



LAKE HAVASU CITY, ARIZONA  
ADMINISTRATIVE SERVICES DEPARTMENT  
◆ PROCUREMENT ◆

**REQUEST FOR PROPOSALS  
PARKS AND RECREATION MASTER PLAN  
P26-PARKS-500693  
ADDENDUM NO. 1  
DATE: January 15, 2026**

Attention is called to the following changes, additions, clarifications and/or deletions to the original solicitation and they shall be considered in preparing submissions:

There is no change in the opening date. **Submissions are due no later than 3:00 p.m., Arizona Time, January 21, 2026**, at the City Clerk's Office, 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403.

The following questions were received from proposers. Answers are provided herein:

1. **Question:** "What is the anticipated level of detail for analysis and recommendations for parks/facilities managed but not owned by the City? Would it be similar to parks owned by the City?"

**Answer:** The anticipated level of analysis should be similar in approach but appropriately scaled to reflect the City's level of control and responsibility. Consultants should assess usage, condition, programming, and community value for all managed facilities; however, recommendations for facilities not owned by the City should focus on partnership opportunities, operational efficiencies, service delivery, and long-term planning strategies rather than capital improvements that are outside the City's authority.

2. **Question:** "What is the anticipated budget for this project?"

**Answer:** The City does not share budget information at this time.

3. **Question:** "For the aquatic facility assessment, can we assume the intent is to only inventory and assess the programs at those locations and not to assess the physical structure and individual room/space configurations?"

**Answer:** The intent is for the aquatic facility assessment to focus primarily on programming, operations, utilization, and service delivery. A high-level review of facility condition and functionality is appropriate; however, detailed architectural or engineering assessments of structures and room configurations are not expected as part of this scope.

4. **Question:** "How many meetings with the steering committee, Parks and Recreation Advisory Board and City Council do you envision throughout the process and what is the expectation for virtual vs. in person presentations?"

**Answer:** The City anticipates the following engagement throughout the project:

- Steering Committee: approximately 4-5 meetings
- Parks and Recreation Advisory Board: 2–3 presentations/update
- City Council: 1–2 presentations (typically at key milestones such as project kickoff and final plan presentation)

The City is open to a hybrid approach. Virtual meetings are acceptable for working sessions, while in-person presentations are preferred for major milestones, public engagement activities, and final presentations when feasible.

5. **Question:** “Trails are included early on as part of Task 2.1 Existing Facilities and 2.3 Needs Assessment but are not included in any recommendation tasks. How much emphasis should be given to trail system planning relative to parks, recreation, and open space?”

**Answer:** The trail system should be considered an important component of the overall parks and recreation system and integrated throughout the assessment and needs analysis. While the primary emphasis of the master plan is on parks, recreation programs, and open space, consultants are expected to include meaningful trail system recommendations related to connectivity, access, equity, and community health as part of the overall strategic framework.

6. **Question:** “Can you elaborate on the desired level of analysis for an in depth plan The Bridgewater Channel as part of this process as mentioned in Task 2.2.4?”

**Answer:** The City is seeking a strategic and programmatic level of analysis for The Bridgewater Channel rather than a detailed engineering or construction-ready design. The intent is for the consultant to evaluate current conditions, community use, opportunities for activation, connectivity to surrounding parks and amenities, and long-term visioning concepts. Recommendations should focus on guiding principles, potential phasing strategies, and high-level improvement concepts that can inform future capital planning.

7. **Question:** “Can we provide hyperlinks to project examples?”

**Answer:** Yes, proposers may include hyperlinks to project examples or online portfolios in their submissions. However, any information critical to the evaluation of the proposal should be included within the proposal document itself, as the City is not responsible for reviewing materials that are only accessible through external links.

8. **Question:** “The background briefly mentions accreditation; however, there is no associated task for analysis. It is typically a yearlong process just to prepare to apply for accreditation. What level of analysis and/or deliverable is desired as part of this planning effort related to accreditation?”

**Answer:** The City recognizes that CAPRA accreditation is a comprehensive, multi-year process and does not expect this Master Plan effort to serve as a full accreditation preparation project. Instead, the intent is for accreditation to be considered in a strategic and foundational way through this planning process.

**9. Question:** “How many concept plan designs are desired? Does the City have an initial idea of the number and locations for desired designs?”

**Answer:** Currently, the City does not have a fixed number or predetermined list of locations for concept plan designs. The intent is for the consultant team to help identify appropriate opportunities for concept-level planning based on:

- Community input
- System needs and gaps identified in the assessment phase
- Feasibility, impact, and long-term value to the parks and recreation system

Proposers are encouraged to include a recommended approach and anticipated range for concept plans within their proposal, recognizing that the final number and locations will be refined collaboratively during the planning process.

**10. Question:** “What type of “in-depth plan” is expected for the Bridgewater Channel task? What topics and degree of detail are expected? Is the City looking for economic, operational, and environmental analysis? Or recommendations focused on staff, financial, programs, and amenities?”

**Answer:** The City is seeking a strategic, multi-disciplinary planning framework for the Bridgewater Channel. The intent is not a full engineering or environmental impact study, but a comprehensive vision that includes:

- Programmatic recommendations (recreation uses, events, activation strategies)
- Amenity concepts (trails, seating, shade, play features, water-adjacent access, etc.)
- Operational considerations (maintenance implications, staffing, partnerships)
- High-level financial considerations (phasing priorities, funding strategies, grant readiness)

**11. Question:** “Is a site concept plan envisioned as part of the Bridgewater Channel task?”

**Answer:** Yes. The City anticipates at least one illustrative concept plan to visually communicate the long-term vision for the Bridgewater Channel corridor. This is expected to be conceptual in nature rather than construction-ready design.

**12. Question:** “What is the budget for this project?”

**Answer:** The City does not share budget information at this time.

**13. Question:** “Does the City have a site/facility/park list that can be shared? Are all facilities on this list part of the inventory, or are there some facilities - perhaps newer facilities - that do not need to be inventoried?”

**Answer:** Yes. A preliminary inventory list will be shared with the selected consultant. All City-owned and City-managed parks and facilities are expected to be included in the inventory; however, newer facilities may require a lighter-touch assessment at the consultant’s discretion in coordination with staff.

**14. Question:** “Will the City be able to host a project landing page on the City’s website?”

**Answer:** Yes. The City anticipates hosting a project webpage and will coordinate with the selected consultant regarding content needs, updates, and public-facing materials.

**15. Question:** “For the task regarding land acquisition/future park developments, is the consultant expected to identify the cost of acquiring, or just identifying possible opportunities?”

**Answer:** The consultant is expected to identify potential opportunities and priorities for land acquisition and future park development. Cost estimates may be provided at a planning-level order of magnitude where feasible, but detailed appraisals are not required.

**16. Question:** “What are the specific requirements for GIS deliverable to be consistent with the existing City GIS system?”

**Answer:** GIS deliverables should be compatible with the City’s existing ESRI-based system and provided in commonly accepted formats. Final specifications will be coordinated with the City’s GIS team upon project initiation.

**17. Question:** “Does the City have a specific GIS data schema that needs to be matched with new data collected, or is this the discretion and recommendation of the consultant?”

**Answer:** This shall be at the discretion and recommendation of the Consultant.

**18. Question:** “When is the update to the City’s General Plan expected to be completed? Is there any kind of park inventory being completed with this project?”

**Answer:** The City’s General Plan update is expected to be completed in November. Coordination between the General Plan update and the Parks and Recreation Master Plan is anticipated where timelines align; however, the Parks and Recreation Master Plan will proceed independently as needed to maintain project momentum.

**19. Question:** “Does the City currently have a Parks and Recreation Master Plan, or will this be the first? If there is an existing plan, can that be provided?”

**Answer:** No. This will be the City’s first comprehensive Parks and Recreation System Master Plan.

**20. Question:** “Does the City have joint-use agreements with schools or other agencies, and can these agreements be shared?”

**Answer:** Yes. The City maintains several joint-use and intergovernmental agreements, including with the school district and other partners. Relevant agreements will be shared with the selected consultant as part of project onboarding.

**21. Question:** “Does the City have in mind a desired number of public outreach events and types, like popups or traditional workshops?”

**Answer:** The City is seeking a robust yet realistic outreach strategy and is open to consultant recommendations. This may include a mix of:

- Community workshops
- Pop-up engagement at events and parks
- Online engagement tools
- Stakeholder focus groups

Final outreach scope will be refined collaboratively during project kickoff.