

Lake Havasu City



Notice of Request for Proposal (RFP)

RFP# P25-DSD-500554

GENERAL PLAN UPDATE

RFP CLOSING DATE: OCTOBER 23, 2024

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/beta/buyers/bids/474119/details>

Lake Havasu City Hall
2330 McCulloch Blvd. N
Lake Havasu City, Arizona 86403
Issue Date: May 2, 2024

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

RFP NO.: P25-DSD-500554

RFP CLOSING DATE: OCTOBER 23, 2024

RFP TITLE: GENERAL PLAN UPDATE

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 October 23, 2024**. 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 update Lake Havasu City's General Plan.

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/beta/buyers/bids/474119/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/474119/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: September 19th and 26th, 2024 ARIZONA BUSINESS GAZETTE

REQUEST FOR PROPOSALS (RFP)

P25-DSD-500554

LAKE HAVASU CITY, ARIZONA 2026 GENERAL PLAN ADOPTION

RFP DUE DATE: OCTOBER 23, 2024 AT 3:00 PM ARIZONA TIME

LAKE HAVASU CITY BACKGROUND

Lake Havasu City, home of the world-famous London Bridge, is situated in western Arizona's Mohave County along the picturesque 25-mile stretch of the Colorado River. It is a major regional center located approximately 200 miles from the Phoenix Metropolitan Area and 150 miles from the Las Vegas Metropolitan Area. The population of Lake Havasu City is 59,257.

Lake Havasu City was conceived in 1963 as a master-planned community with an emphasis on recreation and residential development. The City's founder, Robert P. McCulloch, commissioned initial comprehensive planning and design studies, and established the City as a destination by transporting the London Bridge from the River Thames to the Bridgewater Channel. The community experienced strong growth during the 1960s and 1970s, which accelerated after official incorporation in 1978.

Lake Havasu City offers unique outdoor recreation opportunities, from boating and fishing, to desert exploration by foot, bike, horseback, or in an offroad vehicle. During the summer months, Lake Havasu City attracts visitors and families seeking relief from the heat in its cool waters. In the winter, the mild climate makes it an ideal destination for retirees to live or visit.

Lake Havasu City hosts a wide array of events and festivals year-round, such as boat regattas, concerts, rodeos, and a hot air balloon festival. While tourism significantly contributes to the economy, the City also supports diverse industries like manufacturing, repair, and construction. Additionally, it features a downtown filled with locally owned restaurants and shopping opportunities.

The planning area for the Lake Havasu City General Plan Update stretches well outside the current incorporated boundaries of Lake Havasu City. The planning area includes the expanded water service area, future anticipated annexation areas, and areas of influence. The total land area for the planning area is 84.9 square miles, or 54,332 acres. Just over one third of the planning area is privately-held, and the remainder of land falls under the jurisdiction of Lake Havasu City, Mohave County, State of Arizona Trust lands, or the Bureau of Land Management.

SECTION 1: GENERAL PLAN

1. Lake Havasu City is interested in receiving proposals from interested and qualified professionals to update Lake Havasu City's General Plan.
2. Lake Havasu City is considered a full-service City and provides a wide range of services including police, fire, planning, building and safety, roads, engineering, water and sewer, airport, code enforcement, recreation, and parks. The Lake Havasu City's 2016 General Plan is a comprehensive update of the 2002 Lake Havasu City General Plan. The goals and policies from the original plan have been refined and updated to reflect the changing needs and demographics of the City, as well as the desires of its residents. The purpose of the plan is to address important community issues such as growth, housing needs, recreation, employment centers, and environmental protection.
3. Furthermore, the General Plan is used to project demand for services such as sewer, water, roadways, parks, and emergency services. It contains various chapters that detail operational and service goals for Development; Quality of Life; Transportation; Resources; Finance, Infrastructure, and Services. Furthermore, the Lake Havasu City General Plan currently contains the following adopted Elements:
 - Growth Management
 - Land Use
 - Housing & Neighborhoods
 - Economy
 - Circulation
 - Open Space & Recreation
 - Public Facilities & Services
 - Community Safety

SECTION 2: SCOPE OF WORK

Overall Timeline

1. The General Plan update phase of the project will commence immediately upon contracting with the winning bidder ("Consultant") and must be placed before the voters for ratification in November 2026. The Consultant shall create and propose a work plan and schedule for anticipated milestones for the review process leading up to ratification.

General Scope of Work for General Plan Update

1. The updated General Plan will incorporate all elements mandated by State Law as distinct "chapters," in accordance with Arizona Revised Statutes. While many of these elements are already included in the 2016 General Plan, some of the newly required elements are not. These additional elements are expected to have minimal

impact on Lake Havasu City and should not necessitate significant effort to develop. The major mandated elements that the City desires to see updated in more detail are:

- Land Use Element, including both current and future classifications, uses, densities, and characteristics.
 - Growth Element.
 - Water Resources Element.
 - Circulation (Transportation) Element
 - Public Services and Facilities Element
2. Data Collection: The Consultant shall gather current demographic and population data and provide a brief analysis and projection of future growth. Data is important; however, the data portion of the General Plan update is intended to be high level and not a substantial portion of the Consultant's work or the budget. The City will provide the existing 2016 General Plan as a Word Document, as well as provide access to its GIS digital data as needed and agreed upon.
 3. Engagement: Community visioning and engagement in the process is critical and the core to the success of the General Plan update. The Consultant shall propose a detailed citizen, developer, and landowner engagement process that includes technology, town hall style meetings, and in-person engagement. It is anticipated that the Consultant, in coordination with the City, hold these meetings at three separate locations throughout the process, for each of the visioning, plan development, and draft presentation phases. The Consultant Team is expected to be physically present and take the lead for all in-person meetings. This is to ensure that the stakeholder involvement data is collected and processed in a consistent manner.
 4. Land Use and Transportation Maps: The Consultant shall utilize the City's existing land use map and compare it to the current General Plan in order to provide an analysis of the deficiencies. The Consultant will provide a consistent existing land use map based up on the analysis, as well as a new future land use and transportation map.
 5. General Plan Alternative Development Scenarios: The City expects the Consultant Team to develop two or three future land use scenarios to be considered and presented for feedback from City staff, the steering committee, and potentially public evaluation and input. A brief summary document shall be provided describing the alternatives discussed and analyzed during the plan development process.
 6. Recommended Future Land Use and Transportation Map: The Consultant, based on City staff, steering committee, and public input, visioning, and existing land use and transportation maps will develop a Recommended (or Preferred) Future Land Use and Transportation Map. The Consultant should provide an analysis of existing zoning's conformance to the existing and proposed future land use maps in the General Plan.

7. **Growth Policies:** The current General Plan includes policies that act as guideposts for City staff, Planning & Zoning Commission, and City Council when making recommendations and decisions. These policies are expected to be updated as part of this process.
8. **Implementation Matrix:** The City anticipates that there may be revisions necessary to companion plan documents (i.e., Development Code, various master plans, and Subdivision Code) as a result of the General Plan revision. The Consultant will identify the recommended changes to various plans, policies, Codes, and regulations and prioritize them in order of importance and impact. This is only intended to provide future guidance to the City and not be a major analysis effort by the Consultant.
9. **Specific Area Plans:** The Consultant will assist with identification of potential specific area plans to be included in the new General Plan.
10. **Ratification Plan:** The Consultant shall create a specific public outreach plan and recommendation for the Planning & Zoning Commission, City Council, and ratification phase in accordance with Arizona Revised Statutes. The Consultant Team will be required to present final plan options to all public bodies in-person.

General Plan Management

1. The Consultant shall be responsible for the following General Plan update management:
 - 1.1. Preparation and maintenance of a master project schedule based on anticipated project milestone schedules, and integrate all reviews, approvals or other actions required for the reviewing bodies and any other entities.
 - 1.2. Assistance with and/or presentation of all documents to the approval bodies, including the Planning & Zoning Commission, the City Council, the steering committee, and the public through a series of meetings and hearings. The schedule for each phase of the General Plan update should also include intervals or key points when the Planning & Zoning Commission and City Council will review work products.
 - 1.3. Assist in the organization and scheduling of, attend, and keep minutes of all project-related meetings.
 - 1.4. Management and supervision of Consultant Team.
 - 1.5. Delivery of all work products for public review in both paper and electronic formats.
 - 1.6. Provision and maintenance of a General Plan update dedicated website.
 - 1.7. Monthly updates to City Staff.
2. Components of the work plan provided by the Consultant shall include:
 - 2.1. **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.

- 2.2 Meeting attendance – The Consultant shall identify the number of meetings needed with City staff, the steering committee, educational workshops with community groups, the Planning & Zoning Commission and City Council.
- 2.3 Draft General Plan Elements – The Consultant shall draft the updated General Plan Elements as mandated by Arizona law.
- 2.4 Agency Notification and Preparation of Notices – The Consultant shall work with City staff to prepare all notices for workshops, public hearings and legal postings. Consultant shall perform all legal noticing relating to City and/or State and Regional Government.
- 2.5 Adoption of the General Plan – The Consultant shall work with City staff to prepare for and present the General Plan update to the Planning & Zoning Commission and City Council. This includes necessary revisions between the Planning & Zoning Commission and City Council public hearings.
- 2.6 Preparation of the Final General Plan – The Consultant shall make all necessary revisions to the General Plan update document as a result of public comments during the public review process.

Implementation

The City is open to suggestions other than those listed above which the Consultant believes would be of value in producing a General Plan that reflects the needs of the community. The comprehensive General Plan update 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 updating the General Plan and ensure legal defensibility and compliance with State law.

Public Process and General Plan Steering Committee

The City anticipates appointing a steering committee to help guide the process and provide feedback to the Consultant Team. The steering committee is anticipated to include Council members, Planning & Zoning Commission members, key City staff, developers, landowners, and citizens at large. The Consultant shall propose the methodology and frequency of engagement with the steering committee. It is expected that the Consultant will recommend and lead the general public outreach throughout the City. The consultant should provide recommendations for optimal methods of constructing the steering committee, group make-up, meeting regularity, assigned duties, etc. The Consultant shall work closely with the steering committee during this process.

Consultant Team Expectations

The Consultant Team will provide references and documents that clearly demonstrate success in budget control, timelines, quality, and public engagement of similar projects. The Consultant is expected to provide the following:

Deliverables

1. Maps and graphics for all community and public hearing meetings.
2. All mapping for Existing Land Use, Future Land Use, and other related maps provided to the City in ESRI GIS format for seamless integration into the City's GIS system.
3. Existing Conditions Report containing a summary of findings, data, assumptions, and a draft outline of the preliminary General Plan. The report should also contain preliminary policy and land use recommendations and implementation measures.
4. Administrative Draft General Plan – Five (5) printed, color, bound copies and electronic versions in both Word and PDF.
5. Draft General Plan Update – Twenty (20) printed, color, bound copies and electronic versions in both Word and PDF.
6. Administrative Final General Plan Update – Five (5) printed, color, bound copies and electronic versions in both Word and PDF.
7. Final General Plan Update – Twenty (20) printed, color bound copies and electronic versions in both Word and PDF.
8. Four (4) each mounted 24"x36" copies of the primary General Plan map color exhibits.

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.	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 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 six copies (total of 7) of the Proposal by **3:00 p.m., Arizona time on October 23, 2024 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	September 19 th , 2025
Questions and clarifications due	October 10 th at 4:00 p.m. Arizona Time
Proposal due	October 23, 2023
Interview	Week of December 2 nd , 2024
Final ranking/selection	Week of December 9 th , 2024
Scope/contract negotiation	Week of December 16 th , 2024
Contract Award	January 14, 2025 (Council Meeting)
Contract Executed	January 15, 2025

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 Laura Herzog, 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 Laura Herzog, Procurement Specialist, purchasing@lhcaz.gov on or before **October 10, 2024, 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)
P25-DSD-500554**

**LAKE HAVASU CITY, ARIZONA
2026 GENERAL PLAN ADOPTION**

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 **October 10, 2024, 4:00 p.m., Arizona Time**.

Letter of Intent
to Submit Proposal
RFP No.: P25-DSD-500554
Lake Havasu City
Administrative Services Department – Procurement Division
Attn: Laura Herzog, Procurement
Email to: purchasing@lhcaz.gov