



# STAFF REPORT

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<b>MEETING DATE:</b>	May 12, 2026
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Katherine Lindsey, Assistant to the City Administrator
<b>AGENDA CAPTION:</b>	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.

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## **Background Information**

On February 16<sup>th</sup>, 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 20<sup>th</sup> from 5:30-6:00  
Brandstetter Carrol, Inc., April 20<sup>th</sup> from 6:00-6:30  
Stantec Consulting Services, Inc., May 12<sup>th</sup> from 5:00-6:00  
Burditt Consultants, LLC, May 12<sup>th</sup> 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