
City Council Regular Meeting

DEPARTMENT: Parks and Recreation


FROM: Jen Basham, Director of Parks and Recreation

MEETING: February 2, 2026

SUBJECT:

Consider and take possible action on a professional services agreement with Kemp Golf Course Design in the amount of \$103,000 for a master plan of Hidden Creek Golf Course.
(Staff Contact: Jen Basham, Director of Parks and Recreation)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 Great Place to Live Through Expanded Quality of Life Amenities	4.1.2 5 Year Capital Plan Implementation

SUMMARY:

In accordance with City Council direction to evaluate and plan for the long-term sustainability and improvement of Hidden Creek Golf Course, staff is recommending execution of a comprehensive Master Plan contract with Kemp Golf Course Design to guide course improvements, prioritization of capital needs, clubhouse concept evaluation, irrigation audit recommendations, and operational/financial performance strategy.

This work will produce actionable recommendations and planning-level cost estimates that will support future Council decisions related to golf course reinvestment, operational strategies, and phased implementation. The Master Plan is expected to be completed within 120 days of execution.

SCOPE OF SERVICES

Kemp Golf Course Design will serve as the prime consultant and will provide professional services organized into seven tasks, including management of key subconsultants:

The Hidden Creek Golf Course fenceline replacement is included in the 2026 Parks and Recreation CIP. During the bid process, pricing exceeded available budget allocation, and staff recommended rejection to allow reevaluation of scope/materials. Consistent with Council direction to prioritize master planning for Hidden Creek Golf Course, staff recommends reallocating a portion of the 2026 CIP fenceline replacement funds to implement the Master Plan effort.

Task I – Project Program / Golf Course Analysis

- *Confirm scope, goals, budgets, and issues to be addressed*
- *On-site evaluation of course conditions (greens, tees, fairways, bunkers, circulation, safety, etc.)*
- *Base plan development for design exploration*

Task II – Golf Course Design (Conceptual)

- *Preliminary design concepts addressing playability, pace of play, drainage, safety, maintainability*
- *Alternative routing and design studies*
- *Preliminary phasing and planning-level cost evaluation*

Task III – Operations & Financial Analysis (Subconsultant: JJ Keegan+)

- *Market analysis*
- *Weather / playable days evaluation*
- *Technology assessment (tee sheet/POS/marketing integration)*
- *Yield management, key metrics, financial modeling and valuation*
- *Facilities & maintenance review*
- *Operational review (staffing, customer experience, marketing, F&B)*
- *Customer loyalty survey*

Task IV – Conceptual Clubhouse Design (Subconsultant: CDA Design)

- *Conceptual floor plan (renovation or new clubhouse)*
- *On-course restroom recommendations*
- *Preliminary cost estimates*

Task V – Conceptual Drainage Study (Freese and Nichols, Inc.)

- *On-site kickoff meeting and drainage issue review*
- *Identify up to 15 priority drainage projects*
- *Conceptual solutions and order-of-magnitude cost estimates*
- *Technical memorandum and review meeting*

- *One round of comment response*

Task VI – Irrigation System Audit (Subconsultant: Larry Rodgers)

- *Inventory of system equipment and pump station performance*
- *Recommendations and irrigation audit report*

Task VII – Master Plan Document

- *Final master plan rendering and comprehensive written report*
- *Hole-by-hole narrative*
- *Clubhouse concept + drainage + irrigation recommendations integrated*
- *Opinion of probable costs and phasing strategy*
- *One public presentation/workshop (e.g., Park Board or Council)*

<i>Task</i>	<i>Description</i>	<i>Amount</i>
<i>Task I</i>	<i>Project Program / Golf Course Analysis</i>	<i>\$5,000</i>
<i>Task II</i>	<i>Golf Course Design</i>	<i>\$10,000</i>
<i>Task III</i>	<i>Operations & Financial Analysis (JJ Keegan+)</i>	<i>\$24,500</i>
<i>Task IV</i>	<i>Conceptual Clubhouse Design (CDA Design)</i>	<i>\$20,000</i>
<i>Task V</i>	<i>Conceptual Drainage Study</i>	<i>\$23,500</i>
<i>Task VI</i>	<i>Irrigation Audit (Larry Rodgers)</i>	<i>\$5,000</i>
<i>Task VII</i>	<i>Master Plan Document</i>	<i>\$10,000</i>
	<i>Total Lump Sum Fee</i>	<i>\$98,000</i>
	<i>Reimbursable Expenses (NTE)</i>	<i>\$5,000</i>
	<i>Kemp Contract Total (NTE)</i>	<i>\$103,000</i>

RECOMMENDATION:

Staff recommends approval as presented.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Council requested the Master Plan be added during the FY 26 Budget process.

REFERENCE: N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue: \$103,000

Account Number(s):

Fund:
Account Description:
Procurement Method: Professional Service

STAFF CONTACT:

Jen Basham, CPRE

Director of Parks and Recreation
jbasham@burlesontx.com
817-426-9201