

Lake Havasu City



Notice of Request for Proposal (RFP)

RFP# P26-PARKS-500693

PARKS AND RECREATION MASTER PLAN

RFP CLOSING DATE: January 21, 2026

TIME: 3:00 p.m., Arizona Time

RFP Packets may be downloaded at:

<https://www.lhcaz.gov/budget-and-finance/bids-rfps>

or through DemandStar at

<https://www.demandstar.com/app/buyers/bids/517133/details>

Lake Havasu City Hall
2330 McCulloch Blvd. N
Lake Havasu City, Arizona 86403
Issue Date: December 24, 2025

**PUBLIC NOTICE
REQUEST FOR PROPOSAL (RFP)
Lake Havasu City, Arizona**

RFP NO.: P26-PARKS-500693

RFP CLOSING DATE: January 21, 2026

RFP TITLE: PARKS AND RECREATION MASTER PLAN

RFP NOTICE: Notice is hereby given that sealed proposals shall be received by the **City Clerk's Office, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403** until **3:00 p.m. Arizona Time on January 21, 2026**. All proposals received in proper form shall be publicly opened and read aloud on the same day at 3:00 p.m., Room 109, City Hall, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403.

RFP DESCRIPTION: Lake Havasu City is requesting proposals from interested and qualified professionals to prepare a Master Plan for the Parks and Recreation Department.

RFP document and addenda may be obtained in the following locations:

Lake Havasu City Website: <http://www.lhcaz.gov/budget-and-finance/bids-rfps>

DemandStar: <https://www.demandstar.com/app/buyers/bids/517133/details>

It is the sole responsibility of the Proposer to ensure the City receives the proposal by the specified time. ALL PROPOSALS MUST BE TIME STAMPED BY THE CITY BY THE STATED DEADLINE. All late proposals shall be rejected. For those firms submitting electronically, your proposal **must** be in "Submitted" status prior to the Deadline. The clock in DemandStar will be the clock of record for electronically submitted proposals.

The outside of the sealed package must be clearly marked "**Sealed Proposal**" with the **Proposer's Name, Address, RFP Title and Number**, and the **Closing Date**. **Proposer will submit one (1) original of the proposal response.** Proposer should retain a copy for their records. All proposals must be completed in ink or typewritten on a form to be obtained from the RFP documents and returned by the time cited above.

Proposers interested in taking advantage of the streamlined e-Bid process may submit their proposals electronically via the City's DemandStar Network at

<https://www.demandstar.com/app/buyers/bids/517133/details>. Paper proposals will continue to be accepted.

Public proposal opening may be attended virtually by accessing the following video conferencing system:

<https://tinyurl.com/3f94b2ww>

Meeting ID: 270 366 031 956

Passcode: jcVbxK

160264325@teams.bjn.vc

Video Conference ID: 112 219 692 0

Lake Havasu City may reject any proposal not in compliance with all prescribed public competitive procurement procedures and requirements and may reject for good cause any or all proposals if Lake Havasu City finds it is in the public interest to do so.

There is not an expressed or implied obligation for Lake Havasu City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons with disabilities. If you need an accommodation for this meeting, please contact the City Clerk's office at (928) 453-4142 at least 24 hours prior to the meeting so that an accommodation may be arranged.

**Publish: December 24th and 30th, 2025 TODAY'S NEWS HERALD
December 25th, 2025 and January 1st 2026 ARIZONA BUSINESS GAZETTE**

**REQUEST FOR PROPOSALS (RFP)
P26-PARKS-500693**

**LAKE HAVASU CITY, ARIZONA
2026 MASTER PLAN FOR PARKS AND RECREATION**

LAKE HAVASU CITY BACKGROUND

Lake Havasu City (the City) is in western Mohave County, Arizona, along the eastern shore of Lake Havasu, a reservoir formed by Parker Dam on the Colorado River. Covering about 46 square miles and containing more than 400 miles of scenic shoreline, it is often referred to as “Arizona’s West Coast.” The City sits in a prime location—about three hours west of Phoenix, two and a half hours south of Las Vegas, and four to five hours east of Los Angeles, making it a popular destination for both residents and visitors seeking sunshine, water recreation, and adventure in the desert.

The community’s roots stretch back to World War II, when the area served as an Army Air Corps rest camp known as “Site Six.” In the early 1960s, industrialist Robert P. McCulloch purchased land in the area and, with the help of master planner C. V. Wood, began developing Lake Havasu City as a master-planned community in 1963. It was officially incorporated in 1978. A bold marketing campaign helped establish the City, with thousands of prospective buyers flown in to tour the area. Perhaps the most defining moment came when McCulloch purchased and relocated the historic London Bridge from England in the late 1960s, having it dismantled, shipped, and reconstructed across the Bridgewater Channel. The bridge opened in 1971 and has since become the centerpiece of the community and a signature landmark for tourism.

Today, the City has a population of almost 60,000, with recent estimates nearing 58,000. The economy is largely driven by tourism, outdoor recreation, and services, although education, healthcare, and manufacturing also play important roles. Year-round festivals and events including international boat races, jet ski finals, car shows, hot air balloon festivals, and fireworks displays add to the vibrancy of the community.

The Parks and Recreation Department (Department) is central to life in Lake Havasu City. The City maintains over 1,000 acres of parkland, ranging from neighborhood parks and athletic fields to regional destinations such as Rotary Community Park, the City’s largest waterfront park. The City’s Park System (System) features beaches, fishing piers, sports courts, playgrounds, and shaded picnic areas that make the shoreline accessible to residents and visitors alike. The City also operates the Lake Havasu Aquatic Center, a hub for indoor recreation, community gatherings, and cultural programming. Athletic leagues, youth programs, and senior activities are offered throughout the year, reinforcing recreation’s role in community life.

Beyond its parks, the City is a haven for water recreation, consistently ranked among the top bass fishing lakes in the U.S. Boating, kayaking, paddleboarding, and

houseboating are signature activities in the area. The Department also oversees the Tinnell Memorial Skate Park as well as SARA park. The City also features a unique collection of replica lighthouses, more than 20 scaled versions of historic American lighthouses, adding both charm and character to the shoreline.

The climate is hot desert, with summers regularly topping 110°F and mild winters that draw seasonal residents, snowbirds, and retirees. Lake Havasu City has been recognized as one of Arizona's top retirement destinations due to its affordability, access to healthcare, extensive parks and recreation amenities, and active lifestyle opportunities. With its balance of scenic beauty, outdoor adventure, community events, and accessible park system, Lake Havasu City offers a unique blend of small-city charm and resort-style living.

The City seeks Parks and Recreation Master Plan (Master Plan) to guide the future growth, development, and redevelopment of the Department. The Master Plan would create a vision and plan to remove barriers and ensure parks, recreation programming, and open spaces are providing the most benefit to our community. The Master Plan should inspire and promote support of parks, greenways, and open spaces. The Master Plan should be dynamic and include a usable and illustrative plan to guide the City's actions over the next ten years regarding the development of its park facilities, programs, and land acquisition needs and be prepared in a manner that will meet the requirements of a 10-year master plan for agencies of similar size and demographics.

The goal is to develop a community-supported plan that can be successfully implemented through a capital improvement plan and programmatic strategies and operations.

SECTION 1: PROJECT BACKGROUND - PARKS AND RECREATION MASTER PLAN

1. City Council is focused on the growth and access of the Department. The City seeks to create this Master Plan to help influence and guide the community to promote our parks and recreation system for the next ten (10) years.
2. The City is seeking proposals from qualified and experienced professionals to develop a Parks and Recreation Master Plan (Master Plan). The selected Consultant will collaborate with City staff to assess the current condition of the Department's facilities, gather resident input regarding future needs, analyze program trends specific to the community, and provide strategic, data-driven recommendations to guide the Department's future. These professional services will support the Department's accreditation efforts and align with the City's goals.
3. The Consultant must have proven experience developing Parks and Recreation Plans for municipal governments. The Consultant shall provide expertise and play a vital leadership role in advising City staff and City Council on how to strategically plan for recreation facilities in Lake Havasu City. The proposed Master Plan will be comprehensive, with data and analysis backing up any policy recommendations.

Once approved by City Council, the Master Plan is intended to stimulate and guide City decision-making related to parks and recreation planning, programming, and facility development on a long-term basis.

4. The Master Plan shall develop a new vision for the Department that motivates the community to:
 - 4.1. Foster a Healthy and Inclusive Community
 - 4.2. Enhance Access to Parks and Programming
 - 4.3. Provide a Safe Community
 - 4.4. Promote Conservation and Environmental Stewardship; and
 - 4.5. Stimulate Economic Activity and Financial Stewardship.
5. The Master Plan shall create a roadmap for ensuring just and fair quantity, proximity, accessibility and connections to quality parks and open spaces for residents and visitors, recreation facilities, and current and future community programs. Specific projects to be addressed in the Master Plan shall include, but are not limited to, the creation of a greenbelt connecting Rotary Park and adjoining properties, greenways and bicycle connecting routes, the identification of future park developments and development of current and future community programs. In addition, the Plan shall identify future park developments.
6. The Consultant shall complete an inventory and evaluation of existing parks, pools, recreation facilities, greenways, channel, and open space/lands using observation, public input through community meetings, focus groups, and surveys, and information from City staff and City Council. In addition, the Consultant shall research parks and recreation trends and standards and compare the data to similar size communities. The Consultant shall present the draft Master Plan at a City Council Meeting where the public and City Council may provide input for consideration in the final plan. The Lake Havasu City Council shall provide approval of the final Master Plan.
7. Existing City plans may be utilized to provide supporting information and assistance in creating the Master Plan. These include, but are not limited, to:
 - 7.1. **2016 Lake Havasu City General Plan** <https://www.lhcaz.gov/development-permitting/planning-zoning> (2026 General Plan is in process and additional information may be found at <https://publicinput.com/lakehavasugeneralplan#tab-62222>)

SECTION 2: SCOPE OF WORK

1. Overall Timeline

The Master Plan project will commence immediately upon contracting with the awarded Consultant. The Consultant shall create and propose a work plan and schedule for anticipated milestones. The anticipated final Master Plan shall be delivered to the Department within ten (10) months of the start of the work plan.

2. General Scope of Work for Master Plan

During the course of the contract, the Consultant shall:

2.1. Existing Parks, Recreation Facilities and Open Space

- 2.1.1. Provide an inventory of existing parks, open space/lands, greenways/trails, and other community recreation facilities with lifecycle analysis. This task should be developed using the City's Geographic Information System (GIS) data sets, and any new information created should be compatible with existing City GIS systems. The data sets will be used to generate maps within the Master Plan.
- 2.1.2. Evaluate existing facilities and obtain input on existing and proposed facilities from residents, City Council, Municipal leadership, and City team members to create recommendations and priorities.
- 2.1.3. Establish an accurate understanding of the existing conditions of sites and facilities within the System and support the foundation from which specific strategies are framed within the Commission for Accreditation of Parks and Recreation in mind.
- 2.1.4. Provide a prioritized list of projects recommended by Department team members with recommended improvements and cost estimates for each recommendation.
- 2.1.5. Provide citywide strategies and priorities that will inform the development of the annual Capital Improvement Plan and other funding sources that can be implemented and tracked.
- 2.1.6. Based on existing plans and consultations, recommend how the City might partner with other agencies and local governments to maximize and leverage resources for our citizens and programs.
- 2.1.7. Identify and evaluate the current undeveloped facilities and open spaces/lands owned by the City and make recommendations for the potential for utilization to serve the community through further recreation services. The Consultant shall provide general cost estimates for these projects.

2.2. Future Parks, Recreation Facilities, Greenways, and Open Space

- 2.2.1. Using relevant data from past planning and input from staff and park users, develop objective criteria, evaluate, and make recommendations for future priorities for new land acquisition and park/facility construction. Submissions should include prioritization of both land acquisition and facility construction. Both traditional and non-traditional, active, and passive recreation facilities must be considered uniquely different for all future parks in the system. Provide preliminary cost estimates cumulatively and individually based on current conditions and anticipated inflation.

- 2.2.2. Evaluate current and projected (ten years) demographic, sociological, and equity factors pertinent to the City, including population composition, population growth projections and trends, economic factors, and land use patterns.
- 2.2.3. Through consultation and investigation, identify forthcoming trends that might affect the delivery of recreation and leisure services in the City and recommend strategies to address them.
- 2.2.4. The Bridgewater Channel is a premier recreational and tourism asset for the City. It serves as both a community waterfront and a regional destination, blending boating, swimming, walking, dining, and event spaces under the historic London Bridge. As such, the channel requires thoughtful operational strategies to ensure safety, sustainability, equitable access, and long-term vibrancy. The Consultant shall make recommendations aimed to strengthen the City's stewardship of the Bridgewater Channel within the broader Parks & Recreation system. An in-depth plan is needed to ensure the future development of the Channel.
- 2.2.5. Provide designs to create an integrated recreational and ecological connection between the greenbelt corridor linking Rotary Community Park to the Bridgewater Channel and extending through to the Rivera property that enhances accessibility, walkability, and waterfront identity.

2.3. Equitable Community Need Assessment Survey

- 2.3.1. Obtain the public's perspective, including under-engaged populations on existing facilities and programs and their perceived needs through various input-gathering formats such as large group workshops, focus groups, surveys, individual interviews, community-wide meetings, etc. Demographic should be disaggregated data.
- 2.3.2. Record and compile the information in the following categories:
 - Parks and Recreation lands and facilities
 - Greenways/Trails
 - Open Space
 - Programming
 - Economic and Tourism Development Opportunities
 - Walkability/Bike ability
- 2.3.3. Track common responses and identify the most popular needs including disaggregated data.
- 2.3.4. Coupled with the community input from planning meetings, the Consultant shall complete a Community Needs Assessment Survey. The Consultant shall conduct/ascertain a statistically valid survey.

2.4. Strategic Growth of Department Personnel

- 2.4.1. Identify growth trends related to the Department's current and future recreation programming assessment, tourism, and maintenance and operations to make strategic recommendations on navigating enhancement or expansion of these services.
- 2.4.2. Identify agency personnel benchmarks and sustainable development, which the Department may implement within ten (10) years. Update the Department organizational chart to reflect growth changes in a logical sequence.
- 2.4.3. Evaluate current staffing levels and identify what staffing levels would be needed to support the recommendations for future physical and programming enhancements to help.

2.5. Master Plan Management

- 2.5.1. The Consultant shall be responsible for the following Master Plan project management:
 - Preparation and maintenance of a master project schedule based on anticipated project milestone schedules, and integration of all reviews, approvals or other actions required for the reviewing bodies and any other entities.
 - Assistance with and/or presentation of all documents to the approval bodies, including the Parks and Recreation Advisory Board, the City Council, the steering committee, and the public through a series of meetings and hearings. The schedule for each phase of the Master Plan should also include intervals or key points when the Parks and Recreation Advisory Board and City Council will review work products.
 - Assist in the organization and scheduling of, attend, and keep minutes of all project-related meetings.
 - Management and supervision of Consultant Team.
 - Delivery of all work products for public review in both paper and electronic formats.
 - Monthly updates to City Staff.
- 2.5.2. Components of the work plan provided by the Consultant shall include:
 - Public Outreach and Education Program – The Consultant shall develop and implement a public outreach and education program to reach the largest number of residents possible and to encourage participation of residents and others who do not typically attend public meetings and become involved in City issues.
 - Meeting attendance – The Consultant shall identify the number of meetings needed with City staff, the steering committee,

educational workshops with community groups, the Parks and Recreation Advisory Board and City Council.

- Adoption of the Master Plan – The Consultant shall work with City staff to prepare for and present the Master Plan update to the Parks and Recreation Advisory Board and City Council. This includes necessary revisions between the Parks and Recreation Advisory Board and City Council public hearings.
- Preparation of the Final Master Plan – The Consultant shall make all necessary revisions to the Master Plan update document as a result of public comments during the public review process.

2.6. Implementation

The City is open to suggestions other than those listed above which the Consultant believes would be of value in producing a Master Plan that reflects the needs of the community. The comprehensive Master Plan should result in a graphic and illustrative document, written in a manner that allows for flexibility rather than rigid policies that is also within the assigned budget.

The Consultant must be familiar with innovative public participation techniques to maximize public input within the decision-making process. The Consultant shall collaborate with City staff in creating the Master Plan.

2.7. Deliverables

The Consultant is expected to provide a Master Plan that includes the following, at a minimum:

- 2.7.1. Introduction
- 2.7.2. Executive Summary
- 2.7.3. Plan Objective
- 2.7.4. Clear definition of the public involvement process including survey results
- 2.7.5. Existing and Proposed Facility Update (Parks and Recreation Department team members will provide the schedule and facility priority).
- 2.7.6. Recommended priorities for existing and future greenways and parks development (Bridgewater Channel, Rotary Park Greenbelt) including evaluative criteria and rationale used for recommendations.
- 2.7.7. With information on the inventory and analysis of Lake Havasu City Parks and Recreation, an analysis of our current position weighed against standards and trends of similar size municipalities in the State of Arizona, an understanding of community needs, and the formulation of recommendations, and the development of an action plan.

- 2.7.8. The action plan will be a detailed chapter of the Master Plan that presents its implementation in a systematic, thorough, comprehensive, written, and tabular format for each department facility. The action plan will span ten years and include realistic priority recommendations gathered from the public planning process and directed by City staff, leadership, and City Council. The action plan will also consist of strategies for funding sources, partnership opportunities, and land acquisition. The action plan will include each recommendation and its phase for completion.
- 2.7.9. Provide estimated general costs of prioritized items using expected future dollar costs over the 10-year plan.

SECTION 3: PROPOSAL EVALUATION CRITERIA

A consulting firm will be selected through a request for proposal selection process. Firms interested in providing these services must submit a proposal that addresses the following:

Evaluation Criteria

Description	Valuation
Project Approach & Understanding Including the ability to approach the project in a unique manner that will comply with all requirements, but set the plan apart from the typical approach and content.	30%
Method of Approach Includes review of timeline, plan for public meetings and input, and use of electronic media for community education and input.	30%
Experience & Qualifications of the Firm Including past performance with similar projects and experience of key personnel. In addition, provide references and documents that clearly demonstrate success in budget control, timelines, quality, and public engagement of similar projects.	30%
Price/Cost Consideration Submit the price proposal as a separate part of the total qualification and approach proposal package. This pricing information shall be used in negotiating the contract price. Offeror shall provide a detailed cost breakdown, to include at a minimum the following items within an estimated cost schedule and with adequate back-up detail to verify the proposed cost estimate: <ul style="list-style-type: none">• Estimated staff hours and associated hourly rates;• Travel and all associated costs per trip;<ul style="list-style-type: none">○ Travel and per diem or subsistence costs, if any, supported by a breakdown including destination, duration and purpose.○ Automobile mileage and per diem shall not exceed the amounts authorized by the Arizona per diem and mileage act. Air transportation shall be coach fare.• Material preparation, reproduction costs;• Any additional supplemental fees;• Fees for anticipated services being provided.	10%

SECTION 4: SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a proposal, which includes a **one-page cover letter plus a maximum length of fifty (50) pages to address the proposal evaluation criteria (excluding resumes, price proposal and any required Forms, but including the materials necessary to address project understanding, general information, references, organizational chart, photos, tables, graphs and diagrams)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix to the proposal. Each page side (maximum 8 1/2" x 11") with criteria information shall be counted. A cover, a back, a table of contents and tabs may be used and shall not be included in the page count, unless they include additional project-specific information or Proposal criteria responses. The minimum allowable font for the proposal is **11 pt.** although tables, charts, graphs and other diagrams may be smaller if legible. Failure to adhere to the page limit and font size may result in the proposal being considered non-responsive. If submitting electronically through DemandStar, provide one original. If submitting paper documents, please provide one original, plus five copies (total of 6) of the Proposal by **3:00 p.m., Arizona time on January 21, 2026 as instructed on page 2, Public Notice.**

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified due date and time
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement
- **Price proposal segregated and separately bound** from the total qualification and approach proposal package. The proposal must be prepared in two parts: a "Qualification-Approach Proposal" and a "Price Proposal." Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other.
- Deposit of submittal in correct location
- Acknowledgement of addenda in the cover letter

Adherence to the maximum page criterion is critical; each page side with criteria information will be counted.

SECTION 5: SELECTION PROCESS AND SCHEDULE

The successful firm/team will be selected through a qualifications-based selection process which will consist of three evaluated elements (1) proposal submitted in response to this RFP, (2) Due Diligence of the finalists, and (3) the selection panel interview of the finalists.

A Selection Panel will evaluate each proposal according to the criteria set forth in SECTION 3 above. The firm(s) receiving the highest evaluation from the selection panel will be selected to interview for the project. The City may then perform a due diligence process by contacting and interviewing stakeholders from the finalists' past related projects. Following the due diligence process, the top scored finalists may be invited to participate in detailed interviews of their project teams.

Scores for each of the top finalists from each of the elements will be evaluated to determine the best qualified for the project. Proposing firms selected for oral interviews will be invited to participate in discussions with the Selection Committee at such date as announced by the City and awarded points based upon the criteria provided in the interview invitation. Proposing firms may be given additional information for these oral interviews. These discussions will relate less to the past experience and qualifications already detailed in the Proposals and more to (i) identifying the Proposing firms' program approach and to an appraisal of the people who would be directly involved in the Services for this RFP, and (ii) exploring with the Proposer the scope and nature of the project, the Proposer's proposed method of performance and the relative utility of alternate methods of approach.

Upon completion of the final rankings, the City will enter negotiations with the highest ranked firm for the project. If a professional services agreement cannot be successfully negotiated with the highest ranked firm, the negotiations will be terminated with that firm and the City will enter into negotiations with the second ranked firm until an agreement is reached or an impasse is declared.

The following tentative schedule has been prepared for this selection process. Firms interested in this project must be available on the interview and scoping dates, which will be established as the selection process progresses.

ACTION	SCHEDULE
Public Notice	December 24, 2025
Questions and clarifications due	January 12, 2026 at 4:00 p.m. Arizona Time
Final Addendum (if necessary) Posted	January 14, 2026
Proposal due	January 21, 2026 at 3:00 p.m. Arizona Time
Interview	Week of February 9 th , 2026
Final ranking/selection	Week of February 9 th , 2026
Scope/contract negotiation	Week of February 16 th , 2026
Contract Award	March 10, 2026 (Council Meeting)
Contract Executed	March 11, 2026

Under no circumstances will the City be responsible for any costs incurred by anyone: 1) responding to this RFP; 2) in any subsequent follow up to the proposal; or 3) in any subsequent negotiations of a contract. The City reserves the right to extend the date by

which the submittals are due. The City reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date and submittal requirements. If the City cancels or revises the RFP all respondents of record will be notified in writing by the City.

All submittals become the property of the City. Except for the name of firms on the final list, no information contained in a proposal shall be made public until after award and execution of a contract with the consulting firm. The City reserves the right to request additional information and/or clarifications from any or all firms responding to this RFP.

SECTION 6: GENERAL INFORMATION

RFP Holder Lists and Selection Process Schedule. Questions on these areas may be referred to Kianie King, Senior Procurement Specialist at Purchasing@lhcaz.gov

Instructions. Lake Havasu City shall not be held responsible for any oral instructions. Any changes to this RFP will be in the form of an addendum, which will be furnished to all registered RFP holders.

Accommodations. Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all its programs, facilities and services to all persons with disabilities. If you need accommodation, regarding this Request for Proposal, please contact the City Clerk's office at 928.453.4142 so that an accommodation may be made.

City Rights. Lake Havasu City reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received and to be the sole judge of the merits of the respective proposal received.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys and subcontractors or independent contractors) will refrain, under the penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any city staff member or person who may play a part in the selection process, with the exception of the City Manager and/or City Council (see below). This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Contact with Elected Officials (Mayor, City Council) Any contact pertaining to this selection process with elected officials must be scheduled in person, and are posted by the City Clerk at least twenty four hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted and copies of contacts made via letter, fax, email or other written method shall be made available to the public, press and all submitting firms.

Protest Policy. The protest policy of Lake Havasu City is set forth in Section 3.10.020.5 of the City Code.

Questions. Questions pertaining to the Consulting Firm selection process or contract issues should be directed by e-mail to Kianie King, Senior Procurement Specialist, purchasing@lhcaz.gov on or before **January 12, 2026 at 4:00 p.m. Arizona time.** Inquiries received will then be answered in an Addendum to the RFP. **Verbal Requests for clarifications or interpretations will not be accepted.** The City may decide not to address questions received after this deadline.

**REQUEST FOR PROPOSAL (RFP)
P26-PARKS-500693**

**LAKE HAVASU CITY, ARIZONA
PARKS AND RECREATION MASTER PLAN**

LETTER OF INTENT TO RESPOND

This is to notify that it is our present intent to submit a proposal in response to the above referenced RFP.

The individual to whom all information regarding this RFP should be transmitted is:

Consulting Firm Name: _____

Contact Name: _____

Street Address: _____

City, State, & Zip: _____

Phone Number: _____

E-Mail Address: _____

Submit this Letter of Intent by the deadline for requests for clarification and protests which is to be electronically received by **January 12, 2026, 4:00 p.m., Arizona Time**.

Letter of Intent
to Submit Proposal
RFP No.: P26-PARKS-500693
Lake Havasu City
Administrative Services Department – Procurement Division
Attn: Kianie King, Senior Procurement Specialist
Email to: purchasing@lhcaz.gov