



*"Inspiring a Vibrant Community"*

# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:  
SERVICES SOUGHT:**

**REQUEST FOR QUALIFICATIONS**

**Planning Services for CDBG (Community Development Block Grant) Parks, Recreation, Trails, Open Space & Wayfinding Master Plan**

**SOLICITATION INVITATION NO.:  
RESPONSE DUE DATE AND TIME:  
LOCATION:**

**FY20-PR-01**

**December 12, 2019 at 2:00 pm local Arizona time**

**City of Cottonwood**

**Administrative Services Department**

**Purchasing Division**

**816 N. Main Street**

**Cottonwood, Arizona 86236**

The City of Cottonwood is issuing this Request for Qualifications for a Consultant to create a long-term comprehensive Parks, Recreation, Trails, Open Space and Wayfinding Master Plan and a 5-Year Strategic Plan. The purpose of the plan is to embrace the community's vision and values for Parks and Recreation services and to identify critical links between customers, staff, natural resources, parks, recreation facilities, programs, partners and community leaders. The plan shall in-body the City of Cottonwood's brand and competitive regional advantage as a "Vibrant Community" that prides itself on providing a strong sense of place for families, visitors, and industry.

Solicitation documents are available by email by contacting the Purchasing Division at [jcook@cottonwoodaz.gov](mailto:jcook@cottonwoodaz.gov) or hard copies can be picked up at the City of Cottonwood, Administrative Services Department located at 816 N Main Street, Cottonwood, AZ 86326. Documents can also be obtained through the Purchasing Departmental page of the City of Cottonwood website at [www.cottonwoodaz.gov](http://www.cottonwoodaz.gov) or through the Public Purchase website at [www.publicpurchase.com](http://www.publicpurchase.com).

Responses to this solicitation will be received by the Purchasing Division, City of Cottonwood, 816 N. Main Street, Cottonwood, Arizona 86236, until the time and date cited above. Responses received by the correct time and date will be opened publicly at the Purchasing Division Office.

Responses must be in the actual possession of the Purchasing Division Office and stamped by a member of the Administrative Services staff on or prior to the exact time and date indicated above. Late responses or unsigned responses **will not** be considered under any circumstances.

Responses must be submitted in a sealed envelope with the solicitation invitation number and the Applicant's name and address clearly indicated on the envelope. All responses must be completed in ink or typewritten. Additional instructions for preparing your responses are provided on the following pages.

Publish Date: Verde Independent – Wednesday, November 20, 2019 and Wednesday, November 27, 2019

**PUBLISHERS AFFIDAVIT REQUIRED**