

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Kayce Williams, Parks and Recreation Director
DATE: June 29, 2026
SUBJECT: Parks and Recreation Master Plan RFQ

RECOMMENDATION:

This discussion item is to update the Board of Mayor and Aldermen on the Request for Qualifications (RFQ) for the Parks and Recreation Master Plan and authorize staff to enter contract negotiations.

BACKGROUND:

The City issued a Request for Qualifications (RFQ) for the Parks and Recreation Master Plan on March 17, 2026. The Parks and Recreation Master Plan serves as a strategic planning tool for guiding policy decisions, capital investments, land acquisition, park development, and recreational programming for the next 10 years. The RFQ is included in your packet.

A total of nine (9) proposals were received in response to the RFQ. Proposals were evaluated and scored by city staff and the Parks and Recreation Commission, in accordance with the criteria outlined in the solicitation and in compliance with the City's purchasing policies.

Following the evaluation process, the top three scoring candidates were interviewed by the Parks and Recreation Commission and staff on June 11, 2026. Hodgson Douglas Landscape Architects (HDLA) was identified as the most responsive and responsible proposer whose submission provides the best qualifications to the City. The proposal meets the project requirements and includes all necessary components to deliver a complete and functional master plan.

Staff will be bringing a formal resolution to BOMA for consideration on the July 20 agenda. This discussion is intended to provide BOMA an opportunity to review the proposal and ask any questions prior to the formal conseration

FINANCIAL IMPACT:

Funding for this project was included in the City's approved FY 25/26 budget and will be brought back in BA#1 to roll it forward into this fiscal year's budget.

SUPPORTING DOCUMENTATION:

- RFQ Document
- HDLA Submittal
- Scoring sheet



City of Spring Hill | Parks and Recreation

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