



MEMORANDUM

To: Mayor and Members of the City Council

From: Reginald Goodson, City Manager
Stacy Williams, Director Parks and Recreation

Date: November 24, 2025

Subj: Consideration-Award of Services for Department Comprehensive Master Plan

BACKGROUND:

The City Council allocated funds in the FY 2025-2026 budget for the Parks and Recreation Department to renew their Comprehensive Master Plan with a Site Specific Plan for Enfield Park. This plan will be for the 2026-2036 period and will serve to guide the future development, maintenance, and programming of the community's parks, open spaces, and recreational facilities.

ANALYSIS

As the City and County continue to grow and the needs of our residents evolve, it is important to evaluate the current system and establish a clear, long-term strategy that ensures equitable access, financial sustainability, and high quality recreational opportunities. This plan will help both City and County governments, as well as departmental administration to identify service gaps and understand community priorities. Once completed, the Comprehensive Master Plan will serve as a foundational policy that will align departmental goals with community expectations while also providing City and County leadership with a roadmap for decision making over the next 10 years.

During the RFP process, six sealed proposals were received with the following results:

Mead & Hunt	\$74,815	Benesch	\$96,000
WithersRavenel	\$123,000	Destination by Design	\$183,000
Kimley Horn	\$93,600	BerryDunn	\$146,646

STAFF RECOMMENDATION:

By motion, award the 2026-2036 Parks and Recreation Comprehensive Master Plan to the lowest bidder, Mead & Hunt (\$74,815). Funding will come from the Capital Improvement line item (106200.7400) that was approved in the 2025-2026 budget.