Ogden Valley Parks Service Area

Request for Proposals – Eden Park Manager Services

The Ogden Valley Parks Service Area ("OVPSA" or the "District") seeks an independent contractor to provide hands-on park upkeep, on-site management, and operational coordination for Eden Park. The Eden Park Manager will serve as the primary site-level contact for Eden Park and will help ensure the park is safe, clean, functional, and ready for community use. This is a hands-on role: the Eden Park Manager is expected to personally perform routine cleaning and upkeep at the park, with outside contractors used for larger maintenance and grounds work.

The Eden Park Manager will work collaboratively with the Board of Trustees, District Administrator, District contractors and maintenance providers, park users, and other stakeholders as necessary to carry out the services described below. Policy decisions, material financial commitments, and matters reserved by law or Board policy to the Board of Trustees will remain with the Board. The Eden Park Manager may not independently establish District policy, commit District funds, approve material contracts, or make decisions reserved by law or Board policy to the Board of Trustees.

Scope of Services

The services to be provided by the Eden Park Manager may include the following:

Park Operations

- Conduct regular visits to Eden Park to observe site conditions and identify maintenance, safety, cleanliness, or access issues.
- Perform routine park upkeep personally, including cleaning restrooms and restocking supplies.
- Empty trash receptacles, remove trash from the site, and pick up litter across the grounds.
- Sweep and tidy pavilions, tables, and other park structures, and complete post-event cleanup checks.
- Monitor park facilities, grounds, signage, gates, locks, and other site infrastructure.
- Report damage, safety concerns, maintenance needs, or other issues promptly to the District Administrator.

Maintenance Coordination

- Serve as the primary site contact for maintenance and grounds contractors assigned to Eden Park.
- Coordinate routine scheduling and site access for contractors as directed by the Board or District Administrator.

- Follow up on maintenance requests and confirm that completed work addresses the identified issue.
- Recommend repairs, improvements, or operational needs to the District Administrator.

Events and Reservations

- Assist with site readiness before and after scheduled events.
- Confirm that facilities and grounds are left in appropriate condition following events.
- Communicate site-related issues associated with reservations to the District Administrator.
- Support access and lock coordination as systems are established.

Community Contact

- Serve as a local point of contact for basic park-related questions and site concerns.
- Escalate issues requiring Board direction, financial approval, or policy decisions to the District Administrator.

Board Support

- Provide periodic updates to the District Administrator regarding park conditions, maintenance needs, and recommendations.
- Attend Board meetings when requested or included within the scope of work.

Scope Boundaries

- The Eden Park Manager is responsible for hands-on park upkeep, site operations, and coordination, not District administration, financial management, reservation-system ownership, or policy decisions.
- Routine cleaning and upkeep are expected to be performed by the contractor personally rather than subcontracted, unless otherwise agreed in writing with the District.
- The contractor may not independently authorize major expenditures or contracts unless expressly delegated that authority by the Board.

Desired Experience and Qualifications

OVPSA is looking for a dependable local resident who cares about Eden Park and is willing to keep an eye on it. Professional park, maintenance, or government experience is welcome but is not required. Helpful qualities include:

- Willingness to visit the park regularly and notice when something needs attention.
- Reliability, good judgment, and comfortable communication with contractors, District staff, and park users.
- Ability to work independently on a flexible schedule.

- Residence in or near the Ogden Valley and familiarity with Eden Park.

Independent Contract Engagement Structure

This engagement is intended to be structured as an independent contractor relationship and not an employment position, and the selected contractor will not be eligible for employee benefits through OVPSA. The contractor will determine the manner and means of performing the services, subject to this scope, the professional services agreement, applicable law, and the direction and authority of the Board.

Compensation will be determined by the OVPSA Board of Trustees and finalized through a professional services agreement to be negotiated with the selected contractor. The Board may periodically review the District's needs and may modify the scope or compensation by written agreement with the contractor.

The professional services agreement is expected to address the final scope of services, contract term, compensation, termination, confidentiality, ownership and return of District records and work product, conflicts of interest, compliance with applicable law, insurance if required, and other customary terms. The form of professional services agreement the District expects to use is attached as Exhibit A. The selected respondent will be expected to execute an agreement substantially in the form of Exhibit A. Specific terms, including final scope and compensation, will be negotiated between the District and the selected respondent.

Anticipated Service Commitments

- Part-time availability year-round, estimated at approximately 4-5 hours per week, with flexible scheduling based on park needs.
- Regular visits to Eden Park, generally weekly, or post event, to inspect conditions and address routine responsibilities.
- Routine responsiveness to the District Administrator, contractors, park users, and site-related concerns.
- Availability to coordinate site access and park readiness before and after scheduled events.
- Attendance at OVPSA Board meetings when requested.

Submission Requirements

Interested individuals should submit a brief letter of interest describing why they are interested in helping care for Eden Park, any relevant experience or familiarity with the park, their general availability, and how to reach them. A resume is welcome but not required, and OVPSA may ask for one or two local references before making a selection.

Letters of interest must be received by Friday, October 23 at 5:00 PM and emailed to chair@ogdencvalleyparks.utah.gov with the subject line: “Eden Park Manager.” Questions may be submitted to Questions regarding this RFP must be submitted to Emily Phillips at chair@ogdencvalleyparks.utah.gov. Proposals will be opened at Friday, October 23 at 5 PM and must remain valid for 60 days after the submission deadline.

Evaluation and Selection

A committee of at least three individuals will review the letters of interest and may hold informal interviews and contact references. Review will consider the following:

- Interest in the role and familiarity with Eden Park – 40 points.
- Availability and capacity – 30 points.
- Relevant experience, if any – 20 points.
- Reliability and communication – 10 points.

The committee will rank the respondents. OVPSA may negotiate with the highest-ranked respondent and, if no agreement is reached, proceed to the next-ranked respondent. Any contract requires approval by the OVPSA Board of Trustees. OVPSA may reject any or all proposals or cancel this request as permitted by law.

Exhibit A — Form of Professional Services Agreement