

**LAKE HAVASU CITY, ARIZONA
PROFESSIONAL SERVICES CONTRACT
CONSULTING SERVICES FOR THE REVIEW AND REVISION OF THE DEVELOPMENT
CODE**

This Contract is between **Lake Havasu City** (City), 2330 McCulloch Blvd., N., Lake Havasu City, AZ 86403 and **Clarion Associates** (Contractor), 621 17th Street, #2250, Denver, CO 80293.

The parties agree as follows:

Effective Date and Termination Date. The effective date of this Contract shall be the date on which each party has signed this Contract, whichever is later. Unless earlier terminated as provided below, the termination date shall be December 31, 2015.

Statement of Work. Contractor shall perform the work described in Exhibit 1.

Payment for Work. City agrees to pay Contractor in accordance with Exhibit 1.

Contract Documents. This Contract includes the following Exhibits listed below and attached herein and incorporated herein by this reference:

- EXHIBIT 1 - STATEMENT OF WORK
- EXHIBIT 2 - INSURANCE REQUIREMENTS
- EXHIBIT 3 - CERTIFICATE OF LIABILITY INSURANCE
- EXHIBIT 4 - EMPLOYMENT ELIGIBILITY VERIFICATION & FORM
- EXHIBIT 5 - AFFIDAVIT OF LAWFUL PRESENCE IN THE UNITED STATES
- EXHIBIT 6 - CERTIFICATION STATEMENT FOR CORPORATION OR INDEPENDENT CONTRACTOR
- EXHIBIT 7 - WORKERS' COMPENSATION EXEMPTION CERTIFICATE

STANDARD TERMS AND CONDITIONS

1. **Time is of the Essence.** Time is of the essence in the performance of this Contract. Contractor is providing services which involve health, safety and welfare of the general public. Delivery time is of the essence. Delivery must be made in accordance with the delivery schedule as promised by the Contractor.
2. **Contract Amendments.** This Contract shall be modified only by a written Contract Amendment signed by the City Manager or designee or City Official and persons duly authorized to enter into Contracts on behalf of the City Council.
3. **Parole Evidence.** This Contract is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Contract. Acceptance or acquiescence in a course of performance rendered under this Contract shall not be relevant to determine the meaning of this Contract even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity to object.
4. **Subcontracts and Assignment.** Contractor shall not Subcontract any of the work required by this Contract or assign or transfer any of its interest in this Contract, without the prior written consent of City.
5. **No Third Party Beneficiaries.** City and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.
6. **Successors in Interest.** The provisions of this Contract shall be binding upon and inure to the benefit of the parties and their successors and approved assigns, if any.
7. **Merger Clause.** This Contract and the attached exhibits constitute the entire agreement between the parties. All understandings and agreements between the parties and representations by either party concerning this Contract are contained in this Contract. No waiver, consent, modification, or change in the terms of this Contract shall bind either party unless in writing and signed by both parties. Any written waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

8. **Compliance with Applicable Law.** Contractor shall observe and comply with all established federal, state, and local administrative rules, codes, ordinances, regulations, standards, and laws applicable to the work under this Contract regardless of whether or not they are referred to by the City. Contractor shall perform all services required pursuant to this agreement in the manner and according to the industry standards observed by a competent practitioner of the profession in which Contractor is engaged.
9. **Governing Law.** The provisions of this Contract shall be construed in accordance with the laws of the State of Arizona and the provisions of the Lake Havasu City Municipal Code. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in Mohave County, Arizona. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the U.S. District Court located in Phoenix, Maricopa County, Arizona.
10. **Arbitration.** In accordance with A.R.S. Title 12, parties agree to use arbitration, after exhausting applicable administrative reviews, to resolve disputes arising out of this agreement where the sole relief sought is monetary damages of \$40,000, or less, exclusive of interest and costs.
11. **Early Termination.** This Contract may be terminated as follows:
 - a. City and Contractor, by mutual written agreement, may terminate this Contract at any time.
 - b. City, in its sole discretion, may terminate this Contract for any reason on thirty (30) days written notice to Contractor.
 - c. Either the City or Contractor may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.
 - d. Notwithstanding paragraph 11(c), City may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, or certificate that Contractor must hold to provide services under this Contract.
12. **Payment on Early Termination.** Upon termination pursuant to paragraph 11, payment shall be made as follows:
 - a. If terminated under 11(a) or 11(b) for the convenience of the City, the City shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract. City shall not be liable for direct, indirect, or consequential damages. Termination shall not result in a waiver of any other claim City may have against Contractor.
 - b. If terminated under 11(c) by the Contractor due to a breach by the City, then the City shall pay the Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.
 - c. If terminated under 11(c) or 11(d) by the City due to a breach by the Contractor, then the City shall pay the Contractor for work performed prior to the termination date provided such work was performed in accordance with the Contract less any setoff to which the City is entitled.
13. **Remedies.** In the event of breach of this Contract, the parties shall have the following remedies:
 - a. If terminated under 11(c) by the City due to a breach by the Contractor, the City may complete the work either itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall pay to the City the amount of the reasonable excess.
 - b. In addition to the remedies in paragraphs 11 and 13 for a breach by the Contractor, the City also shall be entitled to any other equitable and legal remedies that are available.
 - c. If the City breaches this Contract, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.
14. **Waiver.** Waiver of any default under this Contract by City shall not be deemed to be a waiver of any subsequent default or a modification of the provisions of this Contract.
15. **Non Waiver of Liability.** The City as a public entity supported by monetary tax funding, in execution of its public trust, shall not agree to waive any lawful or legitimate right to recover monetary funds lawfully due it. Therefore, any Contractor agrees that it will not insist upon or demand any statement whereby the City agrees to limit in advance or waive any right the City might have to recover actual lawful damages in any court of law under applicable Arizona law.
16. **Conflict of Interest/Contract Cancellation.** Contractor stipulates that its officers and employees do not now have a conflict of interest and it further agrees for itself, its officers, and its employees that it will not contract for or accept employment for the performance of any work or services with any individual business, corporation, or government unit that would create a conflict of interest in the performance of its obligations pursuant to this Contract.

Pursuant to A.R.S. §38-511, this Contract is subject to cancellation by the City if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of Lake Havasu City is, at any time while the Contract is in effect, an employee of any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter of the Contract.

17. **No Kick Back Fee.** Contractor stipulates that no person has been employed or has been retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and that no member of the City Council or any employee of City has any interest, financially or otherwise, in this Contract that has not been publically declared and procured in accordance with A.R.S. § 38-501 *et seq.*
- In case of breach or violation of this requirement, the City shall have the right to annul this Contract without liability or at its discretion to deduct from the Contract price or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.
18. **Gratuities.** The City may, by written notice to the Contractor, cancel this Contract if it is found that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City. In the event this Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity.
19. **Non Exclusive Contract.** Any subsequent Contract resulting from the solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the City. The City reserves the right to obtain like goods, service, or finished end product from another source when necessary.
20. **Ownership of Work.** All work products created by the Contractor as part of Contractor's performance of this Contract shall be the exclusive property of the City. If any such work products contain intellectual property of the Contractor that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants City a perpetual, royalty-free, fully paid-up, non-exclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use, re-use, in whole or in part, and to authorize others to do so, all such work products. City shall have no rights in any pre-existing work product of Contractor provided to City by Contractor in the performance of this Contract except to copy, use, and re-use any such work product for City use only. If this Contract is terminated prior to completion, and the City is not in default, City, in addition to any other rights provided by this Contract, may require the Contractor to transfer and deliver all partially completed work products, reports or documentation that the Contractor has specifically developed or specifically acquired for the performance of this Contract. Contractor shall have the right to use work produced in its marketing efforts.
21. **Licenses and Permits.** Contractor shall maintain in current status all federal, state, and local laws, licenses, and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.
22. **Force Majeure.**
- a. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term 'force majeure' means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
 - b. Force Majeure shall not include the following occurrences:
 - 1) Late delivery of service and/or deliverables caused by scheduling conflict; or
 - 2) Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
 - 3) Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.
 - c. If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.
 - d. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused, by force majeure.
23. **Late Submission of Claim.** The City shall not honor any invoices or claims which are tendered one (1) year after the last item of the account accrued.
24. **Access to Records.** Contractor shall maintain fiscal records and all other records pertinent to this Contract. All fiscal records shall be maintained pursuant to generally accepted accounting standards, and other records shall be maintained to the extent necessary to clearly reflect actions taken. All such records shall be retained and kept

accessible for no less than **six (6) years** following final payment. City's authorized representatives shall have the right to direct access to all of Contractor's books, documents, papers and records related to this Contract for the purpose of conducting audits and examinations and making copies, excerpts and transcripts. City shall reimburse Contractor for Contractor's cost of preparing copies.

- 25. Insurance and Performance/Payment Bond Requirements.** Contractor shall maintain throughout the term of the Contract the amounts and limits established and referenced in the solicitation documents and/or included herein.
- 26. Indemnity.** Consultant shall indemnify and hold harmless City, its officers and employees from and against any and all liabilities, damages, losses, and costs, including reasonable attorney's fees, but only to the extent caused by the negligence, recklessness, or intentional wrongful conduct of Consultant or other persons employed or used by the Consultant in the performance of this Agreement. It is agreed that Consultant will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable.
- 27. Indemnity—Patents, Copyright, and Trademark.** Contractor agrees to defend City, mayor, council, appointed boards and commissions, officers, officials, employees, and agents individually and collectively at Contractor's own expense, in all suits, actions, or proceedings in which Contractor is made a defendant for actual or alleged infringement of any United States of America or foreign letters patents resulting from Contractor's use of the goods, service, or finished end product purchased as a result of this Procurement (Invitation To Bid (ITB) or Request For Proposal (RFP)) and subsequent Contract. Contractor further agrees to pay and discharge any and all judgments or decrees which may be rendered in any such suit, action, or proceedings against City. Contractor agrees to indemnify and hold harmless the City from any and all license, royalty and proprietary fees or costs, including legal costs, which may arise out of City's purchase and use of goods, service, or finished end product supplied by the Contractor. Contractor will indemnify City against all claims for damages to persons or property resulting from defects in materials or workmanship. It is expressly agreed by Contractor that these covenants are irrevocable and perpetual.
- 28. No Advance Payments.** Advance payments are not authorized. Payment will be made for only actual services or commodities that have been received and accepted by the City.
- 29. Advertisement.** Contractor shall not advertise or publish news releases concerning this Contract without the prior written consent of the City Manager or designee.
- 30. Americans with Disabilities Act.** The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act, Public Law 101-336, 42 U.S.C. 12101-12213, and applicable federal regulations under the Act.
- 31. Anti-Discrimination Clause.** Contractor shall not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or political affiliation in programs, activities, services, benefits, or employment. Contractor shall not discriminate against minority-owned, women-owned, or disadvantaged small businesses. Contractor shall include a provision in each sub-contract requiring subcontractors to comply with the requirements of this clause.
- 32. OMB Circular A-133.** If Contractor is determined by the City to be a sub-recipient of federal funds passed through the City, the Contractor must submit an annual Federal Compliance Audit in conformity with the OMB Circular A-133, which applies the Federal Single Audit Act of 1984, Public Law 98-502, to non-profit organizations.
- 33. Disadvantaged/Minority/Woman Business Enterprise.** Contractor agrees to give Disadvantaged/Minority/Woman Businesses the maximum practical opportunity to participate in this Contract when possible, by obtaining supplies, materials, and services from such firms.
- 34. Non Appropriation Clause - Fiscal Year. If appropriations are reallocated, reduced or eliminated by legislative action or for any reason these goods and / or services are not funded, during any fiscal year the City may take any of the following actions:**
 - a. Accept a decrease in price offered by the Contractor and complete the Contract;
 - b. Place the Contract on-hold and pay the Contractor for work performed up to the date of the non-appropriation notice. Work must be performed in accordance with the Contract prior to payment and be less any setoff to which the City is entitled. The contract may be resumed at a later date when funding is reestablished. Contract cannot be resumed beyond a four (4) year time period from the date of non-appropriation notice. Contractor must also reaffirm pricing and resubmit insurance and bonding certificates, if applicable. Documents must be received by the City prior to resuming the Contract;
 - c. Cancel the Contract and pay the Contractor for work performed up to the date of the non-appropriation notice. Work must be performed in accordance with the Contract prior to payment and be less any setoff to which the City is entitled, and re-solicit a new procurement;
 - d. Cancel the contract and re-solicit the requirements;
 - e. Cancel the contract.
- 35. Non Appropriation Clause - Future Fiscal Year.** Funds may not presently be available for performance under this Contract beyond the current City's fiscal year starting July 1 and ending on June 30th of the following year. If payment for performance under this Contract extends into next fiscal year, the City's obligation to pay for such performance is subject to approval of future appropriations to fund this Contract by legislative action. The City shall have no legal

liability to pay funds due for performance under the terms of the Contract until and unless funds are appropriated by legislative action.

36. **Notice to Proceed.** The Contractor agrees to render services promptly and diligently upon receipt of written notice by a duly authorized City agent and to proceed with any or all of the services set forth herein.
37. **Right to Assurance.** Whenever one party to this Contract in good faith has reason to question the other party's intent to perform, the former party may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within **seven (7) days**, the demanding party may treat this failure as an anticipatory repudiation of this Contract.
38. **Non Performance.** In the event of nonperformance under this Contract, the City, after **seven (7) days** written notice to the Contractor, shall have the right to obtain from other sources such products and/or services as may be required to accomplish the work not performed, and it is agreed that the difference in cost, if any, for said work or goods shall be borne by the Contractor.

For purposes of this section, nonperformance shall be defined as failure to appear and perform work and/or deliver goods as specified and scheduled.
39. **Liens.** Contractor shall hold the City harmless from claimants supplying labor or materials to the Contractor or its subcontractors in the performance of the work required under this Contract. Contractor shall provide written certification that all liens against materials and labor have been satisfied, before the City will make final payment.
40. **Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held invalid.
41. **Title and Risk of Loss.** The title and risk of loss of materials or service shall not pass to the City until the City actually receives the material or service at the point of delivery FOB; and such loss, injury, or destruction shall not release seller from any obligation hereunder. The City shall notify the Seller promptly of any damaged goods, service, or finished end product, and further shall assist the Seller in arranging for inspection.
42. **FOB Point of Delivery.** All pricing, labor, materials, and services are to be FOB destination and delivered within the city limits of Lake Havasu City, Arizona, unless otherwise specified elsewhere in the solicitation documents.
43. **Employment Standards.** The Contractor agrees that upon request by Lake Havasu City, it shall remove from the City's premises any Contractor's employee, who, in the reasonable opinion of Lake Havasu City, is guilty of improper conduct, bringing any unauthorized personnel (including their own children) into a facility or work area, or is not qualified to perform the work assigned. The Contractor shall understand that its employees shall complete and pass a security background check, if so requested.
44. **Organization–Employment Disclaimer.** The agreement resulting hereunder is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement or relationship, partnership or formal business organization of any kind, and the right and obligations of the parties shall be only those expressly set forth in the agreement. The parties agree that no persons supplied by the Contractor in the performance of Contractor's obligations under the agreement are considered to be City employees and that no rights of City civil service, retirement or personnel rules accrue to such persons. The Contractor shall have total responsibility for all salaries, wage bonuses, retirement, withholdings, workers' compensation, occupational disease compensation, unemployment compensation, other employee benefits, and all taxes and premiums appurtenant thereto concerning such persons and shall save and hold the City harmless with respect thereto.
45. **Cooperative Governmental Purchasing.** Pursuant to A.R.S. § 41-2632, other public agencies may contract directly with Contractor under the terms of the Contract. Contractor may be charged a one percent (1%) administrative fee for the use of said Contract. Contractor shall notify the City prior to their use of the Contract in providing goods, service, or finished end product to other agencies. If applicable, Contractor shall pay the administrative fee upon execution of said Contract, and Contractor shall provide a yearly sales report to the City ending December 31 of each year. Contractor shall make fees payable to the City at time of cooperative agency payment.
46. **Quarterly Reports.** If requested, parties agree that Contractor shall provide quarterly reports to City which shows each item purchased from City in the prior quarter, the individual cost of each item, and the total cost of all items purchased in the quarter.
47. **General Requirements.** All items delivered shall conform to the Specifications and the professional standard of care. Acceptance by the City shall be subject to inspection and approval. In case of conflict between the Specifications and Additional Contract Terms and these Standard Terms and Conditions, the Specifications and Additional Contract Terms shall prevail. The apparent silence of the Standard Terms and Conditions and Specifications and Additional Contract Terms as to any detail or the apparent omission of a detailed description concerning any point shall be regarded as meaning that only industry practice is to prevail and that only items prepared in accordance with the professional standard of care.
48. **Inspection and Acceptance.** Goods, service, or finished end product furnished under this Contract shall be subject to inspection and testing by the City at times and places determined by the City within a reasonable time after arrival at its ultimate destination. If the City finds goods, service, or finished end product to be incomplete, unsatisfactory or fails

to meet the specifications or other requirements or not in compliance with the Contract, the City, at its sole discretion, may either reject the goods, service, or finished end product, require Contractor to correct any defects without charge, or negotiate with Contractor to sell the goods, service, or finished end product to the City at a reduced price.

49. **Warranty and Service.** Contractor represents that service, or finished end product are to be in compliance with the specifications set out in this Contract. Further, Contractor represents and warrants that Contractor has the power and authority to enter into and perform this Contract and that this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms
50. **Shipment Reservation Prohibited.** Contractor shall not ship the goods, service, or finished end product under reservation and no tender of a bill of lading will operate or function as a tender of the goods or finished end product.
51. **No Replacement of Defective Tender.** Contractor tender of service, or finished end product must fully comply with all provisions of this Contract as to time of delivery, quantity, assortment, quality, and the like. If a tender is made which does not conform, Contractor shall correct any deficiencies.
52. **Product Correction.** It is agreed that Contractor shall be fully responsible for making any correction, replacement, or modification necessary for specification or legal compliance.
55. **Security.** Any disclosure or removal of any City material and/or information marked as confidential or private on the part of Contractor shall be cause for immediate cancellation of the Contract. Any liability, including, but not limited to, attorney fees, resulting from any action or suit brought against the City as a result of the Contractor's willful or negligent release of information, documents, or property contained in City facilities shall be borne solely by the Contractor.
56. **Preference for Recycled Materials.** The City shall prefer materials or supplies manufactured from recycled materials if the recycled product is available, it meets the requirements set forth in the Specifications, and the cost of the product does not exceed the cost of non-recycled products by more than five percent (5%).
57. **Prohibition on Government Contracts.** The Contractor shall comply with all applicable provisions of the A.R.S. Title 35 Public Finances. Contractor further agrees that they shall not have any scrutinized business operations in Sudan and/or Iran.
58. **Terrorism Country Divestments.** In accordance with A.R.S. Title 35 Public Finances, the City is prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the Contract, Contractor warrants compliance with the Export Administration Act.
59. **Contractor's Employee E-Verify Eligibility Requirement.** The Contractor shall comply with all applicable provisions of the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214, which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program. See the following website for further information: www.dhs.gov/e-verify.

Pursuant to A.R.S. § 41-4401, the City may request verification of compliance from any contractor or subcontractor performing work under this Contract. The City reserves the right to confirm compliance. Should the City suspect or find that the Contractor or any of its subcontractors are not in compliance, the City may pursue any and all remedies allowed by law, including, but not limited to suspension of work, termination of the Contract for breach or default, and suspension and/or debarment of the Contractor. All costs necessary for compliance shall be solely borne by the Contractor.

60. **Evidence of lawful presence in the United States.** In accordance with A.R.S. §§ 1-501, 1-502 and as a condition of entering into this Contract, a natural person shall execute the affidavit attached hereto as **Exhibit 1** and present one of the identification documents contained therein (the "Identification Documents") to verify their lawful presence in the U.S. Failure to execute the affidavit upon submittal of the Contract Documents shall be considered nonresponsive and shall result in rejection of the submitted response and automatic cancellation of this Contract. Companies, corporations, and limited partnerships (anyone other than an individual) are not required to complete and submit this form prior to receiving a public benefit.

EXHIBIT ONE: SCOPE OF WORK

1. Contractor shall perform the following work:

INITIAL SCOPING AND DIRECTION

During this initial task Clarion Associates will review all relevant plans, codes, regulations, and records or Board of Adjustment, Planning Commission, and City Council actions and conduct on-line surveys to elicit comments about what key users like and don't like about the current Development Code and General Plan. Clarion staff from both the plan update and code update portions of this project will visit Lake Havasu City to tour examples of good and bad development, to speak with key stakeholders and review groups (including the Steering Committee and Technical Advisory Committee) and hold a public meeting to discuss comments received to date and solicit more public input. Based on this initial visit, we will finalize a public engagement strategy for the project. While our public engagement strategies are always crafted specifically for each project, they often include:

- Tailored on-line surveys for specific code user and stakeholder groups;
- Individual and group stakeholder interviews – particularly with code users;
- The use of Turning Point keypad polling software for plan update work;
- A web page – usually on the City's site – with update and comment features; and
- Public meetings at each key landmark of the process.

Meetings: Stakeholder interviews and public meetings to identify current code weaknesses and plan update requirements.

Deliverables: Public Engagement Strategy

CODE ENFORCEMENT OPTIONS REPORT

In order to address current questions regarding zoning code enforcement techniques and best practices, Clarion Associates will prepare a Code Enforcement Options memo outlining common issues in consistency and effectiveness of code enforcement, as well as best practices and emerging trends in code enforcement. Clarion will review the Code Enforcement Options paper with staff during a conference call, and will be prepared to discuss it with Lake Havasu City staff or stakeholders during regularly scheduled visits during this project, and will incorporate any revised practices or tools selected by the city into the Staff Draft and Final Drafts of the Development Code discussed in Tasks 5 and 6 below.

Deliverables: Code Enforcement Options paper.

EVALUATE DEVELOPMENT CODE

Clarion Associates will then prepare a detailed Evaluation and Outline of the revised Development Code that identifies what parts of the code need to be fixed, how the structure of the code will change (for example, to better integrate form and use based controls or to align with other City regulations), where standards may be revised (and why), and where existing material will be carried over. We will visit Lake Havasu City to hold interviews and a public meeting (as well as any other public engagement steps determined in Task 1) on the Evaluation and Outline. This allows us to agree on a structure and detailed scope of required work while

leaving the specific standards and requirements of the code to be informed by the General Plan update in Task 3.

Deliverables: Evaluation and Outline of revised development code.

Meetings: Stakeholder interviews and public meeting to discuss Evaluation and Outline.

DRAFT GENERAL PLAN UPDATE

Clarion's planning staff – Darcie, Ben, and Shelby – will prepare a targeted General Plan Update to reaffirm the vision and policies for Lake Havasu City adopted in 2002 and to comply with those additional requirements of Arizona law applicable to cities over 50,000. Clarion staff will visit Lake Havasu City on at least three occasions in conjunction with outreach activities scheduled for the Development Code. The General Plan Update process will be organized into three primary tasks as outlined below:

CONDUCT PLAN ASSESSMENT

As an initial step in the plan update process, Clarion will work closely with Lake Havasu City staff to prepare a succinct, chapter-by-chapter assessment of the current General Plan, highlighting where targeted updates may be warranted to refresh plan content or comply with additional requirements triggered by population threshold. In addition, this task will be sequenced to highlight those topics with which the Development Code must be consistent – for example, changes in proposed growth areas or permitted development densities – and will be conducted with one eye on the Evaluation and Outline document. Targeted updates to existing conditions data, maps, and existing goals and policies contained in the current plan are anticipated to refresh plan content throughout; however, Clarion will work closely with Lake Havasu City staff to determine where updates are needed, where additional community input is needed, and where existing content should simply be carried forward. Community input on the Plan Assessment will be solicited through a public meeting and an online survey.

Deliverables: General Plan Update Assessment.

Meetings: Stakeholder interviews and public meeting to discuss General Plan Update Assessment.

PREPARE DRAFT PLAN

Based on input received on the Plan Assessment document, Clarion will work closely with Lake Havasu City staff to prepare a draft of the Plan update for review, which incorporates targeted updates identified during task 3.1 and required new elements:

- (1) Conservation Element**, which will incorporate content on this topic in the current General Plan but will be expanded to address land reclamation, flood control, water pollution prevention, regulation of land use in stream channels, erosion control, and watershed protection.
- (2) Recreation Element**, which will incorporate recreation content in the current open space element and bicycle content from the current circulation element, but will be expanded to identify a comprehensive system of public recreation considering, natural reservations, parks, parkways and scenic drives, beaches, playgrounds, and other recreation facilities. This element will include expanded discussion and intentions for key facilities such as "Site 6" and Sara Park based on recent City Council direction on those topics.
- (3) Circulation Element**, which will incorporate existing General Plan content regarding existing and proposed road infrastructure to address parking facilities, and street naming and numbering.
- (4) Public Services and Facilities Element addressing** police, fire, trash, water, and sewer, and incorporating information from the current General Plan growth element.

- (5) **Public Buildings Element** addressing civic buildings.
- (6) **Housing Element** addressing fair and affordable housing needs.
- (7) **Conservation, Rehabilitation, and Redevelopment Element** addressing efforts to reduce blight and encourage redevelopment.
- (8) **Safety Element** addressing hazard mitigation.
- (9) **Bike Element**, which will address bicycle parking and street crossing policies (this element may incorporate information from the Circulation Element and/or be integrated into that element).
- (10) **Energy Element** addressing policies to encourage energy efficiency and use of renewable resources.
- (11) **Neighborhood Preservation and Revitalization Element** addressing policies to promote safe neighborhoods and home ownership (this element may be integrated into the Conservation, Rehabilitation, and Redevelopment Element).

A second public meeting will be conducted to highlight key revisions and additions and seek input on the draft Plan document. Additional opportunity for input will be provided through an online survey. A staff draft will be prepared for internal review and updated prior to the public meeting.

Deliverables: Draft General Plan Update.

Meetings: Stakeholder interviews and public meeting to discuss Draft General Plan Update.

PREPARE FINAL GENERAL PLAN

Based on input received during task 3.2, Clarion will work closely with Lake Havasu City staff to develop a final version of the updated General Plan. The timing of this document and associated meetings will be sequenced to align with Task 5, to ensure efficiency and consistency in the review process.

Deliverables: General Plan Update.

Meetings: Stakeholder interviews and public meeting to discuss General Plan Update.

STAFF DRAFT OF DEVELOPMENT CODE

Based on the Evaluation and Outline developed in Task 2 and the changed vision and values reflected in the General Plan update, Clarion (with the involvement of Ferrell-Madden, if desired) will begin drafting the new Lake Havasu Development Code. We will first prepare a Staff Draft for review and correction by staff before public distribution. In order to allow focused public understanding and review of related provisions, the Staff Draft (and the Public Draft described in Task 5) will be drafted and released sequentially in three “modules”:

- Administration and Procedures (including new City recommendations on enforcement)
- Zone Districts and Uses
- Development, Design, and Form Standards

Each draft will include detailed footnotes identifying the substance of changes from the current zoning and subdivision controls.

Deliverables: 3 Staff Draft modules, together covering the full Development Code.

Meetings: 3 Web conferences with City staff – one on each of the 3 Staff Draft modules.

PUBLIC DRAFT OF DEVELOPMENT CODE

Following review and correction by Lake Havasu City staff, the Technical Advisory Committee, and the Steering Committee, Clarion will prepare a Public Draft of each of the three modules of the new Development Code – each of which will be consistent with the updated General Plan. Approximately three weeks after the release and posting of each module on the City’s web site, Clarion will visit Lake Havasu City to conduct an additional public meeting and stakeholder interviews focused on that section of the code (as well as any other public engagement steps determined during Task 1) and will note any changes that need to be made to that module of the Development Code. Tasks 4 and 5 will be completed sequentially, with the Staff and Public Drafts of the Administration and Procedures module being prepared first, then the Staff and Public Drafts of the Zone Districts and Uses module, and then the Staff and Public Drafts of the Development, Design, and Form Standards module.

Deliverables: 3 Public Draft modules, together covering the full Development Code.

Meetings: 3 public meetings and rounds of stakeholder meetings – one on each of the 3 Public Draft modules.

REFINEMENT AND ADOPTION

Following presentation and discussion of all three modules of the Development Code, Clarion will integrate those modules into a single integrated Hearing Draft of the Lake Havasu City Development Code that incorporates all changes required as a result of public and stakeholder comment in Task 5. Clarion Associates will then participate in one public hearing to present the Hearing Draft for review by the Planning Commission, and then a work session to present the same materials (and Planning Commission comments) to City Council. We will prepare presentation materials for that hearing and work session. If the Hearing Draft of the new development code is revised during the review and adoption process, Clarion will incorporate those changes. We will then deliver a final version of the product in Word, HTML, or PDF version suitable for posting on the Lake Havasu web site.

Deliverables: Integrated Hearing Draft of the Development Code.

“As adopted” Development Code following City Council action.

Meetings: 1 public meetings and stakeholder meetings on the Integrated Hearing Draft.

PRELIMINARY SCHEDULE AND MILESTONES

Tasks	2014																			
	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.		
Task 1: Initial Scoping / Direction	S	PM																		
Task 2: Code Enforcement Options			S																	
Task 3: Evaluation of Code				PM																
Task 4: General Plan Update				S	PM		PM				PH									
Task 5: Staff Draft of Code						S				S			S							
Task 6: Public Draft of Code								PM				PM			PM					
Task 7: Revisions and Adoption																PH		PH		
S = Staff and Stakeholder Meetings PM = Public Meeting PH = Public Adoption Hearings or Work Sessions																				

EXHIBIT ONE: PROJECT BUDGET

1. The maximum payment under this Contract, including expenses, is: \$216,040

A proposed budget follows: Contractor shall have the ability to reallocate funds among the various tasks shown in the budget below with the consent of the City.

TASK	Don Elliott	Darcie White	Shelby Sommer	Kristin Cisowski	Alyssa Myers	Total by Task
Hourly Rate	\$190	\$125	\$90	\$85	\$65	
Task 1. Initial Scoping Direction						
1.1 Document Review & Conference Calls	8	8	4	4	0	
1.2 Initial Visit and Public Meeting	24	16	0	16	0	
Task Hours	32	24	4	20	0	
Task Fees	\$6,080	\$3,000	\$360	\$1,700	\$0	
Travel Expenses (1 trip *3 staff)	\$600	\$600		\$600		\$12,940
Task 2. Code Enforcement Options						
2.1 Code Enforcement Options Memo	24	0	0	32	\$0	
Task Hours	24	0	0	32	\$0	
Task Fees	\$4,560	\$0	\$0	\$2,720	\$0	
Travel Expenses (no trips)	\$0	\$0	\$0	\$0	\$0	\$7,280
Task 3. Evaluate Development Code						
2.1 Draft Evaluation and Outline of Code	40	0	0	48	8	
2.2 Second Visit and Public Meeting	24	0	0	32	4	
Task Hours	64	0	0	80	12	
Task Fees	\$12,160	\$0	\$0	\$6,800	\$780	
Travel Expenses (1 trip * 2 staff)	\$500	\$0		\$500		\$20,740
Task 4. General Plan Update						
3.1 Current Plan Review & Public Meeting	8	72	96	8	8	
3.2 Draft Plan Update & Public Meeting	8	164	220	8	32	
3.3 Final Plan Update & Public Meeting	8	80	96	8	8	
Task Hours	24	316	412	24	48	
Task Fees	\$4,560	\$39,500	\$37,080	\$2,040	\$3,120	
Travel Expenses (3 trips * 2 staff)		\$1,500	\$1,500			\$89,300
Task 5. Staff Draft						
4.1 Three Staff Drafts and Web Reviews	144	8	0	180	32	
Task Hours	144	8	0	180	32	
Task Fees	\$27,360	\$1,000	\$0	\$15,300	\$2,080	
Travel Expenses (no trips)						\$45,740
Task 6. Public Draft						
5.1 Three Public Drafts and Public Meetings	84	0	0	96	8	
Task Hours	84	0	0	96	8	
Task Fees	\$15,960	\$0	\$0	\$8,160	\$520	
Travel Expenses (3 trips * 2 staff)	\$1,500			\$1,500		\$27,640
Task 7. Refinement and Adoption						
6.1 Integrated Hearing Draft	24	0		32		
6.2 Planning Board Hearing	12					
6.3 City Council Work Session & Revisions	24					
Task Hours	60	0	0	32	0	
Task Fees	\$11,400	\$0	\$0	\$2,720	\$0	
Travel Expenses	\$1,000					\$12,400
TRAVEL EXPENSES	\$9,800					\$9,800
TOTAL HOURS	408	348	416	432	100	
TOTAL						\$216,040

2. City shall pay Contractor on the following basis:

City shall make payment to contractor within thirty (30) days from the time of invoice, provided the contractor submits an invoice that meets the City's accounting level standards pursuant to City requirements.

3. Contractor will bill City for the work as follows:**

Contractor shall provide an invoice for work completed during the latest monthly billing period. Invoice process will continue until project is completed and accepted and combined invoice amounts do not exceed the maximum payment pursuant to item 2 listed above.

4. City will pay expenses on the following terms and conditions:

Actual documented travel and lodging expenses, which are estimated on the attached Contract budget, but which may exceed those estimates provided the maximum contract payment amount in item 2 is not exceeded.

5. This Contract may be renewed on the following basis: N/A

**City shall have the right to withhold from payments due Contractor such sums as are necessary in City's sole opinion to protect City from any loss, damage, or claim which may result from Contractor's failure to perform in accordance with the terms of the Contract or failure to make proper payment to suppliers or subcontractors

EXHIBIT 2
LAKE HAVASU CITY PROFESSIONAL SERVICES CONTRACT
CONSULTING SERVICES FOR THE REVIEW AND REVISION OF THE DEVELOPMENT CODE
INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below:**

Workers Compensation insurance in compliance with A.R.S. Title 23, Chapter 6, together with Employer's Liability insurance with coverage limits of not less than \$1,000,000 must be included, unless exempt. (See Exhibit 7)

THIS COVERAGE IS REQUIRED. Attach Certificate of Insurance. If Contractor does not have coverage and claims to be exempt, attach Exhibit 5 in lieu of Certificate.

Professional Liability insurance with a combined single limit of not less than \$1,000,000, \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000, \$2,000,000. This is to cover damages caused by error, omission, or negligent acts related to professional services provided under this Contract. The policy must provide extended reporting period coverage for claims made within two years after this Contract is completed.

Required by City X Not required by City

Commercial General Liability insurance, on an occurrence basis, with a combined single limit of not less than X \$1,000,000, \$2,000,000 each occurrence for Bodily Injury and Property Damage, with an annual aggregate limit of \$1,000,000, \$2,000,000. This insurance must include contractual liability coverage.

X Required by City Not required by City

Commercial Automobile Liability insurance with a combined single limit, or the equivalent of not less than \$1,000,000, \$2,000,000 each occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles.

Required by City Not required by City, if use of the vehicle is not required as part of the service provided the City.

Contractor's Pollution Liability insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence with an annual aggregate limit. Coverage to include sudden and accidental pollution events, clean up costs, and liability for third-party bodily injury and property damage arising from pollution conditions caused by the Contractor's performance under Contract.

Required by City Not required by City

Contractor's Product Liability. Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence with an annual aggregate limit. Certificates of Insurance for product liability coverage are required from Contractors or product manufacturers of higher hazard equipment where potential for loss is greater than normal (i.e., chemicals, heavy road equipment, machinery, etc.). This procedure verifies that the manufacturing company has proper product liability insurance and economic backing in the event of a catastrophic loss relating to a failure, malfunction, defect or other condition relating to the manufacture of the specific product.

Required by City X Not required by City

Coverage must be provided by an insurance company admitted to do business in Arizona and rated A-VII or better by AM Best's Insurance Rating. Contractor's coverage will be primary in the event of loss. Contractor shall pay all deductibles and retentions. A cross-liability clause or separation of insured's condition will be included in all commercial general liability policies required by this Contract.

Contractor shall furnish a Certificate of Insurance to the City with the signed Contract. The Certificate shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without **ten (10) working days** written notice from the Contractor's insurer to the City. The Certificate shall also state the deductible or retention level. If requested, complete copies of insurance policies shall be provided to the City.

If Contractor ships all goods, service or finished end product to be supplied under this Contract by common carrier and will not make deliveries to the City using its own employees, and /or transportation proof of insurance as set forth in Section F of the solicitation documents will not be required.

The amount and type of insurance coverage as required herein is not intended to, and shall not be interpreted to, limit the scope of the indemnity set forth in this section.

Additional Insureds. For commercial general liability and automobile liability insurance policies, the Insurance Certificate shall also provide that "**Lake Havasu City, its agents, directors, officers, officials, and employees are additional Insureds with respect to Contractor's services to be provided under this Contract.**" If requested, complete copies of insurance policies shall be provided to the City.

Completed by: _____
Contract Originator

****Note to Contract Originator:** For certain types of contracts additional insurance may be required. Contact Risk Management Manager.

PRODUCER:	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
INSURED:	INSURER B:	
	INSURER C:	
	INSURER D:	

COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMGE TO RENTED PREMISES (Each occurrence)	\$
		<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	\$
		<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<input type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:	EA ACC \$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
							\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below:				E.L. DISEASE -EA EMPLOYEE	\$
						E.L. DISEASE -POLICY LIMIT	\$
		OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

ADDITIONAL INSURED: Lake Havasu City, its agents, directors, officers, officials, and employees are additional Insureds with respect to Contractor's services to be provided under this Contract.

CERTIFICATE HOLDER	CANCELLATION
LAKE HAVASU CITY ADMINISTRATIVE SERVICES DEPARTMENT 2330 MCCULLOCH BLVD. N. LAKE HAVASU CITY, AZ 86403	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

EXHIBIT 4
LAKE HAVASU CITY PROFESSIONAL SERVICES CONTRACT
EMPLOYMENT ELIGIBILITY VERIFICATION & FORM

INSTRUCTIONS FOR COMPLETION OF EMPLOYMENT ELIGIBILITY VERIFICATION FORM

All employers, contractors, and subcontractors as identified in Ordinance Number 07-869 entitled "Employment of Aliens by Companies Doing Business with the City" must complete the Employment Eligibility Verification Form upon award. An explanation of who must complete the form, instructions, and the actual form can be found on the City's website at www.lhcaz.gov (under QUICK LINKS click on: "Forms Applications & Permits", then under "Purchasing" click on: "Employment Eligibility Verification Form").

EMPLOYER VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM

The undersigned attests under penalty of perjury, that they have reviewed the documents presented to them by their employees, and that the documents provided to the undersigned by their employees, as more particularly identified in the attached exhibit entitled "list of acceptable documents" appear to be genuine and appear to relate to the employee name, and to the best of the undersigned's knowledge, the employee is eligible to work in the United States based upon the undersigned's review of the documents presented.

Signature of Authorized Representative of Covered Employer / Contractor / Subcontractor	Print Name Donald L. Elliott	Title Director
Business or Organization Name Clarion Associates, LLC	Business Phone Number 303-830-2890	Date (month/date/year)
Address (Street Name and Number) 631 17 th St., #2250		
City, State, Zip Code Denver, CO 80293		

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____,

by _____.

Notary Public

My Commission Expires:

**EXHIBIT 5
LAKE HAVASU CITY SERVICES CONTRACT**

ONLY A NATURAL PERSON SHALL EXECUTE THIS DOCUMENT PRIOR TO AWARD

AFFIDAVIT OF LAWFUL PRESENCE IN THE UNITED STATES

A.R.S. §§ 1-501 and 502 require that any natural person (excluding companies, corporations, and limited partnerships) prior to receiving a public benefit (e.g., a grant, contract, or loan) administered by Lake Havasu City must demonstrate through the presentation of one (1) of the following documents that he or she is lawfully present in the United States.

LAWFUL PRESENCE IN THE UNITED STATES CAN BE DEMONSTRATED BY PRESENTATION OF ONE (1) OF THE DOCUMENTS LISTED BELOW.

Please present the document indicated below to a Notary for review and signing of this affidavit form. Upon completion of this form, submit the original form to: Lake Havasu City, City Clerk's Office, 2330 McCulloch Blvd, Lake Havasu City, AZ, 86403.

- _____ 1. A state (U.S) driver license issued after 1996.
Print first 4 numbers/letters from license: _____
- _____ 2. A state (U.S.) non-operating identification License.
Print first 4 numbers/letters: _____
- _____ 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
Year of birth: _____: Place of birth: _____
- _____ 4. A United States Certificate of Birth abroad.
Year of birth: _____: Place of birth: _____
- _____ 5. A United States passport.
Print first 4 numbers/letters on Passport: _____
- _____ 6. A foreign passport with a United States Visa.
Print first 4 numbers/letters on Passport _____
Print first 4 numbers/letters on Visa _____
- _____ 7. An I-94 form with a photograph.
Print first 4 numbers on I-94: _____
- _____ 8. **A UNITED STATES CITIZENSHIP & IMMIGRATION SERVICES EMPLOYMENT AUTHORIZATION DOCUMENT (EAD).**
Print first 4 numbers/letters on EAD: _____
- _____ 9. **REFUGEE TRAVEL DOCUMENT.**
Date of Issuance: _____ Refugee Country: _____
- _____ 10. **A UNITED STATES CERTIFICATE OF NATURALIZATION.**
Print first 4 digits of CIS Reg. No.: _____
- _____ 11. **A UNITED STATES CERTIFICATE OF CITIZENSHIP.**
Date of Issuance: _____ Place of Issuance: _____
- _____ 12. **A TRIBAL CERTIFICATE OF INDIAN BLOOD.**
Date of Issuance: _____ Name of Tribe: _____
- _____ 13. **A TRIBAL OR BUREAU OF INDIAN AFFAIRS AFFIDAVIT OF BIRTH.**
Year of Birth: _____ Place of Birth: _____

I DO SWEAR OR AFFIRM UNDER PENALTY OF LAW THAT I AM LAWFULLY PRESENT IN THE UNITED STATES AND THAT THE DOCUMENT I PRESENTED ABOVE AS VERIFICATION IS TRUE.

Signature

Business/Company Address (if applicable)

Print Name

Address

Date: _____

City, State, Zip Code

Return completed form to: Lake Havasu City, City Clerk's Office, 2330 McCulloch Blvd, Lake Havasu City, AZ, 86403.

NOTARY USE ONLY: NOTARY NAME: _____
(Print Name)

NOTARY SIGNATURE (Stamp) & DATE: _____

EXHIBIT 7
LAKE HAVASU CITY PROFESSIONAL SERVICES CONTRACT
CONSULTING SERVICES FOR THE REVIEW AND REVISION OF THE DEVELOPMENT
CODE
WORKERS' COMPENSATION EXEMPTION CERTIFICATE

(To be used only when Contractor claims to be exempt from Workers' Compensation coverage requirements)

Contractor is exempt from the requirement to obtain workers' compensation insurance under A.R.S. Title 23, Chapter 6, §23-902 for the following reason (*check the appropriate box*):

___ **SOLE PROPRIETOR**

- Contractor is a sole proprietor, and
- Contractor has no employees, and
- Contractor will not hire employees to perform this Contract, or
- Contractor will hire independent contractors to perform work under this Contract.

___ **CORPORATION - FOR PROFIT**

- Contractor's business is incorporated, and
- All employees of the corporation are officers and directors and have a substantial ownership interest* in the corporation, and
- All work will be performed by the officers and directors; Contractor will not hire other employees to perform this Contract, or
- Contractor will hire independent contractors to perform work under this Contract.

___ **CORPORATION - NONPROFIT**

- Contractor's business is incorporated as a nonprofit corporation, and
- Contractor has no employees; all work is performed by volunteers, and
- Contractor will not hire employees to perform this Contract, or
- Contractor will hire independent contractors to perform work under this Contract.

___ **PARTNERSHIP**

- Contractor is a partnership, and
- Contractor has no employees, and
- All work will be performed by the partners; Contractor will not hire employees to perform this Contract, and
- Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto, or
- Contractor will hire independent contractors to perform work under this Contract.

___ **LIMITED LIABILITY COMPANY**

- Contractor is a limited liability company, and
- Contractor has no employees, and
- All work will be performed by the members; Contractor will not hire employees to perform this Contract, and
- If Contractor has more than one member, Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto, or
- Contractor will hire independent contractors to perform work under this Contract.

*NOTE: Contractor that hires independent contractor's to perform work under this Contract shall comply with A.R.S. §23-902 and provide a written form to the City showing compliance with said A.R.S. Statue requirement.

A shareholder has a "substantial ownership" interest if the shareholder owns 10% of the corporation, or if less than 10% is owned, the shareholder has ownership that is at least equal to or greater than the average percentage of ownership of all shareholders.

Contractor Printed Name

Contractor Signature

Contractor Title

Date