



# 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>	Conduct an interview with Burditt Consultants, LLC in relation to choosing a firm to create the Parks, Recreation, and Special Events Master Plan. Presented by: Burditt Consultants, LLC  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

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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. Burditt Consultants, LLC one of the top four ranking firms. Their interview date and time was determined by a hat draw.

## **Budget Implications**

NA

## **Operational Impact**

NA

## **Legal Review**

NA

## **Staff Recommendation**

NA

## **Supporting Documentation and Attachments**

NA