Ogden Valley Parks Service Area

Request for Proposals – District Administration Services

The Ogden Valley Parks Service Area ("OVPSA" or the "District") seeks an independent contractor to provide District administration and operational support services. The District Administrator will serve as the primary administrative point of contact for the District and will coordinate the day-to-day implementation of Board direction, District operations, public communications, park-related administrative functions, and other matters within the scope authorized by the Board of Trustees.

The District Administrator will work collaboratively with the Board of Trustees, District contractors and consultants, park managers and maintenance providers, governmental entities, community members, 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 District Administrator 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 District Administrator may include the following:

Board and District Administration

- Carry out routine administrative activities and implement Board-approved policies and direction.
- Prepare Board meeting materials, agendas, notices, minutes, documents, and follow-up items as directed by the Board.
- Maintain organized District records and shared files and assist with the preparation and distribution of public documents.
- Coordinate action items and follow up on assignments resulting from Board meetings.
- Provide regular status updates to the Board.
- Assist with onboarding new Board members, including email setup, document review, meeting schedules, and updates to contact information.

Reservations and Scheduling

- Administer the District's park and facility reservation system.
- Manage scheduling, reservation communications, and related administrative processes.
- Coordinate reservation-related questions, changes, cancellations, deposits, and refunds.
- Ensure reservation processes are clearly communicated to the public.

- Recommend improvements to the reservation system and assist the Board in evaluating alternative platforms when appropriate.

Financial and Payment Administration

- Coordinate routine reservation payments, deposits, refunds, and related administrative transactions.
- Communicate with the District's financial service providers regarding payments and required documentation.
- Maintain appropriate records of financial activity within the scope delegated by the Board.
- Coordinate routine contractor and vendor documentation as directed by the Board.

Park Operations Coordination

- Serve as the primary District-level point of contact for the Liberty Park and Eden Park managers.
- Receive and triage maintenance, safety, access, and facility issues.
- Coordinate communication among park managers, maintenance providers, grounds contractors, vendors, and the Board.
- Track maintenance and operational requests through completion.
- Escalate issues requiring Board policy, budget, or contract decisions.

Contracts and Vendors

- Coordinate routine communication with District contractors and vendors.
- Assist the Board with obtaining quotes, preparing routine documentation, and tracking contracts.
- Maintain a centralized record of contracts, vendors, and renewal dates.
- Support the Board in administering contracts within authority delegated by the Board.

Community Communications

- Serve as the primary public contact for routine questions regarding parks, facilities, reservations, and District operations.
- Manage or coordinate District communications, website updates, notices, and other public-facing information.
- Coordinate communication regarding events, closures, access, and facility updates.
- Help ensure that community members can readily identify the appropriate contact for park-related questions or concerns.

Grant and Project Support

- Track grant opportunities relevant to District projects and coordinate application deadlines and required information.

- Assist the Board and project leads with assembling grant materials.
- Maintain a central record of grant applications, awards, requirements, and reporting deadlines.
- Support Board-directed projects and initiatives, including park improvements, events, task forces, and community initiatives.
- Research options and present recommendations to the Board for consideration.
- Coordinate routine follow-up needed to move Board-approved initiatives from discussion to implementation.

Website and Digital Administration

- Coordinate routine website updates and help ensure that public information remains current.
- Maintain links to reservations, donations, forms, notices, and other public resources.
- Coordinate with outside website support when specialized technical services are required.

Desired Experience and Qualifications

OVPSA is seeking a qualified individual with a preference for individuals with experience in local government administration, public administration, office or operations management, community relations, or related fields. Experience working with a special district, municipality, county, or other public entity is preferred but not required. Desired qualifications and experience include:

- Experience in local government administration, public administration, office or operations management, or related work.
- Working knowledge of public meeting, records, and open-government requirements, or the ability to acquire it quickly.
- Strong organizational skills and the ability to manage recurring administrative processes independently.
- Comfort with online reservation, payment, website, and document-management platforms.
- Excellent written and verbal communication skills.
- High level of professionalism, judgment, integrity, and reliability.
- Ability to work independently, manage competing priorities, and respond promptly to the Board, park managers, and the public.
- Residence in or familiarity with the Ogden Valley community preferred.

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 flexibility for a combination of remote and in-person work.
- Attendance at regular and special meetings of the OVPSA Board of Trustees, generally held Monthly at the Huntsville City Hall.
- Routine weekday responsiveness to reservation inquiries, public questions, and park manager communications.
- Periodic in-person presence at Liberty Park and Eden Park as needed to coordinate operations, vendors, and events.
- Increased availability during the peak reservation and event season, generally March-October.

Submission Requirements

Interested individuals should submit the following materials for consideration:

- Resume or curriculum vitae.
- Brief statement of interest describing the respondent's experience with local government administration, public-sector work, community relations, or related administrative work.
- Description of any current or prior experience working with Utah governmental entities, special districts, or Utah public-sector organizations.
- Brief description of the respondent's proposed approach, availability, and capacity to perform the anticipated services.
- Contact information for three professional references.

Proposals must be received by Friday, October 23 and emailed to: chair@ogdenvalleyparks.utah.gov with the subject line: "District Administrator Services Proposal." Questions regarding this RFP must be submitted to Emily Phillips at

chair@ogdenvalleyparks.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 evaluate the proposals and may conduct interviews and contact references. Evaluation will be based on the following criteria:

- Relevant experience and qualifications – 40 points.
- Understanding of OVPSA's needs and proposed approach – 30 points.
- Availability and capacity – 20 points.
- Written communication and responsiveness – 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.

Exhibit A — Form of Professional Services Agreement