



STAFF REPORT

MEETING DATE:	June 1, 2026
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey, Assistant to the City Administrator
AGENDA CAPTION:	Discuss and consider Resolution No. R2026- APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND _____ FOR PROFESSIONAL SERVICES TO LEAD THE CREATION OF THE PARKS, RECREATION, AND SPECIAL EVENTS MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$175,000; AND PROVIDING FOR AN EFFECTIVE DATE.

Background Information

On February 16th, 2026 the City of Hutchins published an RFP for a firm to help create a Parks, Recreation, and Special Events Master Plan. The proposals received were evaluated and ranked by a committee of City staff members. The top four ranked firms were interviewed by City Council, their interview date and time determined by a hat draw, and are listed below. This is an opportunity for the City Council to decide which firm to award the contract to, and authorize the City Administrator to negotiate and execute the contract in an amount not to exceed \$175,000.

PROS Consulting, Inc., April 20th from 5:30-6:00
Brandstetter Carrol, Inc., April 20th from 6:00-6:30
Stantec Consulting Services, Inc., May 12th from 5:00-6:00
Burditt Consultants, LLC, May 12th from 6:00-6:30

Budget Implications

NA

Operational Impact

NA

Legal Review

The City Attorney approved the resolution.

Staff Recommendation

NA

Supporting Documentation and Attachments

NA