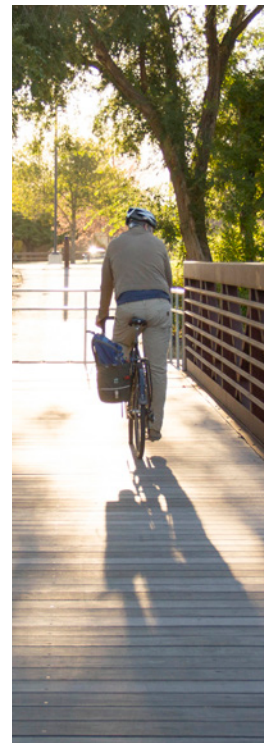
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REQUEST FOR PROPOSAL

NIBLEY 1200 WEST CITY PARK - EAST

CONCEPTS & DESIGN PHASE 1

09 | 03 | 2026



KEY CONTACT:

Greg Boudrero
Principal
MGB+A Studio

145 W 200 S, Salt Lake City, UT 84101
801.364.9696
gregb@mgba-studio.com

MGB+A

STUDIO

CL

MN
MARTIN & NICHOLSON
ENVIRONMENTAL CONSULTANTS

RESOLUT

CMT
TECHNICAL
SERVICES

COVER LETTER

September 3, 2026

Nibley City

455 West 3200 South
Nibley, UT 84321

SUBJECT: Request for Proposal for Nibley 1200 West City Park - East Concepts & Design Phase 1

Dear Selection Committee,

Our design team is honored to support Nibley City in developing this new city park. A new city park can serve as a welcoming space for people of all ages and abilities. The MGB+A team looks forward to collaborating with the city and local community to identify interests, gather input, and develop a conceptual design that maximizes the site's potential and establishes a clear vision for the future. Our goal is to help activate the neighborhood, foster social connections, encourage cultural exchange, and provide a vibrant space for daily walks and physical activity, ultimately strengthening the sense of community.

The team that we have selected has proven itself time and again on projects that vary in scale and complexity, as well as the unique demands that phasing a project can create. We feel confident in our individual and collective abilities to provide a finished project that Nibley City and its community can be proud of.

Our ultimate success comes when you, the owner, is able to see the completed project and experience the benefits that will come from it. We are fully invested in bringing this project to completion and look forward to working with Nibley City on this exciting new park.

Sincerely,



GREG BOUDRERO, ASLA, PLA
Principal, MGB+A Studio
gregb@mgba-studio.com





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APPROACH / METHODOLOGY

APPROACH/ METHODOLOGY

LANDSCAPE ARCHITECTURE

Our team will meet Nibley City's needs through clear and productive communication, with regular touch points and effective online and in person meetings. Stakeholder involvement will guide the inception of this project, and continued engagement throughout the design process will ensure this new city park truly belongs to the community.

Finding ways to maximize a community's investment is something we pride ourselves on. From the onset of concept development, we strive to understand and explore all options and considerations. This allows the city, its committees, and stakeholders the ability to make truly informed decisions. Our process is grounded on site planning that is vetted and developed in a manner that reduces the surprises that typically come later in the design process.

MGB+A brings experience delivering parks through iterative planning and budget-aware decision-making. The included example parks illustrate an approach to design that aligns well with the needs of this project: establishing a clear vision, prioritizing early decisions, and creating a framework that will allow your community to grow your park system over time as funding and opportunities evolve.

We understand that as the parks and recreation master plan evolved and prioritized program elements were assigned to each park, there was a need to provide a balanced approach to a growing community's park system. As we revisit the program elements from the master plan, the target budgets that were established, as well as the many

options the USU LAEP students explored, we will be able to develop new site planning options that focus on the available funding for this first phase of the park and help identify grant opportunities with the city's consultant to expand the scope.

Our in-house grant experience will provide direct support to the City's grant writing consultant. It will also allow us to organize and present these materials in a clear, useful format for the City's grant writer.

Our consultant team will be engaged throughout the process, ensuring all points of view are considered and understood. Whether they be reviewing phase limits to balance current funds with a responsible buffer from the wetland and other environmental concerns. Or an expanded scope that allows for a larger area of site development and ensuring we are addressing the wetland and riparian zone appropriately.

CIVIL ENGINEER

TOPO & BOUNDARY SURVEY

Provide a Boundary Survey and complete a topographic survey of project.

Prepare geotechnical report and provide a recommendation for site development by CMT.

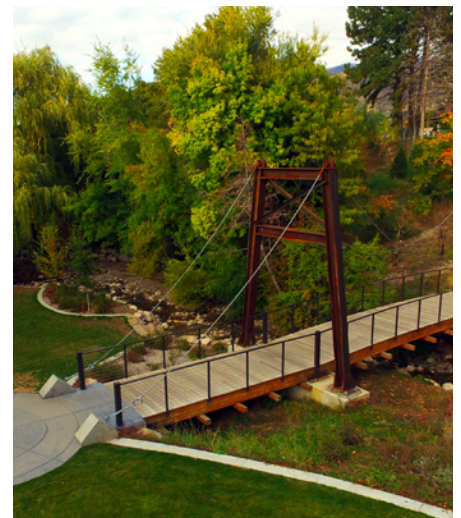
Identify and establish two benchmarks for construction survey.

PRELIMINARY DESIGN

Review conceptual design plans and provide feedback regarding grading, stormwater management, and utility design.

PREPARE FINAL DESIGN DRAWINGS & SPECIFICATIONS

Prepare 30,60, 90 and 100% review documents for review by Nibley City.



APPROACH / METHODOLOGY

Documents will be prepared to meet all APWA Standards and Specifications as amended by Nibley City, all applicable ASHTO and City Design Standards and Specifications.

Prepare grading, stormwater management, water, sewer construction plans.

Identify final utility relocation with necessary utility companies.

Coordinate final design and impacts with canal company and water users.

Coordinate utility relocation, if necessary, utility and canal companies for construction.

ENVIRONMENTAL

As per the RFP, the environmental component City Park Concept and Design includes preliminary investigation, detailed inventories, and potential permitting. In collaboration with the project team, Martin & Nicholson Environmental Consultants (M&N) will conduct a desktop analysis and field-based environmental reconnaissance to investigate site conditions including aquatic resources, wildlife habitat, invasive plant infestations, and general disturbance that could positively or negatively affect project design. Findings will be integrated into the concept plan.

Based on the concept plan and Nibley City's recommendations, M&N will conduct a more detailed natural resource inventory. Services may be adjusted pending review of the wetland delineation that already exists, and if the site impact area for the phase one scope requires it. For example, if wetlands are unavoidable, M&N will delineate the boundary of aquatic resource and compile findings in a report that can be used to obtain a jurisdictional determination and/or as the foundation for permitting.

As part of this process, M&N will develop strategies and gather

data to comply with other environmental regulations. Based on the information provided in the RFP, a U.S. Army Corps of Engineers permit application is all that would be needed, although this type of permit requires compliance with other federal laws such as the National Historic Preservation Act and Endangered species Act.

COST ESTIMATING

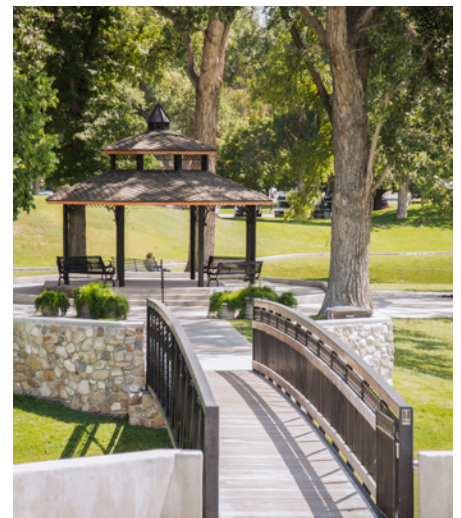
For all building projects, keeping the project within budget is a vital task. Construction Control Corporation will play an important role in this process. Assuring a project is delivered within budget requires close monitoring of the building design and site cost implications. This process begins as the project starts, with a preliminary design or program document, and continues through construction documents. This is accomplished through developing a cost model that can be used to provide continual detailed estimates as the projects progress through design. This process allows us to monitor the project relative to the budget and identify elements that can cause the project to be over budget.

Cost estimates will be provided for each of the selected concepts developed during the concept planning phases as well as at each milestone of the design drawing phase.

ELECTRICAL ENGINEERING

Resolut's goal is to provide an electrical system focused on longevity, ease of maintenance, safety, and good performance. Providing proper illumination in the correct areas will enhance security and encourage use.

Determining where the electrical service needs to go can affect the layout of the park. Coordination with the power utility early on in the design process helps anticipate utility conflicts or issues early



APPROACH / METHODOLOGY

on so they can be planned for in the construction documents. We anticipate a single service distribution panel located on the site that will feed each structure on a dedicated breaker. Site lighting will be on it's own dedicated circuit.

Due to budget constraints, prefabricated structures are anticipated. Coordination with the fabricator on raceway entry points and routing paths will be necessary.

GEOTECHNICAL ENGINEERING

CMT will prepare a geotechnical report.

DETAILED SCOPE OF WORK

VISIONING + CONCEPT PLANNING

MGB+A (hereinafter referred to as Consultant) will attend a kick-off meeting with Nibley City (hereinafter referred to as Client) and other team members to review project information and collaborate with the Client.

SITE ANALYSIS

Review site topographic survey prepared by Cache Landmark and pictures of the project site taken from site visits. Establish two benchmarks for construction survey.

- a) Work with Client to collect other base and aerial information and previous studies to better understand existing conditions.

Begin an environmental investigation to review site conditions including aquatic resources, wildlife habitat, invasive plant infestations, and general disturbance that could have an impact on project designs.

Prepare a geotechnical report and provide a recommendation for site development.

Review current Parks and Rec Master Plan and USU LAEP concept design documents, master plans, as-built plans, and other related information from the Client.

Meet with Client to verify base map accuracy and fill any data gaps.

VISIONING + PROGRAMMING

Participate in a design charrette with Client, steering committee, and consultant team to identify site challenges and desired solutions. Major project elements include:

- a) Review of design principles, amenities, program elements and goals for both the east and west sides of the park.
- b) Community connectivity and edge treatments
- c) Special amenity zones and features
- d) Pedestrian circulation, gathering spaces, public plazas and streetscapes
- e) Landscape theme and character as it relates to the Nibley City design guidelines, as well as irrigation preferences and standards
- f) Hardscape materials theme and character as it relates to the Nibley City design guidelines
- g) Other elements as determined during brainstorming meeting with Client and consultant team.

CONCEPTUAL DESIGN

Consultant will attend a conceptual design / kick-off meeting with Client and other team members to review project information and collaborate with the Client.

- a) Consult with other project stakeholders such as the Nibley Blacksmith Fork Irrigation Company, Nibley Meadows LLC, and others as identified by the Client.



APPROACH / METHODOLOGY

Consultant will prepare 3-5 conceptual site planning options and a supporting image board for Client presentation and approval. Major project elements will be highlighted.

- a) A ROM cost estimate will be provided with each concept. An approach for phasing within the scope area will be identified.

Based on Client input, a final site master plan and image board will be developed.

We welcome the opportunity to revisit the design drawing scope and fee based upon the final site master plan and phasing approach to better align with the city's budget and needs.

Product(s):

- Three to Five Conceptual Site Planning Options + Image Board
- Final Site Master Plan + Image Board

DESIGN DEVELOPMENT

Integrate input from the final site master plan and prepare design development plans for review with Client.

Consultant will participate in coordination/review meetings during the design development phase.

Consultant to coordinate with the City's grant writing consultant to identify elements that could expand the project scope and budget. Will provide exhibits, costs, and descriptions as needed (10 hours) to support grant submissions. Consultant will use the 10 hours to prepare exhibits, detailed cost estimates, project descriptions, and other supporting information needed for a strong and competitive grant application. This information will be developed directly from the concept plans and Construction Documents prepared under Tasks 1 through 3.

Consultant will research and

provide information to the design team regarding materials to be considered for use on the project.

Consultant will prepare plans relative to:

- a) Hardscape Layout
 - 1. Layout, hardscape + materials palette
 - 2. Restroom, shade structures, and gathering areas
 - 3. Site elements + furniture
- b) Site Grading
- c) Planting Design
 - 1. Planting plan indicating tree types and primary understory areas.
 - 2. Planting legend indicating type of plant material that may be used.
- d) Irrigation Design
 - 1. Plan indicating point of connection, mainline routing, and method of irrigation.

Consultant will coordinate heavily with overall design team and ensure scope items are understood and accounted for.

Review

- a) Client and consultant review of design development plans for refinement and adjustment as needed.

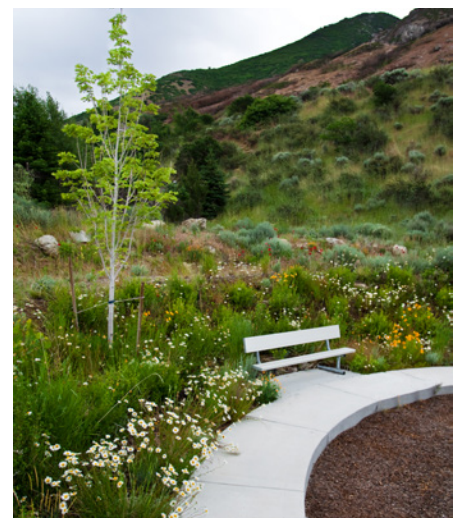
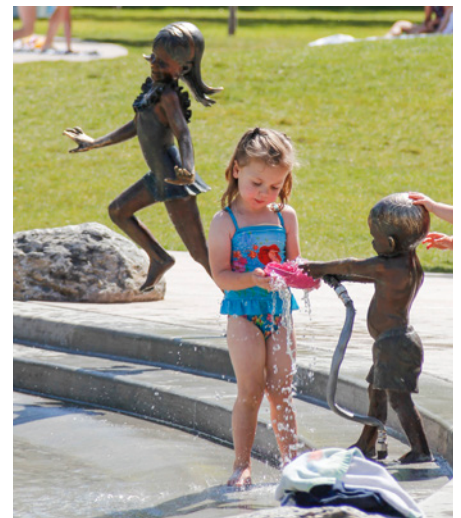
Product(s):

- Design Development Plans Completed in AutoCAD

CONSTRUCTION DOCUMENTS

Consultant will participate in weekly coordination/review meetings via conference call during the contract document phase.

Consultant will prepare plan sets incorporating the design development plan review comments by the Client.



APPROACH / METHODOLOGY

Construction Documents will be developed for the scope area that fits within the \$1M budget for design and construction. Review set to be submitted to the Client at 30%, 60%, 90%, and 100% milestones for the Client and stakeholder review/input.

Construction Documents include:

- a) Layout Plan
 1. Pedestrian hardscape + paving patterns and materials
 2. Site walls and prefabricated elements such as restrooms and pavilions (as budgets allow)
 3. Site furniture + amenities
 4. Site lighting
- b) Irrigation Plan
- c) Planting Plan
- d) Environmental Plan
- e) Grading Plan and stormwater management
- f) Utility Plans
 1. Water, sewer, electrical, communications, and lighting
- g) Details + Specifications
- h) Phasing plan that identifies transition zones to accommodate future phases based on the final site master plan.
- i) Participate in value engineering sessions and adjust plans as needed to stay in project budget.
- j) Participate in code review meetings with municipalities as needed for site screening, irrigation review, etc.

Product(s):

- Construction Documents Completed in Project Milestones using AutoCAD

BIDDING

Assist the Client in bidding the project to prequalified contractors.

Answer questions during the contract bidding period and provide clarifications to the drawings and specifications.

Attend pre-bid meetings.

CONSTRUCTION SERVICES (FOR REFERENCE, TO BE NEGOTIATED AT A LATER DATE)

Attend the pre-construction meetings.

Consultant to conduct site visits and prepare a field report for each inspection. Will establish a budget number of site visits upon better understanding of the final scope and project construction schedule.

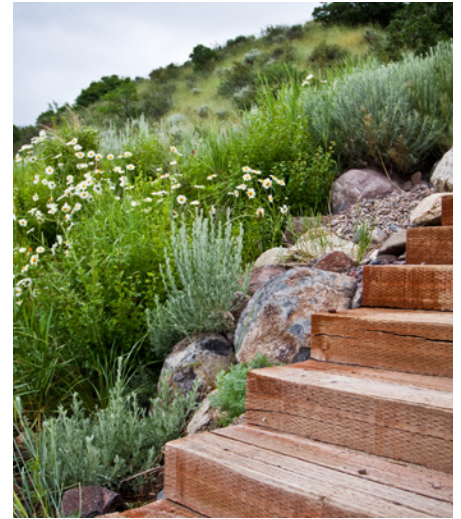
Consultant to conduct a final inspection and follow up to ensure punch list is completed.

Submittal and shop drawing review.

Work with the contractor to avoid, if possible, any change orders.

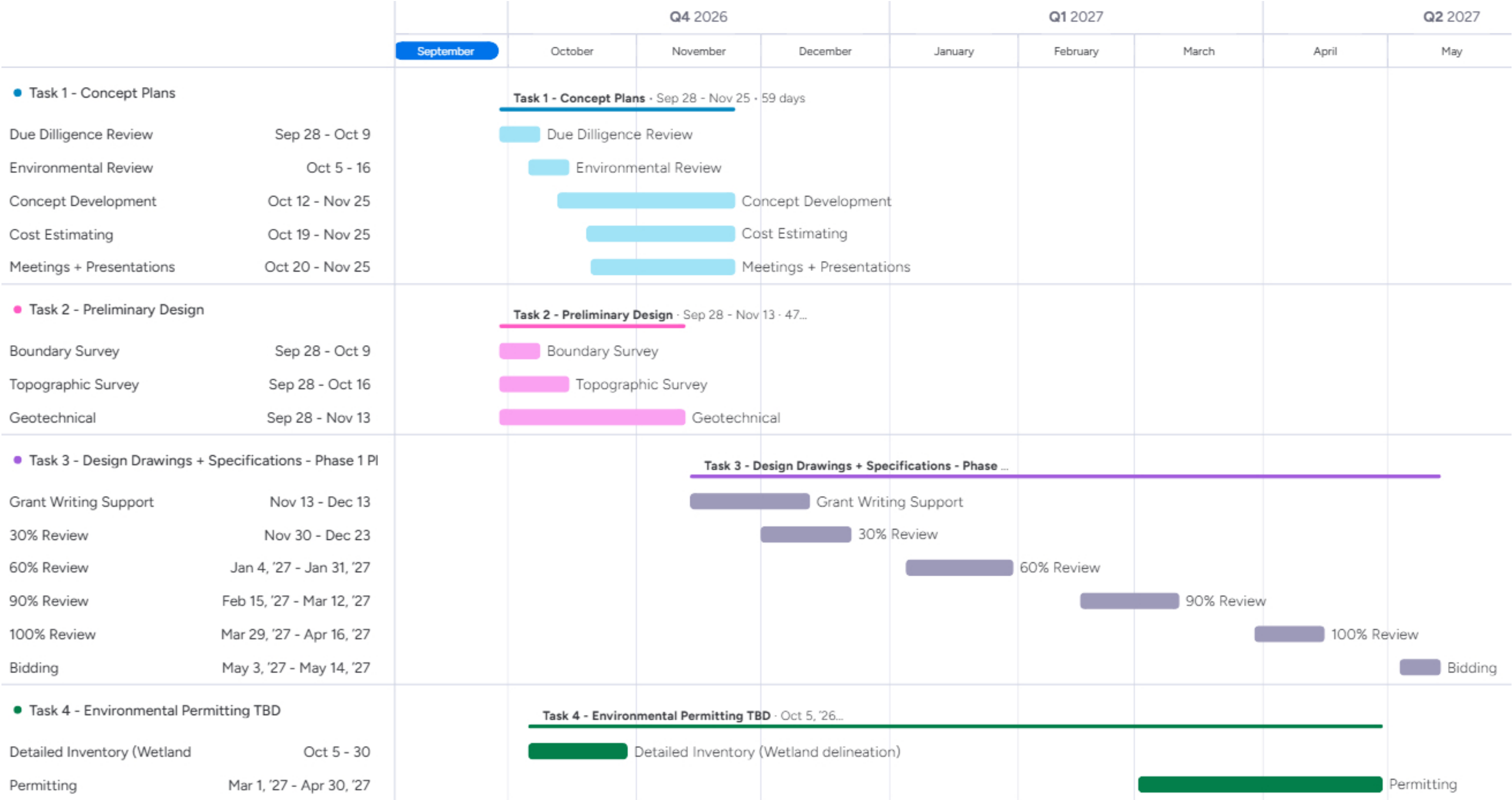
Attend project meetings as needed. Adjustments may be necessary pending final determination of construction schedule.

Prepare record drawings and an irrigation as-built.



APPROACH / METHODOLOGY

Detailed Schedule



PROJECT TEAM

Staff Proposed

CLIENT: NIBLEY CITY

*Resumes provided in Appendix

LANDSCAPE ARCHITECT

GREG BOUDRERO
PIC / Landscape Architect
MGB+A Studio

BRET NIELSEN
PM / Landscape Designer
MGB+A Studio

BRANDON RUIZ
Associate / Horticulturalist
MGB+A Studio

CIVIL ENGINEER

LANCE ANDERSON
Principal Civil Engineer
Cache Landmark

ENVIRONMENTAL CONSULTANT

BRIAN NICHOLSON
Environmental Consultant
M&N Environmental

ELECTRICAL ENGINEER

LEWIS WONG
Principal Electrical Engineer
Resolut

GEOTECHNICAL ENGINEER

ANDREW HARRIS
Geotechnical Engineer
CMT Technical Services

COST ESTIMATOR

KRIS LARSON
Cost Estimator
Construction Control Corporation

PROJECT EXPERIENCE

Qualifications of Firm

CORY WRIDE MEMORIAL PARK MASTER PLAN

MGB+A worked closely with the City of Eagle Mountain to develop a variety of options, which culminated in a final master plan for the Cory Wride Memorial Park. This plan was thoroughly reviewed and received feedback from various community organizations before being approved by the City Council. Additionally, a detailed phasing plan for the project's implementation was created.

- **FIRM** - MGB+A
- **LOCATION** - Eagle Mountain, UT
- **SCOPE** - Park Master Plan
- **CLIENT REFERENCE** - Chris Trusty | City Engineer, Eagle Mountain City | 801.420.2288



At Teton River Park, MGB+A collaborated closely with the City and community to define a park program focused on river access, trail connectivity, and active recreation. As the project advanced towards construction, the team worked with the City to prioritize core infrastructure and high-value amenities for the initial phase, while deferring select features to future phases in response to budget stages. This adjustment ensured that construction could proceed while maintaining flexibility for future enhancements.

Johnson Island Park, located along the Teton River corridor, has progressed through master planning and early coordination. The site's floodplain conditions and unique island setting required careful planning to balance recreation, access, and environmental considerations.

-
- The map shows a park layout with various features labeled with circled numbers 1 through 17. The park is situated along a river or waterway. The layout includes a large central green area, several smaller green spaces, and a parking area. A road or path runs along the top and right sides of the park. The legend identifies the following features:
- 1 OPEN YARD
 - 2 OVERSEER/STATION
 - 3 BASKING/PROWLER/COVER
 - 4 BASKING/PROWLER/COVER
 - 5 PARKING (20 SPACES)
 - 6 PAVEMENTING
 - 7 END OF ASPHALT TRAIL
 - 8 ROAD LUNCH/BEACH
 - 9 BRIDGE
 - 10 NATURAL TRAIL
 - 11 BIRDWOMEN ACCESS
 - 12 SHALLOVE PLAY FEATURE
 - 13 FIELD-MIDWINTER RANGE
 - 14 RESTROOMS (2) AND DISH/STOVE/STOVE
 - 15 ROAD BATHING BUILDING
 - 16 10'x10' WALKY RESTROOM
 - 17 GARDENHOUSE
 - 18 GARDENHOUSE
 - 19 ACCESSWAY

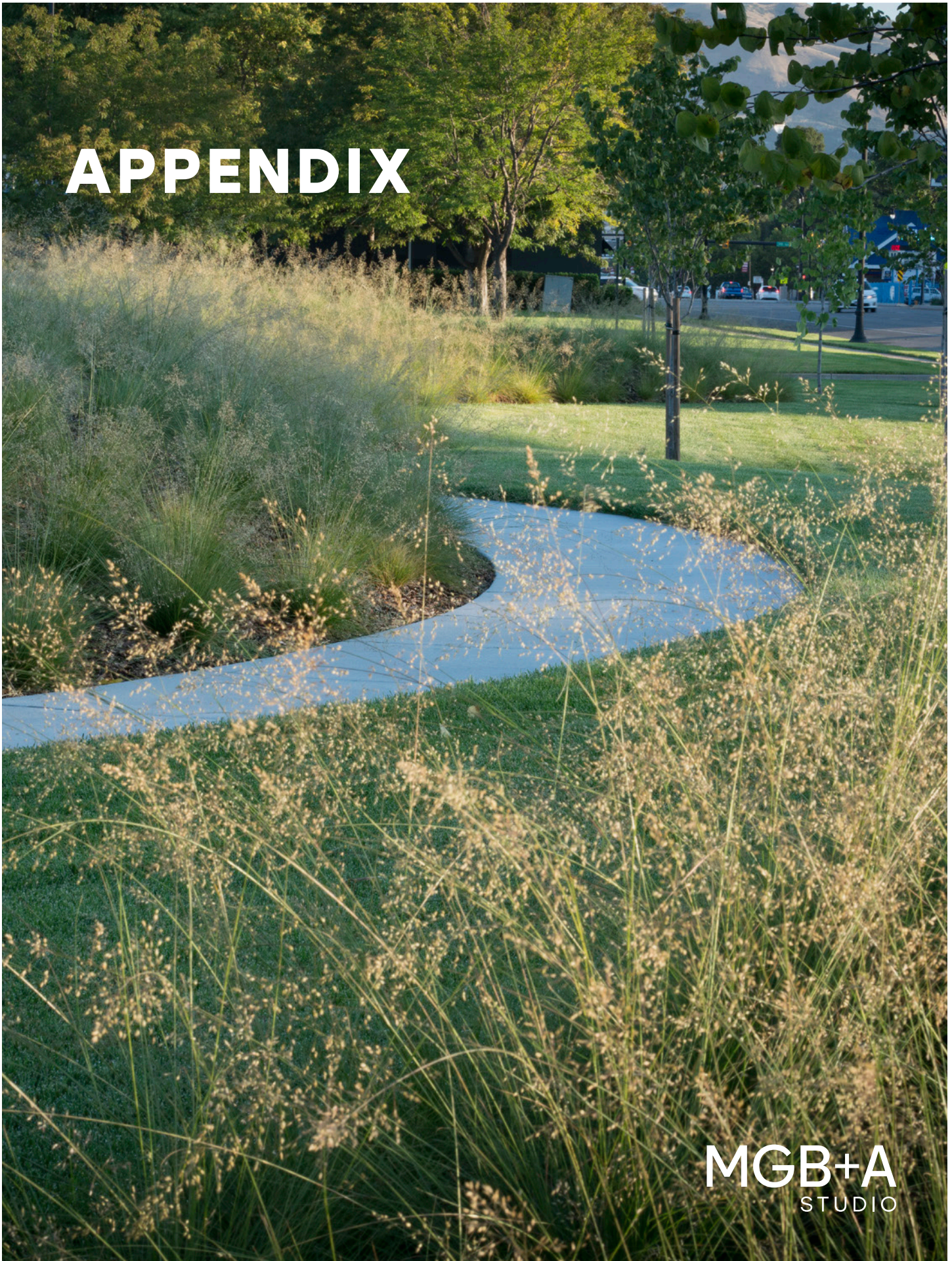


The master plan for the new park captures the community's vision with an impressive two-level playground designed for all children, including specialized equipment for special needs. Key features include a 14-foot tower, climbing nets, and a natural climbing boulder reminiscent of the famous "Elephant Rock." The park will also boast several picnic pavilions and an extensive trail system that connects to the larger pedestrian network. A custom pedestrian bridge over Millcreek will enhance accessibility while the project includes the restoration of woodland areas, promoting a harmonious blend of riparian and upland species to enrich the local ecosystem.

-



APPENDIX



MGB+A
STUDIO

APPENDIX

Resumes



GREG BOUDRERO, ASLA, PLA

PRINCIPAL / LANDSCAPE ARCHITECT

Landscape Architecture Utah License #7456904-5301
Licensed in Utah, Idaho, & Iowa

Mr. Boudrero possesses an unwavering passion for design, striving to infuse every project he undertakes with a unique level of excellence and meticulous attention to detail. He places great value in collaborating with teams comprising diverse fields of expertise, recognizing that open design processes yield optimal solutions. His portfolio encompasses a wide range of projects, from institutional plazas and courtyards to urban plazas and streetscapes, as well as gardens and parks.

Mr. Boudrero's exceptional graphic and visualization skills enable him to convey two-dimensional and three-dimensional project themes effectively. He fosters solid and personal relationships with clients through direct communication, leading to successful projects and inspiring loyalty among many clients.

EDUCATION

Bachelor of Landscape
Architecture and Environmental
Planning

Utah State University | 2005

PROFESSIONAL AFFILIATION

American Society of Landscape
Architects, Member

Urban Land Institute, Member

21 Years of Experience

RELEVANT PROJECT EXPERIENCE

Teton River Park Master Plan & CD's | Rexburg, ID | Principal

Johnson Island Park Master Plan | Rexburg, ID | Principal

Creekside Park | Bountiful, UT | Landscape Architect

Cory Wride Memorial Park Master Plan | Eagle Mountain, UT | Landscape
Architect

Springville Civic Park & Splash Pad | Springville, UT | Landscape Architect

Washington Park | Bountiful, UT | Landscape Architect

Welby Regional Park Master Plan | South Jordan, UT | Project Manager

England Acres Park | Tooele, UT | Landscape Architect

Rosslyn Heights Sports Complex | Salt Lake City, UT | Principal

Elko Sports Complex | Elko, NV | Landscape Architect

South Jordan Splash Pad | South Jordan, UT | Project Manager

Ivins Unity Park | Ivins, UT | Landscape Architect

South Ogden Park | South Ogden City, UT | Landscape Architect

APPENDIX

Resumes



BRET NIELSEN, ASLA

PROJECT MANAGER / LANDSCAPE DESIGNER

Mr. Nielsen has a passion for design and developing projects that will last generations. He focuses on bringing the design team and stakeholders together to develop community driven projects. His work includes public parks, apartment complexes, religious projects, and master planning.

Mr. Nielsen pays attention to details and uses with ease several design software and multiple social and professional platforms. He knows how to work with the community both in person and virtually. He has the ability to translate the community vision into the concept and project design. He is passionate in creating spaces that can enhance, bring enjoyment and satisfaction to the larger community.

EDUCATION

Bachelor of Landscape
Architecture and Environmental
Planning

Utah State University | 2014

PROFESSIONAL AFFILIATION

American Society of Landscape
Architects, Member

Utah Recreation Parks
Association, Member

11 Years of Experience

RELEVANT PROJECT EXPERIENCE

Teton River Park | Rexburg, ID | Landscape Designer

Johnson Island Park Master Plan | Rexburg, ID | Landscape Designer

Creekside Park | Bountiful, UT | Project Manager

Washington Park | Bountiful, UT | Project Manager

Elko Sports Complex | Elko, NV | Project Manager

UVU Soccer Stadium | Orem, UT | Project Manager

East Las Vegas Family Park | Las Vegas, NV | Landscape Designer (Previous Firm)

Ridge Park | Las Vegas, NV | Landscape Designer (Previous Firm)

APPENDIX

Resumes



BRANDON RUIZ, ASLA

ASSOCIATE / HORTICULTURALIST

Mr. Ruiz's specialties are planting design and irrigation. His knowledge of the nursery trade and what contractors face at the installation stage give him the logical edge desired in creating easily to implement designs. He also brings a broad knowledge of plants and vegetation types suitable to niche climates, such as alpine and desert habitats, especially xeriscape and native landscapes. His designs seamlessly transition between natural areas and the created landscape. He has helped clients confidently forge new directions in their landscape.

He is fluent in Spanish and spent several years working in the nursery business, developing a solid understanding of plant selection and landscape installation.

EDUCATION

Bachelor of Horticulture:
Landscape & Urban Design
emphasis

Brigham Young University | 2003

PROFESSIONAL AFFILIATION

Parks & Open Lands Committee
- West Jordan, UT 2010-2011

Toastmasters International
2015-2019 - Distinguished
Toastmaster

American Society of Landscape
Architects, Member

18 Years of Experience

RELEVANT PROJECT EXPERIENCE

Teton River Park | Rexburg, ID | Landscape Designer

Creekside Park | Bountiful, UT | Landscape Designer

Cory Wride Memorial Park Master Plan | Eagle Mountain, UT | Project
Manager

Millcreek Park | St. George, UT | Landscape Designer

Matheson Nature Preserve Entrance Design | Moab, UT | Project Manager

Welby Regional Park Master Plan | South Jordan, UT | Landscape Designer

Rosslyn Heights Sports Complex | Salt Lake City, UT | Project Manager

Elko Sports Complex | Elko, NV | Landscape Designer

South Jordan Splash Pad | South Jordan, UT | Landscape Designer

Moab Lions Park | Moab, UT | Project Manager

Taylorsville City Labrum Park | Taylorsville, UT | Project Manager

Taylorsville City Labrum Park Tree Study | Taylorsville, UT | Project Manager

Taylorsville City Millrace Park Bass Fishing | Taylorsville, UT | Project Manager

North Salt Lake City Hall Park | Salt Lake City, UT | Project Manager/
Landscape Designer

APPENDIX

Resumes



LANCE ANDERSON, P.E.

PRINCIPAL CIVIL ENGINEER

Professional Engineer UT #323733-2202

Mr. Anderson has over 25 years experience as a project manager and design engineer for a variety of education projects. He is the principal engineer for Higher Education and K-12 projects. He has completed hundred projects with each area.

Along with Mr. Anderson's background in education he brings experience in athletic fields and park development. His recent experience includes many projects with municipalities and counties such as the Cache Recreational Complex, Elk Ridge Park, Logan Landfill Reclamation and Outdoor Complex.

He has completed many large recreational projects for municipalities, higher education, and school districts.

EDUCATION

Bachelor of Science Civil Engineering
Utah State University | 1997

PROFESSIONAL AFFILIATION

American Society of Civil Engineers
A.S.C.E. Northern Branch
President, 2004

25+ Years of Experience

RELEVANT PROJECT EXPERIENCE

USU Rugby, USU Men's Soccer Field, USU Rec Bathroom | Logan, UT | Project Manager/Project Civil Engineer

Logan City Outdoor Recreation Project, 200 S Realignment | Logan, UT | Project Manager/Project Civil Engineer

Bear River High School Turf Replacement | Garland, UT | Project Manager/Project Civil Engineer

Cache Recreational Complex, Green Canyon High School, RSL Training Facility | Logan, UT | Project Manager/Project Civil Engineer

APPENDIX

Resumes



BRIAN NICHOLSON

NATURAL RESOURCE SPECIALIST

For over 25 years, Mr. Nicholson has worked in aquatic and riparian ecosystems on federal, state, and private lands throughout the Intermountain West. He has academic and practical experience in wetland and stream ecology as well as aquatic resource functional assessments. As a senior project manager, he not only performs aquatic resource delineations but is also responsible for drafting Section 404 and Utah Stream Alteration Permit applications and other Clean Water Act compliance documents. He works effectively and collaboratively with local, state, and federal agency personnel. Mr. Nicholson is a strong communicator and has developed and implemented a wetland regulatory short course for continuing legal education classes and environmental professionals.

EDUCATION

Graduate Certificate, Conflict Resolution - University of Utah | 2018

M.S. Watershed Science - Utah State University | 2000

B.A. Environmental Studies - Middlebury College | 1991

PROFESSIONAL AFFILIATION

Society of Wetland Scientists

Utah Prairie Dog Surveying, U.S. Fish & Wildlife Services 2022

Hydric Soils, Wetland Training Institute 2012

Advanced Wetland Ecology Wetland Training Institute 2011

Comprehensive NEPA, SWCA Environmental Consultants 2010

PSMJ Project Managers Boot Camp 2007

Wetland Delineation, Wetland Training Institute 2006

25 Years of Experience

RELEVANT PROJECT EXPERIENCE

Assessment of Potential Costs of Declining Water Levels of Great Salt Lake | Multiple Counties, UT | Natural Resource Specialist

Dollar Ridge Restoration Plan & Environmental Assessment | Duchesne & Wasatch Counties, UT | Project Manager

Jordan River, Bear River, & Colorado River Comprehensive Management Plans | Multiple Counties, UT | Project Manager (Prior to joining M&N)

Horse Butte Wind Project Eagle Fatality Monitoring | Bonneville County, ID | Natural Resource Specialist

Wind Project Repowering | Carbon County, WY | Project Manager

Utah Prairie Dog Surveys | Multiple Counties, UT | Natural Resource Specialist

Zone E Water Tank Environmental Assessment | Salt Lake County, UT | Natural Resource Specialist

Mountain View Corridor Environmental Compliance | Salt Lake County, UT | Natural Resource Specialist

APPENDIX

Resumes



LEWIS WONG, PE, LEED AP

PRINCIPAL / ELECTRICAL ENGINEER

Licensed Professional Engineer, UT #9075170-2202

Lewis Wong is an electrical engineer and lighting designer with 19 years of experience, much of which has been spent in the service of local and state governments and the communities they serve. This experience has allowed him to work on a number of public parks, where his focus on long-term performance has allowed him to provide electrical designs to parks all over the state of Utah. His presence on this project will mean the 1200 West Park will benefit from reliable, easy-to-maintain systems that provides Nibley residents with a safe and welcoming environment for years to come.

EDUCATION

B.S. Electrical Engineering -
University of Utah | 2007

PROFESSIONAL AFFILIATION

Illumination Engineering Society
(IES), Member

19 Years of Experience

RELEVANT PROJECT EXPERIENCE

W & M Butterfield Park Pavilion | Herriman, UT

Vietnam Veterans Memorial Replica | Sacramento, CA

Cypress Lawn Memorial Park Pavilion | Colma, CA

Broken Mesa Park Restroom | St. George, UT

Fossil Falls Park Restroom | St. George, UT

Sandtown Park Restroom | St. George, UT

Escalante Petrified Forest State Park | Escalante, UT

Heber Main Street Park & Pavilion | Heber City, UT

Ida M. Cotton Park | Salt Lake City, UT

Madsen Park | Salt Lake City, UT

Spanish Fork Cemetery | Spanish Fork, UT

Club Heights Park | South Ogden, UT

Gallivan Plaza Remodel | Salt Lake City, UT

Lions Park Renovation | Moab, UT

Horan & McConaty Cremation Garden | Centennial, CO

Washington Square Lighting | Salt Lake City, UT

Provo City Cemetery | Provo, UT

American Fork Cemetery | American Fork, UT

APPENDIX

Resumes



ANDREW HARRIS, P.E.

GEOTECHNICAL ENGINEER

Professional Engineer UT #7420456-2202

Mr. Harris' experience over his 20+ year career includes all aspects of geotechnical engineering for a wide variety of commercial, educational and institutional projects. This includes preparing the geotechnical study programs, field work, laboratory testing, preparation of geotechnical reports, and construction consulting/observations. Specifically, Mr. Harris has completed numerous commercial and institutional projects over his career. Additionally, CMT has provided geotechnical studies for many other public buildings and commercial/industrial facilities throughout Utah. Through these geotechnical studies, CMT was able to provide valuable information required for the individual building designs as well as for planning of future developments.

EDUCATION

Bachelor of Science, Civil
Engineering - South Dakota
School of Mines & Technology

20+ Years of Experience

RELEVANT PROJECT EXPERIENCE

Richfield Multi-Agency Center | Richfield, UT
Farmington Regional Center | Farmington, UT
Weber State University Occupational Therapy Building | Ogden, UT
UDAF Spanish Fork Veterinary Lab Addition | Spanish Fork, UT
Utah State University College of Veterinary Medicine Building | Logan, UT
Utah State University Eccles Business Building, Parking Terrace & Tunnel | Logan, UT
Utah State University Solar Array | Logan, UT
Logan Institute at Utah State University | Logan, UT
Utah State University Blanding Campus Parking Lot | Blanding, UT
NOORDA College of Osteopathic Medicine | Provo, UT
Utah Helix Building, University of Utah | Salt Lake City, UT
Utah State University Space Dynamics Laboratory | Logan, UT
Salt Lake Community College Herriman Campus Development Juniper Academic Building | Herriman, UT
Utah State University Mountain View Student Housing | Logan, UT
Utah State University Parking Terrace | Logan, UT
Salt Lake Community College West Parking Lot Expansion | West Jordan, UT
Weber State University Outdoor Recreation Building | Ogden, UT
Salt Lake Community College Expansion | West Jordan, UT

APPENDIX

Resumes



KRIS LARSON, CPE

SENIOR COST ESTIMATOR

Utah General Contractor B-100 Classification
License #61537455501

Mr. Larson has efficiently created accurate project estimates for projects located throughout the United States up to \$68 million in construction costs. He accurately estimates projects at all stages of design including: program, conceptual, schematic, design development, and construction documents.

Mr. Larson estimates current costs for Cost Segregation studies used for component depreciation. He estimates all building systems, including mechanical and electrical. For each project, he provides an accurate, clear cost model that can be used for informed decision making.

EDUCATION

B.S. Economics - University of Utah | 1999

A.S. Ecology - Ricks College | 1995

PROFESSIONAL AFFILIATION

Utah's Estimator of the year 2009

American Society of Professional Estimators
Chapter 51 President 2010-2012

33 Years of Experience

RELEVANT PROJECT EXPERIENCE

Community Resource Center | Salt Lake City, UT | Cost Estimator

Saratoga Springs Community Center | Saratoga Springs, UT | Cost Estimator

South Jordan Community Center | South Jordan, UT | Cost Estimator

Springville City Community Phase 2 | Springville, UT | Cost Estimator

Pleasant Grove City Center - Master Plan & Community Center | Pleasant Grove, UT | Cost Estimator

200 E. Greenloop | Salt Lake City, UT | Cost Estimator

Pioneer Park | Salt Lake City, UT | Cost Estimator

900 Streetscape | Salt Lake City, UT | Cost Estimator

Murray Park Renovation | Murray, UT | Cost Estimator

Gallivan Center | Salt Lake City, UT | Cost Estimator

APPENDIX

Exhibits

SPRINGVILLE CIVIC PARK & SPLASH PAD

MGB+A was the project lead providing design and engineering services to construct an interactive water feature. The water feature was designed to complement and connect to the Springville Civic Campus, for which MGB+A also provided the site master plan and landscape architectural design. This feature included a recirculating, interactive creek and opportunities for water play. Art pieces were integrated throughout the water feature.

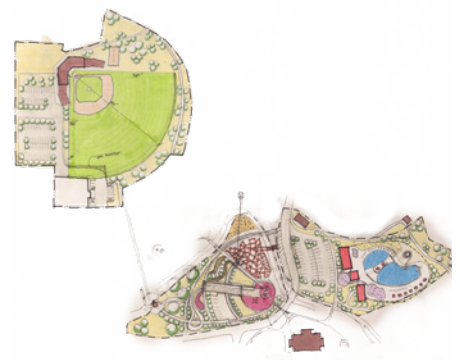
- FIRM - MGB+A
- LOCATION - Springville, UT
- SCOPE - Urban Design



MURRAY PARK REVISIONING

Murray Park is one of the oldest, most popular regional parks in Salt Lake County. MGB+A worked with Murray City Park to revision Ken Price Field, the outdoor pool and area around the historic outdoor ice-skating area to create an adventure playground for all ages. MGB+A brainstormed with Murray City in a charrette process to create a playground that would be reminiscent of the two smokestacks that were historic landmarks across from Murray Park for many years. The two towers are tall enough to realize the adventure component of the playground to attract thrill seeking youth of all ages. The towers also line up on the axis of the two major roads that access Murray Park for visibility. There are components of the park that allow for ADA access and appeal for children and adults.

- FIRM - MGB+A
- LOCATION - Murray, UT
- SCOPE - Park Revisioning



APPENDIX

Exhibits

IVINS UNITY PARK

MGB+A assisted Ivins City in developing a master plan that reflects the community's desired recreational elements. This master plan includes a baseball and softball field, a soccer field, ball courts, and a pavilion designed to serve as a stage for community events. Additionally, community recreation buildings were planned and constructed for the city. As a result, the park now effectively meets the growing recreational needs of the community.

FIRM - MGB+A

LOCATION - Ivins, UT

SCOPE - Master Plan, Construction Documents, & Construction Services



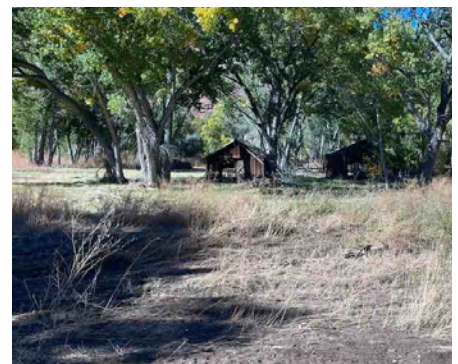
MATHESON PRESERVE

MGB+A is currently assisting the Nature Conservancy in redesigning the public entrance to the Matheson Wetlands Preserve located in Moab, Utah, following flood damage in 2022. MGB+A evaluated three potential new entry points for the preserve, focusing on infrastructure resiliency against floods, fires, and wear over time. The project includes designing a new parking lot with space for vehicles, school buses and ADA access, visitor signage, and trail connections while ensuring ADA compliance and maintaining harmony with the surrounding natural environment.

FIRM - MGB+A, M&N

LOCATION - Moab, UT

SCOPE - Development of Entrance Design



APPENDIX

Exhibits

MITCHELL HOLLOW TRAIL

FIRM - M&N

LOCATION - American Fork, UT

SCOPE - Aquatic Resource Delineation

Martin & Nicholson Environmental Consultants (M&N) is working with American Fork City on aligning a public trail through Mitchell Hollow. The project area includes wetlands and a perennial stream on public and private land. M&N performed a field-based aquatic resource delineation. It provided the City with spatial data as part of the trail planning process to avoid and/or minimize environmental impacts and incorporate natural resource aesthetics into the project. M&N compiled findings into a delineation report for U.S. Army Corps of Engineers verification and future permitting, if required.



RIMROCK WASH TRAIL

FIRM - M&N

LOCATION - Washington County, UT

SCOPE - Environmental Study

As part of Washington County's Virgin River Trail planning and construction project in St. George, Utah, M&N completed an Environmental Study required for the Utah Recreation Trails Program. Susan Martin and Ranae Benallie conducted environmental surveys and completed habitat assessments for species including Shivwits milk-vetch, Holmgren milk-vetch, Siler pincushion cactus, migratory bird nests, and big game. Susan Martin drafted the Biological Assessment for 11 species listed in the IPaC report and coordinated with local, state, and federal resource agencies as needed. Ms. Benallie drafted the natural resources technical report. As project manager Brian Nicholson reviewed project deliverables, compiled all resource information into the Environmental Study document, communicated with the design engineer, and coordinated with state and federal agencies, as needed.



APPENDIX

Exhibits

LOGAN CITY OUTDOOR RECREATION PROJECT, 200 S REALIGNMENT

FIRM - Cache Landmark

LOCATION - Logan, UT

SCOPE - Master Planning

Responsible for Master Planning and Repurposing the Logan City Landfill for Outdoor Recreation (80 acres). Design of Dog Park, Championship Disc Golf Course, Trail System, Neighborhood Park, Adult Recreation, Soccer Fields, Restrooms, and Pavilions. Responsible for Site Demolition, Site Utilities, and Site Grading. Coordinated field and restroom building location. Landscape and irrigation design. The realignment of 200 South Road with active transportation and low impact design.



CACHE RECREATION COMPLEX, GREEN CANYON HIGH SCHOOL, RSL TRAINING FACILITY

FIRM - Cache Landmark

LOCATION - Logan, UT

SCOPE - Geotechnical, Surveying, Civil Design, Grading, Project Management

Responsible for planning and approval of 6F lands for the Cache Recreational Complex adjacent to a new high school. Responsibility including helping Cities and School District acquire properties and plan for utilities, new regional road, new high school, RSL, Indoor Soccer Facility and new commercial development. Responsible for Geotechnical, Surveying, Civil Design, Grading, Project Management. Included over 90 acres of development of recreational fields, pickleball courts, high school athletic fields, and community recreational fields.



FEE PROPOSAL

DESIGN		HOURS: 508						FEE: \$ 116,115	
	Task	Principal \$ 165	Sr. Associate \$ 145	Associate/PM \$ 125	LA I \$ 115	Designer \$ 100	Clerical \$ 80	Totals	
								Hours	Fee
Concept Planning	Due diligence material review	2	2	6				10	\$ 1,370
	Environmental review and coordination			6				6	\$ 750
	Stakeholder group meetings		2	8				10	\$ 1,290
	Site visit	6		6				12	\$ 1,740
	Site analysis	2		4		8		14	\$ 1,630
	Concept development + phasing plans	16	2	24		32		74	\$ 9,130
	Cost estimate coordination			8				8	\$ 1,000
	Presentation materials	2		8			16	26	\$ 2,610
	Meetings + coordination	4		16				20	\$ 2,660
	Cost estimating (Construction Control Corporation)							0	\$ 1,920
	Civil concept plan review (Cache Landmark)							0	\$ 360
	Electrical concept plan review (Resolut)							0	\$ 500
Subtotal		32	6	86	0	40	16	180	\$ 24,960
Preliminary Design	Environmental investigation (Martin & Nicholson)							0	\$ 5,965
	Boundary survey (Cache Landmark)							0	\$ 3,500
	Topographic survey (Cache Landmark)							0	\$ 4,750
	Geotechnical investigation (CMT Technical)							0	\$ 7,300
	Benchmarks (Cache Landmark)							0	\$ 350
	Meetings + stakeholder coordination	2	2	8				12	\$ 1,620
Subtotal		2	2	8	0	0	0	12	\$ 23,485
Design Drawings + Specifications	Project management			16				16	\$ 2,000
	Site plan	2		4	10	16		32	\$ 3,580
	Layout plans	2		6	10	16		34	\$ 3,830
	Planting plan	2	2	6	8	24		42	\$ 4,690
	Irrigation plan	2	2	4	8	24		40	\$ 4,440
	Details + specifications	2	2	8	16	16		44	\$ 5,060
	Meetings + coordination	4	2	24				30	\$ 3,950
	Plan review milestones: 30%,60%,90%,100%	8	4	16				28	\$ 3,900
	Presentations + VE options	2		8				10	\$ 1,330
	Bidding documents	2		4		4		10	\$ 1,230
	Bidding support - prebid meeting, addenda, bid review	2		8		10		20	\$ 2,330
	Grant writing support			10				10	\$ 1,250
	Grading, stormwater, water, and sewer (Cache Landmark)							0	\$ 16,960
	Electrical, lighting, communications (Resolut)							0	\$ 8,320
	Cost estimating (Construction Control Corporation)							0	\$ 4,800
Subtotal		28	12	114	52	110	0	316	\$ 67,670
Optional Services	Environmental detailed inventory - wetland delineation							0	\$ 7,890
	Environmental permitting (pending site disturbance near wetland)							0	\$ 6,270
								0	\$ -
								0	\$ -
Subtotal		0	0	0	0	0	0	0	\$ 14,160 TBD



Agenda Item #15

Description	Workshop: Lease of City Owned Properties
Presenter	Justin Maughan, City Manager
Staff Recommendation	
Reviewed By	

Background:

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