



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	MARCH 23, 2026

ITEM:	Approval of Parks Master Plan Consultant		
<i>Presenting Item: Jesse Hauf, IT Director</i>			
DEPARTMENT: Community Development		BY/DATE: Mitchell Forney / March 18, 2026	
CORE CITY STRATEGIES:			
_Community that Grows with Purpose and Equity		_Engaged, Effective and Forward-Thinking	
<input checked="" type="checkbox"/> High Quality Public Spaces		_Resilient and Prosperous Economy	
_Safe, Accessible and Built for Everyone		_Inclusive and Connected Community	

BACKGROUND

At a recent City Council work session, the Council directed staff to begin the process of identifying a consultant to lead development of the City’s Parks Master Plan in 2026. Following that direction, staff prepared a detailed scope of work and issued a Request for Proposals (RFP) to qualified planning and parks consulting firms.

Staff received four proposals in response to the RFP. To ensure the City selected the lowest and best suited consultant, staff invited all four firms to participate in interviews. The interviews provided an opportunity to confirm each firm’s understanding of the project scope, evaluate their experience with similar community planning efforts, and better understand their proposed approach to community engagement and plan development. The interview committee consisted of the Public Works Director, Community Development Director, Interim Parks and Recreation Director, City Forester, and City Planner.

Following the interviews, staff evaluated each proposal and conducted a vote to determine a recommended consultant. The selection process was competitive, with two firms emerging as strong finalists. Ultimately, staff recommended MEND as the consultant offering the lowest responsible bid and the proposal that best aligned with the City’s goals for the Parks Master Plan. MEND’s interview demonstrated a strong communication and outreach strategy. Staff also found MEND’s proposed project deliverables and timeline to be clear, achievable, and appropriately scaled to the City’s needs.

As part of the project, MEND will coordinate with the City’s Comprehensive Plan consultant, HKGI, to align outreach efforts where appropriate while maintaining distinct engagement processes for each planning initiative. This coordination is intended to reduce community fatigue, improve participation, and ensure consistency in long-term planning outcomes. Below are the bid results from each consultant.

Mend	\$71,140
TKDA	\$72,488
HKGI	\$85,600
Confluence	\$138,850

One item of note is that a portion of the initial scope of work can be accommodated within the Community Development Department's existing budget. As the project progresses and professional service needs are finalized, staff will return to the City Council with a proposed budget amendment to fund the remaining project costs. At that time, staff anticipate recommending use of either the Parks Fund or the Planning and Inspections Fund balance to support completion of the Parks Master Plan.

STAFF RECOMMENDATION

Based on the RFP and interview process, staff recommend approval of a contract with Mend to serve as the City's consultant for development of the Comprehensive Parks Master Plan. Approval of the contract will allow the project to move forward in accordance with the proposed timeline.

RECOMMENDED MOTION(S):

MOTION: Motion to award the 2026 Parks Master Planning Project to Mend based on their low, qualified, responsible bid, not to exceed \$71,140, and authorize staff to enter into the related agreement.

ATTACHMENT(S)

1. Mend Proposal
2. TKDA Proposal
3. HKGI Proposal
4. Confluence Proposal