

CITY OF SPRING HILL, TENNESSEE

REQUEST FOR QUALIFICATIONS

FOR

Parks and Recreation Master Plan



March 17, 2026

**City of Spring Hill, Tennessee
Request for Qualifications (RFQ)
Parks and Recreation Master Plan**

Issuing Agency: City of Spring Hill
199 Town Center Parkway
Spring Hill, TN 37174

RFQ Issue Date: March 17, 2026

Statements of Qualifications Due: April 14, 2026 at 2:00 PM CST

1. Introduction

The City of Spring Hill, Tennessee is requesting Statements of Qualifications from qualified consulting firms to assist the City in preparing a comprehensive Parks and Recreation Master Plan. The selected consultant will work collaboratively with City staff, the Parks and Recreation Commission, and the Board of Mayor and Aldermen to develop a strategic plan to guide the future development, maintenance, and programming of the City's parks and recreation system.

The purpose of this project is to establish a clear vision, goals, and implementation strategies for parks, open space, trails, recreation facilities, and programming over the next ten (10) years.

2. Community Background

Spring Hill is located approximately 35 miles south of Nashville and spans portions of both Maury and Williamson Counties. The City currently covers approximately 28.7 square miles and is experiencing rapid growth. The population is estimated to exceed 60,000 residents and is projected to grow by approximately 78 percent by the year 2030.

This growth presents both challenges and opportunities for the City as it seeks to maintain and enhance quality of life through well-planned parks, recreation facilities, green space, and programming opportunities.

The City previously adopted a Parks and Recreation Master Plan in 2020 and now seeks to update and expand that planning effort to ensure the park system continues to meet the needs of current and future residents.

3. Project Overview

The Parks and Recreation Master Plan will serve as a strategic planning tool for guiding policy decisions, capital investments, land acquisition, park development, and recreational programming for the next decade.

The selected consultant will analyze existing park assets, identify gaps in service, engage the community, and develop implementable recommendations for the future growth and management of the City's parks and recreation system.

4. Scope of Work

The scope described below represents the minimum expected services. Respondents are encouraged to expand upon this framework based on their experience and best practices.

Following selection, the City reserves the right to refine the final scope of work through negotiations with the selected consultant.

4.1 Project Administration

The consultant shall:

- Conduct an on-site project kickoff meeting with City staff.
- Establish project goals, roles, communication protocols, and timeline.
- Provide regular progress updates throughout the project.
- Participate in periodic meetings with the Parks and Recreation Director.
- Co-present project progress and findings with City staff to the Board of Mayor and Aldermen.

4.2 Community Engagement

A robust public engagement process is essential to the success of this project. The consultant shall:

- Review previous engagement materials and planning documents.
- Develop a comprehensive public engagement strategy.
- Facilitate stakeholder meetings, workshops, and/or focus groups.
- Conduct outreach to residents, stakeholders, and park users.
- Implement strategies designed to ensure participation from diverse and underrepresented populations.
- Provide summaries of engagement results.

4.3 Resource and Data Collection

The consultant shall evaluate the current state of the City's parks and recreation system by:

- Reviewing relevant planning documents such as the Comprehensive Plan, prior Parks Master Plan, greenway plans, and Capital Improvement Plans.
- Conducting an inventory and assessment of existing parks, trails, green spaces, and recreation facilities.
- Comparing current resources against national park planning benchmarks.
- Conducting a statistically valid community needs assessment survey.
- Evaluating demographic trends using U.S. Census and other relevant data sources.
- Assessing programming participation, land use trends, and opportunities for future acquisitions.

4.4 Needs Assessment and Analysis

The consultant shall analyze collected data to:

- Identify service gaps in parks, recreation facilities, and programming.
- Evaluate park accessibility and geographic distribution.
- Determine level-of-service standards for parks and recreation facilities.

- Identify future park and recreation needs based on projected population growth.

4.5 Implementation Strategy

The consultant shall prepare a detailed implementation strategy including:

- Prioritized recommendations for park development and improvements.
- Recommend uses on existing city-owned land.
- Identification of potential land acquisition opportunities.
- Recommendations for maintenance, operations, and staffing.
- Identification of potential funding sources and implementation strategies.
- Recommendations for partnerships and collaborative opportunities.

4.6 Final Master Plan

The final Parks and Recreation Master Plan shall include:

- Community vision and guiding principles
- Inventory and analysis of existing conditions
- Needs assessment findings
- Level-of-service benchmarks
- Capital improvement recommendations
- Implementation strategies
- Funding considerations

5. Deliverables

The selected consultant will provide the following deliverables:

- Community engagement summary report
- Parks and recreation needs assessment results
- Draft Parks and Recreation Master Plan
- Final Parks and Recreation Master Plan
- Executive summary suitable for public distribution

The consultant shall provide seven (7) printed color copies of the final plan and one electronic PDF copy.

6. Presentations

The consultant shall provide a minimum of three (3) presentations:

1. Initial findings presentation to Parks and Recreation Commission and City staff
 2. Draft master plan presentation to the Board of Mayor and Aldermen
 3. Final presentation of the adopted plan to the Board of Mayor and Aldermen
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7. Evaluation Criteria

Statements of Qualifications will be evaluated based on the following criteria:

Criteria	Weight
Qualifications and availability of personnel and subconsultants	25%
Understanding of the project and responsiveness to the RFQ	20%
Project approach and methodology	25%
Relevant experience with similar Parks and Recreation Master Plans	30%

7.1 Selection Process

The City will review Statements of Qualifications and may shortlist the most qualified firms for further evaluation and interviews.

The City reserves the right to determine the evaluation process and to exercise discretion in the evaluation of Statements of Qualifications. The City may request additional information, conduct interviews, waive minor irregularities, or otherwise evaluate submissions in a manner deemed to be in the best interest of the City.

The City intends to negotiate a contract with the highest ranked firm. If negotiations are unsuccessful, the City reserves the right to terminate negotiations and begin negotiations with the next highest ranked firm.

Evaluation criteria are provided as a guideline and the City reserves the right to consider any factors it deems relevant to the successful completion of the project.

8. Statement of Qualifications Requirements

Submittals shall include the following information:

1. **Letter of Submission** identifying the firm and primary contact person.
2. **Firm Background** including experience preparing parks and recreation master plans.
3. **Project Approach** describing methodology, engagement strategy, and deliverables.
4. **Project Team** including resumes and roles of key personnel.
5. **Project Schedule** outlining key milestones.
6. **Insurance Information** summarizing professional liability coverage.
7. **References** for at least three (3) similar projects completed within the past five years.

9. Submittal Instructions

Respondents shall submit:

- One (1) original signed statement of qualifications
- Five (5) copies
- One (1) electronic copy (PDF format on USB drive)

Submittals must be clearly labeled:

"Spring Hill Parks and Recreation Master Plan RFQ"

and delivered to:

Kyle Therriault
Purchasing Agent
City of Spring Hill
199 Town Center Parkway
Spring Hill, TN 37174

Submittals must be received no later than **2:00 PM CST on April 14, 2026.**

Late submissions will not be considered.

10. Required Forms

Submittals must include the following completed documents:

- Letter of submission
- Firm background and qualifications
- Project approach
- Project team and resumes
- Project timeline
- References
- Summary of insurance coverage

Required Prior to Contract Execution

The selected consultant will be required to submit:

- Non-Illegal Immigrant Affidavit
 - Iran Divestment Act Certification
 - Certificate of Non-Collusion
 - Title VI Compliance Form
 - Certificate of Non-Discrimination
 - Proof of Insurance
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11. RFQ Questions

All questions regarding this RFQ must be submitted in writing to:

Kyle Therriault
Purchasing Agent
ktherriault@springhilltn.org

Responses to questions will be issued via addendum if necessary.

Questions must be submitted no later than 5:00 PM CST on [date].

12. Project Schedule (Tentative)

Milestone	Date
RFQ Issued	March 17, 2026
Statements of Qualifications Due	April 14, 2026
Consultant Interviews (if necessary)	May 4 - 8, 2026*
Parks and Recreation Commission Review	May 21, 2026*
Contract Award by BOMA	June 15, 2026*
Final Master Plan Completion	Approximately 9 months after signed contract.*

**The City reserves the right to adjust the schedule if needed.*

13. Reservation of Rights

This solicitation does not commit the City of Spring Hill to award a contract or to pay any costs incurred in the preparation of responses. The City reserves the right to accept or reject any or all submissions, waive minor irregularities, request additional information, negotiate with qualified respondents, or cancel this solicitation if it is determined to be in the best interest of the City.

14. Ownership of Documents

All documents, reports, data, maps, graphics, and materials prepared for this project shall become the property of the City of Spring Hill upon completion of the project.