



## City Council Workshop Agenda Monday, June 21, 2021, 4:30 PM REMOTE MEETING PARTICIPATION

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*Emails received by one hour before the start of the meeting are emailed to Council. During public comment, the clerk will read each email's submitter name, subject, and date/time received. Emails received up to one hour after the meeting are emailed to Council and attached to meeting minutes.*

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## **SPECIAL MEETING**

### **CALL TO ORDER**

### **ROLL CALL**

### **PUBLIC COMMENTS**

### **WORKSHOP TOPICS**

1. [Washougal/Camas Fire Department Merger Interlocal Agreement \(ILA\) Staffing Amendment](#)  
[Presenter: Nick Swinhart, Fire Chief](#)  
[Time Estimate: 15 minutes](#)

2. [Lower Prune Hill Booster Pump Station Improvements Professional Services Agreement Amendment](#)  
[Presenter: James Carothers, Engineering Manager](#)  
[Time Estimate: 5 Minutes](#)
3. [South Lacamas Creek Trailhead Improvements Professional Services Agreement](#)  
[Presenter: James Carothers, Engineering Manager](#)  
[Time Estimate: 10 minutes](#)
4. [Camas North Shore Subarea Plan, Phase 2 – Consultant Contract](#)  
[Presenter: Sarah Fox, Senior Planner](#)  
[Time Estimate: 15 minutes](#)
5. Staff Miscellaneous Updates  
Presenter: Jamal Fox, City Administrator  
Time Estimate: 10 minutes

## **COUNCIL COMMENTS AND REPORTS**

## **PUBLIC COMMENTS**

## **ADJOURNMENT**



# Staff Report

June 21, 2021 Council Workshop

Staffing Amendment to the Washougal/Camas Fire Department Merger ILA

Presenter: Nick Swinhart, Fire Chief

Time Estimate: 15 minutes

Phone	Email
360.817.1532	nswinhart@cityofcamas.us

**BACKGROUND:** Since December 2013, the cities of Camas and Washougal have participated in a functional consolidation of their fire departments. In 2019, the City of Camas approved increasing staffing by 2 FTEs. Washougal determined that it could not permanently fund their portion of these two new positions, nor could they fund their portion of 4 FTEs approved in the 2021 – 2022 budget.

**SUMMARY:** Washougal has determined that thru the use of its share of the CWFD reserves that they will fund their portion of the 4 FTEs approved in the 2021-2022 budget and will continue funding the 2 FTEs approved in 2019. This staffing amendment will memorialize this agreement, and that Washougal at this time will not commit to continued support for these positions beyond 2022. This item will appear on the consent agenda of the June 21, 2021 regular council meeting.

**EQUITY CONSIDERATIONS:**

What are the desired results and outcomes for this agenda item?

Discussion of the staffing amendment at workshop and approval on the consent agenda of the June 21, 2021 regular council meeting.

What’s the data? What does the data tell us?

The City of Camas budget has been required to subsidize the CWFD budget due to Washougal’s inability to contribute to increased staffing. This staffing amendment will allow Washougal to contribute to these additional positions thru 2022.

How have communities been engaged? Are there opportunities to expand engagement?

There has been no specific community outreach on this topic outside of discussion in open public meetings at previous Council workshops.

Who will benefit from, or be burdened by this agenda item?

The City of Camas budget will benefit from this agenda item as it will receive more contributed funds from the City of Washougal towards increased fire department staffing. The CWFD budget will ultimately be burdened as reserve funds will be used for the increased Washougal contribution.

What are the strategies to mitigate any unintended consequences?

The Camas City Council has recently authorized a consultant review of the CWFD merger and its terms and conditions. This review is currently in progress. A primary goal of this project is to stabilize future funding of the fire department.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

The renewal of this ILA would have no known differential impact on underserved populations.

Will this agenda item improve ADA accessibilities for people with disabilities?

Renewal of this ILA will not directly impact ADA accessibility.

What potential hurdles exists in implementing this proposal (include both operational and political)?

Elected officials in both Camas and Washougal have expressed interest in continuation of the CWFD merger, as well as exploring ways to stabilize funding. This amendment helps to stabilize and more equitably sustain funding on a short-term basis. Thus political hurdles for this amendment should be minimal.

How will you ensure accountabilities, communicate, and evaluate results?

The Joint Power Advisory Committee (JPAC), as well as both councils, will be kept apprised of the impacts of this amendment.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

N/A

**BUDGET IMPACT:** This item will improve the City of Camas budget as it will no longer need to subsidize Washougal's contribution to increased staffing. There will be an overall negative impact to the CWFD budget as reserve funds will be decreased to fund these staffing increases.

**RECOMMENDATION:** Discussion at workshop and council approval on the consent agenda of the June 21, 2021 regular council meeting.

**AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN THE CITIES OF CAMAS  
AND WASHOUGAL FOR THE FORMATION AND OPERATION OF THE CAMAS-  
WASHOUGAL FIRE DEPARTMENT DATED DECEMBER 4, 2013**

This Amendment made pursuant to Section 30.1 of the Interlocal Agreement between the Cities of Camas and Washougal for the Formation and Operation of the Camas-Washougal Fire Department dated December 4, 2013, hereinafter “Agreement”, by and between the City of Washougal, a municipal corporation organized and existing under the laws of the State of Washington, hereinafter referred to as “Washougal”, and the City of Camas, a municipal corporation organized and existing under the laws of the State of Washington, hereinafter referred to as “Camas”:  
WITNESSETH

WHEREAS, Camas determined that it is appropriate to increase the staffing profile provided in Section 6 of the Agreement to add two firefighters and one deputy fire marshal, and such staffing increases occurred in 2019 and 2020 and will continue into 2021 and 2022.

WHEREAS, Washougal had not determined that the increased staffing profile is appropriate for 2019 and 2020 and was therefore not prepared to fully participate in the ongoing funding of the additional positions in 2019 and 2020, and whereas Washougal continues to hold this position for 2021.

WHEREAS, Washougal had determined that it will continue to participate in funding the salary and benefits costs of two new firefighter positions in 2021, at an estimated Washougal cost of \$80,000 for 2021.

WHEREAS, Washougal had not committed to the ongoing funding of these two new firefighter positions beyond 2021.

WHEREAS, Camas has further determined to independently fund one deputy fire marshal position outside of the formulaic cost sharing identified in the Agreement.

WHEREAS, Camas will further incur expenses relating to the acquisition of associated equipment.

WHEREAS, in November 2020, Camas and Washougal agreed to this staffing and funding scenario as described above in an Amendment of the Agreement.

WHEREAS, Camas has added an additional four new firefighter positions in its 2021-2022 budget (two added in 2021 and two added in 2022) beyond the previously described positions and intends to pay for these positions using multiple sources of funding.

WHEREAS, Washougal has determined that it will continue to participate in funding the salary and benefits costs of the previously described two new firefighters (added in 2019) through 2022.

WHEREAS, Washougal has determined that it will participate in funding the salary and benefits costs of the four additional new firefighters (two added in 2021 and two in 2022) through 2022.

WHEREAS, Washougal has determined that it will fund these costs from its share of reserve funds in the Camas-Washougal Fire Department (CWFD), unless it otherwise determines to use a different funding source.

WHEREAS, Camas and Washougal previously agreed to work on program evaluation toward a mutually agreeable determination regarding staffing levels, funding and cost sharing, and received a Master Plan from ESCI in 2019 to inform this process, with the intent of pursuing this goal in 2020.

WHEREAS, Camas and Washougal experienced the unprecedented impact of the COVID-19 pandemic beginning in early 2020, causing the program evaluation effort to be delayed and bringing economic uncertainty to funding considerations for both Camas and Washougal.

WHEREAS, in November 2020, Washougal voters renewed the expiring Fire/EMS levy lid lift at the current rate of ten cents per \$1,000 of assessed value, a funding level that can maintain pre-

2019 service levels but cannot support on an ongoing basis any of the additional positions added or planned since 2019 as described in this amendment, nor any further program expansion.

WHEREAS, Camas and Washougal intend to re-engage the mutual program evaluation work in 2021 with the mutual goal of reaching a determination regarding possible service delivery alternatives, staffing, funding, cost sharing and other program parameters, and to evaluate all options regarding the future of the partnership.

WHEREAS, Camas and Washougal have stipulated to amend the previously added Section 16.17 to clarify the respective responsibilities associated with the funding and cost allocation provision of the Agreement.

WHEREAS, Section 16.7 of the Agreement shall be amended as follows:

16.17 The provisions of this Section relating to the funding and cost allocation shall remain in full force and effect, with the exception that the addition of two firefighters and deputy fire marshal which occurred in 2019 shall be partially funded by Washougal in 2021 and 2022 (two firefighters) and the remaining new position (one deputy fire marshal) independently funded by Camas, and Washougal is not bound to participate in the full funding of these additional positions beyond 2022, pursuant to the terms of this section. Further, the addition of four firefighters (two in 2021 and two in 2022) shall be also be partially funded by Washougal and Washougal is not bound to participate in the full funding of these positions beyond 2022, pursuant to the terms of this section.

16.17.1 Washougal will fund its share of the salaries and benefits of the two new firefighter positions (added in 2019) in 2021 and 2022, said share estimated to be \$80,000 in 2021. Washougal will further fund its share of four new firefighter positions (two in 2021 and two in 2022). Washougal will fund its share of these positions from its share of reserve funds in the Camas-Washougal Fire Department (CWFD), unless it otherwise determines to use a different funding source.

16.17.2 Washougal's funding of its share of the above described firefighter positions in 2021 and 2022 is not a commitment to the ongoing funding of these positions beyond 2022.

16.17.3 Camas and Washougal will work together with best efforts and good faith to review the staffing profile for the Agreement to seek mutual agreement on staffing levels and staffing needs, alternatives to increased staffing such as the enhanced use of volunteers, alternative service delivery models, funding and ability to pay, and efforts to contain and control program costs. Camas and Washougal further agree that they will mutually review all other provisions of the Agreement as may be appropriate for amendment, including but not limited to capital facilities planning and funding, cost sharing and ECFR payments. This review will include consideration of the Master Plan completed in 2019 by ESCI, and will consider all options regarding the future of the partnership.

16.17.4 The parties agree that good faith and best efforts will be made to reach mutual agreement regarding the additional staffing and related cost sharing and the other review items described herein in time to implement any adjustments in the 2022 budget, but in any event no later than in time for the 2023 budget.

16.17.5 Failure to negotiate future funding allocation shall not constitute cause under Section 19. Termination shall require twenty-four months' notice pursuant to section 19.2 unless some other grounds exist under Sections 19.3 or 19.4 permitting a shorter termination period. Any termination shall be expressly subject to Section 19.8 relating to reimbursement of net costs to include the additional funding assumption by Camas as described in this Section. Such termination notice shall not prevent the Parties from reaching mutual agreement during the pendency of the twenty-four months' notice period.

16.17.6 Additional expenses assumed by Camas relating to the acquisition of equipment shall be reimbursed by Washougal concurrently with an agreement on staffing levels as described in Subsection 16.17.3 herein, but in no event later than December 31, 2022.

16.17.7 The terms of Attachment D shall be amended as necessary to reflect the provisions of this Subsection 16.17.

IN WITNESS WHEREOF the parties have caused this Amendment of Interlocal Agreement to be executed in their respective names by their duly authorized officers and have caused this Amendment of Interlocal Agreement to be dated as of the ##<sup>th</sup> day of Month, 2021.

CITY OF CAMAS, a municipal corporation  
AMENDMENT TO INTERLOCAL AGREEMENT – Page 4



\_\_\_\_\_  
By: Ellen Burton  
Title: Mayor Pro Tem, City of Camas

Attest:

\_\_\_\_\_  
Camas City Clerk

Approved as to form:

\_\_\_\_\_  
Shawn R. MacPherson, City Attorney

CITY OF WASHOUGAL, a municipal corporation

\_\_\_\_\_  
By: David Scott  
Title: City Manager, City of Washougal

Attest:

\_\_\_\_\_  
Washougal City Clerk

Approved as to form:

\_\_\_\_\_  
Kenneth Woodrich, City Attorney



## Staff Report

June 21, 2021 Council Workshop Meeting

Lower Prune Hill Booster Pump Station Improvements Professional Services Agreement Amendment

Presenter: James Carothers, Engineering Manager

Time Estimate: Five Minutes

Phone	Email
360.817.7230	jcarothers@cityofcamas.us

**BACKGROUND:** A Professional Services Agreement (PSA) with Murraysmith, Inc. was implemented in May 2020. In accordance with this agreement, Murraysmith analyzed potential siting alternatives for replacement of the Lower Prune Hill Booster Pump Station and the adjacent 0.5 million-gallon (MG) reservoir. At the May 3, 2021 Council Workshop, staff presented alternatives to Council regarding construction timing and reconfiguring the layout of the booster pump station and reservoir. Based on Council consensus, staff has worked with Murraysmith to produce a PSA amendment for the design of the concurrent replacement of the 0.5 MG reservoir and booster pump station.

**SUMMARY:** This PSA amendment includes all additional services necessary to advance the replacement of the Lower Prune Hill Booster Pump Station and 0.5 MG reservoir to the construction phase. These services include preliminary and final engineering design, permitting, right-of-way acquisition and coordination, public outreach and bidding services.

Staff is seeking Council approval of this PSA Amendment in the amount of \$876,654 to be dispersed over an 18-month span, to Murraysmith, Inc. as work is completed. Proposed services and the associated costs are summarized below:

Task	Fees
Preliminary and Final Engineering Design	\$ 807,391
Permitting	\$ 42,170
Right-of-Way Acquisition and Coordination	\$ 11,358
Public Outreach	\$ 5,262
Bidding Services	\$ 10,473
<b>PSA Amendment Subtotal</b>	<b>\$876,654</b>
Previously Contracted Fees for Data Collection and Siting	\$ 156,986
<b>TOTAL AMENDED PSA FEES</b>	<b>\$1,033,640</b>

**EQUITY CONSIDERATIONS:**

What are the desired results and outcomes for this agenda item?

Consent from Council to proceed with the PSA Amendment for additional engineering services.

What's the data? What does the data tell us?

N/A

How have communities been engaged? Are there opportunities to expand engagement?

Informal discussion has occurred with adjacent property owners. Formal community involvement will occur as the design commences.

Who will benefit from, or be burdened by this agenda item?

City of Camas residents will benefit from increased water system capacity and reliability as deemed necessary in the 2019 Water System Plan Update. During construction, motorists using NW 18<sup>th</sup> Loop will experience traffic delays and nearby residents will hear construction noise.

What are the strategies to mitigate any unintended consequences?

Careful design consideration and City staff review of design, traffic control and noise mitigation.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

No

Will this agenda item improve ADA accessibilities for people with disabilities?

No.

What potential hurdles exists in implementing this proposal (include both operational and political)?

No operational or political hurdles are expected.

How will you ensure accountabilities, communicate, and evaluate results?

Established procedures for consultant coordination will be followed including regular meetings and internal reviews of project documents.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

The item increases water system capacity and reliability in accordance with recommendations made in the 2019 System Plan Update.

Policy U-7: Plan public utility services so that service provision maximizes efficiency and cost effectiveness and ensures concurrency.

**BUDGET IMPACT:** The project budget for the 2021-2022 biennium exceeds this PSA Amendment. Water funds will need to be budgeted in the 2023-2024 biennial budget for construction. As discussed with Council in early May, staff has reviewed the current utility rate model with the City's financial consultant and based on known information, the Water Utility has sufficient revenues to support this project. Staff will review the rate model again prior to advertising for bids in the event of any changed conditions.

**RECOMMENDATION:** Staff will place this PSA Amendment on the July 6, 2021 Council Consent Agenda for Council's consideration.

**EXHIBIT A - SCOPE OF SERVICES**  
**CITY OF CAMAS**  
**LOWER PRUNE HILL BOOSTER PUMP STATION AND 0.5 MG**  
**RESERVOIR IMPROVEMENTS**  
**PHASE 2 DESIGN: PRELIMINARY DESIGN, FINAL DESIGN,**  
**PERMITTING AND BIDDING SUPPORT**

## Background

Murraysmith, Inc. (Murraysmith) has developed the following scope of services and accompanying engineering fee estimate for Phase 2 Design: Preliminary Design, Final Design, and Bidding Support services for the City of Camas (City) Lower Prune Hill Booster Pump Station and 0.5 MG Reservoir Improvements project. The scope and fee have been developed based on the previously completed site evaluation technical memorandum developed in Phase 1, discussions with City staff, and our understanding of the project.

## Proposed Improvements

This project involves the replacement of the existing Lower Prune Hill Pump Station that pumps from two (2) existing 455 pressure zone reservoirs on the shared site with a new pump station delivering water to the Upper Prune Hill reservoirs in the 852 pressure zone. The project will also include replacement of the existing Lower Prune Hill No. 1 reservoir with a new 0.5 MG welded steel reservoir in the southwest corner of the site. The existing pump station and reservoir are located on City owned property near the intersection of NW 18th Loop and NW Ostensen Canyon Road.

The Phase 1 Design technical memorandum “Lower Prune Hill Booster Pump Station Improvements Siting Alternatives Evaluation,” (Siting Evaluation) dated August 21, 2020 outlined preliminary pump sizing, pump selection and site layout alternatives including reservoir replacement. Preliminary work was completed to assess the feasibility of the alternatives evaluated. The Siting Evaluation included a topographical survey, natural resource assessment, archaeological resources assessment, and geotechnical investigation. This scope of work is based on the preferred alternative identified in this evaluation including reservoir replacement for completion of preliminary design, final design, permitting and bidding support services.

## Project Approach

The engineering services to be provided by Murraysmith will be phased into separate activities as follows.

- Phase 1 Design: Data Collection and Siting Evaluation – Preferred siting alternative determined under this effort. This phase will continue to run concurrent with Phase 2 to complete additional survey, geotechnical report completion, and data collection.
- Phase 2 Design: Preliminary Design, Final Design, Permitting, and Bidding Support – Includes the scope of services contained herein.
- Phase 3 Construction: Construction Support Services – Separate scope of services to be developed in the future.

## Overview

The services defined herein for Phase 2 Design consists of the following major tasks.

- Task 1 – Project Management and Coordination
- Task 2 – Field Investigations and Utility Coordination
- Task 3 – Preliminary Design
- Task 4 – Preliminary Design Report
- Task 5 – Final Design
- Task 6 – Permitting
- Task 7 – Bidding Support
- Task 8 – Subconsultant Services

## Scope of Services

### Task 1 - Project Management and Coordination

#### *Subtasks*

##### *1.1 Monthly Progress Reports and Invoices.*

Prepare and submit electronic monthly invoice for review and approval by the City. Each invoice shall include the following information.

- Billing period (start and end date)
- Description of work accomplished for the billing period
- Name, billing rate, and hours for each resource that worked on each task
- Potential out-of-scope work items

##### *1.2 Project Coordination*

Coordinate with City PM and manage project staff and subconsultants to ensure all services are in conformance with the scope of services, fee estimate, and schedule.

### *1.3 Project Schedule and Updates*

Prepare the project schedule and update at each submittal of plans to the City. The schedule will include key tasks, milestones, deliverables, and City review periods, including the estimated construction schedule.

### *1.4 Quality Assurance/Quality Control (QA/QC)*

Perform in-house quality assurance reviews of all deliverables. PS&E developed by subconsultants will be reviewed for design consistency prior to incorporating into the design submittal.

### *1.5 Project Management Plan*

Prepare a Project Management Plan (PMP) that includes a description of the problem statement, scope of work, project team member roles and responsibilities, communications protocols, quality management plan and activities, schedule from Subtask 1.3, and this scope of consultant services.

### *1.6 Kick-off Meeting*

Prepare for and attend virtual kick-off meeting with City staff.

## *Assumptions*

- The duration for design and bidding is estimated to be 16 months.
- Anticipated notice to proceed will be in June 2021.
- Project schedule will be developed and maintained using MS Project.

## *Consultant Deliverables*

- Up to sixteen (16) months of progress reports and invoices
- Project Management Plan, draft and final
- Up to three (3) project schedule updates (PDF format) at 30%, 60%, and 90% deliverables.

## **Task 2 - Field Investigations and Utility Coordination**

### *Subtasks*

#### *2.1 Utility Coordination*

Coordinate with utility companies regarding utility service for the project. Coordinate regarding removal the existing antennae and associated facilities off the project site, as well as regarding mounting of new cellular equipment as needed.

## 2.2 Site Reconnaissance

Conduct a field reconnaissance of the project site with the City and team members to review layout of the proposed improvements and gather additional field information.

## 2.3 Utility Potholing Coordination and Review

Murraysmith will prepare a potholing plan in coordination with the City, coordinate, and provide field observation of potholing to be completed by subconsultant Vac X, as described in Task 8. Add information obtained during potholing to base map for the project.

## 2.4 Tree Assessment Coordination and Review

Murraysmith will coordinate completion of a tree assessment and survey to be completed by subconsultant Arborscape, Ltd, as described in Task 8. Murraysmith will review tree survey report prior to inclusion in permit submission packages.

### Provided by the City

- Timely responses to data requests
- Attend site reconnaissance with Murraysmith
- Obtain all right of entry agreements necessary for completion of field work

### Assumptions

- No permits will be required for completion of the field investigations
- The City will lead all coordination with cellular providers regarding removal and relocation of existing wireless facilities.
- Up to three (3) Murraysmith staff will attend site reconnaissance

### Consultant Deliverables

- Data request list(s)
- Utility potholing data, in electronic format
- Draft and final tree survey reports submitted electronically to the City in PDF format

## Task 3 - Preliminary Design

### Subtasks

#### 3.1 Design Criteria

Develop design criteria for the proposed improvements based on City standards, regulatory agency requirements, completed services by subconsultants, and coordination with the City on equipment preferences.



### *3.2 Pump Sizing and Selection Verification*

Coordinate with the City on final capacity requirements and planned operation of the pump station, considering pump runtimes, storage replenishment rates, and supply redundancy. Conduct hydraulic modeling to verify that the recommended pump sizes and selection recommended in the Siting Evaluation remain valid.

### *3.3 Preliminary Pump Station and Site Layout*

Develop preliminary floor plan and associated site plan alternatives for the pump station and reservoir site. It is assumed the pump station will be constructed of split face concrete masonry units and that up to two (2) alternatives will be developed for City review and input. Murraysmith will coordinate with the City to review and select a preferred pump station layout to continue detailing during final design.

### *3.4 Tank Improvements*

Develop list of tank appurtenances and gather input from the City on preferred options to incorporate into the 30% preliminary plans.

Perform an evaluation to finalize the preferred tank geometry. Evaluate information from the geotechnical investigation, existing site conditions, and hydraulic modeling to determine preferred tank floor elevation. It is anticipated that raising the floor above the existing floor elevation will facilitate site drainage while reducing retaining wall heights.

### *3.5 Stormwater Analysis*

Develop a conceptual drainage plan based on the Department of Ecology Stormwater Management Manual for Western Washington and the City's Stormwater Design Standards Manual.

### *3.6 30% Preliminary Plans and Cost Estimate*

Prepare preliminary plans at the 30% completion level for the pump station and other proposed site improvements using the information developed in prior tasks. Prepare a preliminary opinion of construction cost for the proposed pump station, reservoir, and site improvements.

### *3.7 30% Design Review Workshop*

Prepare for and attend a 30% design review workshop with City staff at the City's operations center.

### *Provided by the City*

- Input on equipment preferences, pump station and reservoir capacity requirements, and proposed operation

- Input on preliminary pump station layouts and associated site layouts
- Input on reservoir appurtenances and improvements
- Attendance at meetings and workshops
- Review of the preliminary design plans and preliminary opinion of construction cost with one compiled written set of comments prior to the 30% review meeting
- Current hydraulic model of water system

### *Assumptions*

- Up to two (2) preliminary pump station facility layout alternatives will be developed for City review and input.
- The current hydraulic model provided by the City does not require calibration and its accuracy is sufficient to perform the analysis outlined in this scope. Hydraulic modeling will require no more than 20 hours.
- No evaluation or improvement to the existing 1.5 MG Reservoir will be included in the project.
- The results of the Phase 1 Design will be incorporated into the preliminary design elements of this project.
- No hoisting systems will be included with the design. Roof hatches will be provided for extraction of pumps/motors.
- The new tank will be welded steel.
- The pump station and ancillary rooms will be located within a single building.
- The existing pump station building will remain in place and the existing equipment will be removed.
- The 30% preliminary plans will consist of up to 15 sheets.
- The City review period will be three (3) weeks.
- The 30% review workshop will be held at the City operations center and will be attended by up to three (3) Murraysmith staff.

### *Consultant Deliverables*

- Preliminary pump station layout figure(s) in PDF format
- Workshop agendas and meeting summaries

- An electronic copy (PDF format) of 30% preliminary plans at half size (11x17) and 30% preliminary opinion of construction cost

## Task 4 - Preliminary Design Report

### Subtasks

#### 4.1 Draft Preliminary Design Report

Prepare a Preliminary Design Report that documents the project background, proposed improvements, design criteria, analyses, discussion of operations and maintenance requirements, cost estimate, and project schedule. Include in the appendix the 30% preliminary plans, and the technical memoranda from the services performed by subconsultants. The Preliminary Design Report will be prepared to fulfill the Department of Health (DOH) Project Report requirements for facility projects.

#### 4.2 Final Preliminary Design Report

Modify report based on City review comments and submit copies of final report to City and DOH.

#### 4.3 DOH Report Submittal and Coordination

Submit the Preliminary Design Report and required DOH forms to DOH for review in accordance with the project report requirements for proposed facility projects. Coordinate with DOH staff as required and provide written responses to comments received from DOH review of the report.

### Provided by the City

- Complete review of the preliminary design report and provide one (1) compiled written set of comments.

### Assumptions

- The Preliminary Design Report will not require update following DOH review and approval.

### Consultant Deliverables

- Draft and final Preliminary Design Report, submitted to the City in Word and PDF formats
- One (1) hard copy of the Final Preliminary Design Report, submitted to DOH

## Task 5 - Final Design

### Subtasks

#### 5.1 60% Design Submittal

Develop plans, specifications, and opinion of construction cost to the 60% level based upon the 30% preliminary plans and design elements documented in the Preliminary Design Report.

#### 5.2 90% Design Submittal

Further develop the PS&E to the 90% completion level based on the 60% design submittal and modifications from the City's review comments.

#### 5.3 Final Bid-Ready Document Submittal

Further develop the PS&E to the 100% completion level based on the 90% design submittal and modifications from the City's review comments. Submit stamped and signed bid-ready contract documents and plans to the City. Update bid proposal quantities to reflect a bid-ready design package.

#### 5.4 Design Review Workshops

Prepare for and attend 60% and 90% design review workshop with City staff.

### Provided by the City

- Complete technical review of the design submittal documents and provide one (1) compiled written set of comments for each submittal prior to the review meetings.
- Standard front-end contract documents and specifications in MS Word format.

### Assumptions

- The 60% plan set will consist of up to 60 sheets. The 90% and final plan sets will consist of up to 83 sheets.
- Plans will be developed at a 1"=20' or 1"=10' scale for site improvements and piping plan/profile and between ¼"=1' and ½"=1' scale for pump station and reservoir improvements and include details.
- Instrumentation and control design will be completed by S&B, Inc. and will be paid for by the City under a separate agreement.

- Arc flash studies are not included in this scope. This study will be addressed via specification and be a requirement of the construction contractor when equipment is known.
- Technical specifications prepared by Murraysmith and subconsultants will be in MasterFormat 48 Division CSI format. Specifications will include the City's front-end contract documents and general conditions.
- Traffic control plans for construction will be prepared during design.
- The opinion of construction cost will be formatted to reflect the items in the bid schedule and will be AACE Class 2 estimates.
- City review period is assumed to be three (3) weeks for the 60% and 90% submittals.
- The following workshops will be held at the City's operations center and will be attended by up to three (3) Murraysmith staff.
  - 60% review workshop
  - 90% review workshop

### *Consultant Deliverables*

- Workshop agendas and meeting summaries
- Submission of 60% and 90% design packages includes:
  - An electronic copy (PDF format) of the half size (11x17) plan set, specifications, and engineer's opinion of probable construction cost, including MS Word documents of the specifications.
- Submission of Final Bid-Ready package includes:
  - An electronic copy (PDF format) of plan set (11x17 and 22x34), specifications, and engineer's opinion of probable construction cost, including MS Word documents of the specifications and design drawings in AutoCAD.

## Task 6 – Permitting

### *Subtasks*

#### *6.1 Coordination with City and State Permitting Agencies*

Coordinate with the City and permitting agencies during development of application packages. Develop and submit responses to agency review comments. Coordinate with agencies throughout the application review.

## 6.2 Permit Application, Reviews, and Approvals Preparation and Support

Prepare and submit application packages for the project with support from WSP Global for permitting and environmental services under Task 8. Anticipated permits/reviews/approvals:

- Conditional Use Permit
- Demolition Permit
- Lot Line Consolidation
- Site Plan Review
- Variance (Major)
- Design Review (Minor)
- Critical Areas Review
- Building Permit and Plan Review
- Fire Department Review
- Engineering Review
- DOH Construction Documents Review
- SW Clean Air Authority Permit
- SEPA Environmental Checklist

## 6.3 Permit Public Hearing

Prepare for and attend up to one (1) Public Hearing during permit review.

### *Provided by the City*

- Review draft application packages and environmental documents and provide one (1) set of compiled review comments.
- Payment of all permit application and review fees
- Attendance at public hearings
- Preapplication conference submittal and attendance
- Complete SW Clean Air Authority Permit. It is assumed the City will review their general permit to include the project improvements.

### *Assumptions*

- City will submit applications and required fees to the reviewing agency and be the main contact.
- Based on the Phase 1 Design archaeology investigation and agreement with City Planning, an archaeological predetermination will not be required.

- The project will disturb less than one (1) acre of soils and will not have a discharge to a water of the state, thus an NPDES Construction Stormwater General Permit will not be required from the Washington Department of Ecology.
- All Type III decisions will be made at a single hearing examiner decision. A consolidated approval will include all City permits except for the Building Permit and Engineering review.
- The following application packages are anticipated to be submitted as a consolidated application prior to the 60% design submittal.
  - Conditional Use Permit
  - Variance
  - Design Review
  - Critical Areas Review
  - Archaeological Review
  - Preliminary Site Plan Review
  - SEPA Environmental Checklist
- The following application packages are anticipated to be submitted following the 90% design submittal. Alternatively, they will be submitted sooner, as allowed by the agency.
  - Building Permit
  - Engineering Review
  - Final Site Plan Review
  - Fire Department Review
  - DOH Construction Documents Review
- No more than one (1) response to agency compiled review comments are anticipated per application package. It is anticipated that each response may contain multiple items, including but not limited to updated plan sheets, responses to questions/comments, and additional design calculations.
- It is anticipated that the SEPA determination issued by the City will be a Determination of Non-Significance or Mitigated Determination of Non-Significance. The City will accept this project as being “self-mitigating”.

### *Consultant Deliverables*

- Application packages (drafts for City review and finals for agency review) for the items listed under Task 6.2
- Responses to agency review comments

## Task 7 – Property and Easement Support

### Subtasks

#### 7.1 Property and Easement Support

Assist City in acquiring additional property to construct improvements. Determine the limits of construction to assist in with permanent and temporary easement acquisition.

#### Provided by the City

- Lead all discussions and negotiations with property owners.
- Lead property owner coordination related to access easement and possible fence relocation to actual property line.
- Record final easement and lot line consolidation, pay all fees.
- Compiled review comments on easement materials
- Property appraisal coordination if needed

#### Consultant Deliverables

- Up to two (2) exhibits and legal descriptions to support easement acquisition.

## Task 8 - Public Outreach Program Support

### Subtasks

#### 8.1 Review and Preparation Assistance of Outreach Materials

This task includes Murraysmith’s services to assist the City and Murraysmith subconsultant, Barney & Worth, in public outreach activities associated with the project. This is anticipated to include assistance providing content for neighborhood mailers, fact sheets, and renderings.

#### Assumptions:

- No public meetings are anticipated.
- This task will be on an as needed basis, up to the amount shown on the fee estimate.
- Figures and graphics, aside from renderings, are assumed to be developed under other tasks and will require only modifications for public outreach materials.



### *Consultant Deliverables:*

- Figures and graphics for public outreach materials
- Compiled review comments on public outreach materials
- Photorealistic rendering of proposed improvements

## Task 9 - Bidding Support

### *Subtasks*

#### *9.1 Bidder Inquiries and Addenda*

Respond to questions from bidders, subcontractors, equipment suppliers, and other vendors regarding the project, plans, and specifications. Prepare addenda for use by the City in issuing addenda.

#### *9.2 Pre-Bid Conference*

Attend the pre-bid conference and provide support to the City.

#### *9.3 Bid Award Review*

Provide supplemental support in reviewing bids, contacting references, verifying qualifications, and recommending bid award.

### *Assumptions*

- The City will coordinate and pay all fees related to bid advertisement.
- The City will take the lead in tasks associated with bid advertisement, addenda distribution, plan holder administrations, bid evaluation, bid tabulation, etc.
- The City will be the lead in receiving questions from bidders, subcontractors, equipment suppliers, and other vendors. Upon referral from the City, Murraysmith will respond to up to 20 questions and prepare up to two (2) draft addenda.
- Only at the request of the City will Murraysmith provide support services during project bidding.
- The Pre-bid Conference will be attended by up to two (2) Murraysmith team members.

## Consultant Deliverables

- Draft addenda for the City to distribute to plan holders
- Written responses to bidder's questions

## Task 10 - Subconsultant Services

### Subtasks

#### 10.1 Electrical Engineering

Industrial Systems will provide electrical design for the instrumentation and controls system. It is understood that the City sole sources the SCADA and control system design to S&B. Industrial Systems will coordinate with S&B to determine preferences for the control system and incorporate them into the electrical design. A more detailed description of the services to be provided follows.

1. Contact the local electrical utility to coordinate new electrical service and determine metering requirements.
2. Finalize electrical calculations for utility service, generator sizing, and electrical distribution.
3. Coordinate instrumentation requirements with Murraysmith and S&B.
4. Prepare electrical system drawings.
5. Prepare electrical technical specifications.
6. Prepare engineering estimate of probable construction cost for electrical items.
7. Submit progress drawings at 60% and 90% completion for review by the project team. Submit 100% stamped and signed bid-ready drawings.

#### 10.2 Permitting and Environmental Services

WSP Global will provide permitting and environmental services consisting of preparing a SEPA checklist and assisting with environmental and land use permitting to be completed under Task 6.

#### 10.3 Geotechnical Engineering

Geotechnical Resources, Inc. (GRI) will provide geotechnical engineering services consisting of performing one additional field boring to support design of the reservoir and retaining wall and general consultation and review of proposed improvements as they relate to geotechnical recommendations to be finalized under Phase 1 Design.

### *10.4 Structural Engineering*

Peterson Structural Engineers will provide structural engineering services for the design of the proposed reservoir, pump station, retaining walls, and bidding support services. A more detailed description of the services to be provided follows.

1. Perform design and generation of construction drawings for the 60%, 90%, and 100% design submittals for both structures.
2. Submit 60% and 90% construction documents for design review.
3. Review and respond to various design review comments and questions.
4. Assist in the development of structurally related specification sections.
5. Generate final design and construction documents for the project.
6. Submit 100% stamped bidding/construction drawings and structural calculations.

### *10.5 Potholing*

VacX will provide potholing services for the proposed site improvements. The fee estimate is based on VacX providing potholing services for up to 10 potholes.

### *10.6 Tree Survey*

Arborscape, Ltd will provide a tree survey and report as needed for any tree removal resulting from construction. This survey will be in compliance with Camas Municipal Code 18.13 requirements.

### *10.7 Corrosion Engineering*

NW Corrosion Engineering will provide corrosion engineering services for the project that will include preparation of cathodic protection design details, specifications, and cost estimates. It is anticipated that the design will include a galvanic anode system for the reservoir. Review tank interior and exterior coating specifications provided by Murraysmith.

### *10.8 Public Outreach*

Barney & Worth will provide public outreach support for the project. Services will include preparation of a public outreach plan and additional public outreach services on an as needed basis up to the amount shown on the fee estimate. Services that may be requested are anticipated to be preparation of neighborhood mailers and fact sheets. No public meetings are anticipated.

## Fee Estimate

It is proposed that the above-described work be accomplished on a time and expense basis not to exceed \$876,654, as summarized in the attached Fee Estimate.

## Preliminary Drawing List

<b>GENERAL</b>		
1	G-1	TITLE SHEET, VICINITY MAP AND INDEX OF DRAWINGS
2	G-2	SYMBOLS AND LEGEND
3	G-3	ABBREVIATIONS
4	G-4	GENERAL AND EROSION CONTROL NOTES
<b>CIVIL</b>		
5	C-1	SITE LAYOUT PLAN AND SURVEY CONTROL
6	C-2	SITE PREPARATION AND EROSION CONTROL PLAN
7	C-3	EROSION CONTROL DETAILS
8	C-4	DEMOLITION
9	C-5	SITE GRADING AND DRAINAGE PLAN
10	C-6	DRAINAGE PROFILES
11	C-7	RESERVOIR SECTION AND DETAILS
12	C-8	SITE PIPING PLAN
13	C-9	SITE PIPING PROFILES
14	C-10	WATER VAULT PLANS, SECTIONS, AND DETAILS
15	C-11	CIVIL DETAILS - 1
16	C-12	CIVIL DETAILS - 2
17	C-13	CIVIL DETAILS - 3
<b>STRUCTURAL - RESERVOIR</b>		
18	S-1	RESERVOIR GENERAL STRUCTURAL NOTES
19	S-2	RESERVOIR QUALITY ASSURANCE PLAN AND NOTES
20	S-3	RESERVOIR ELEVATION AND FOUNDATION PLAN
21	S-4	RESERVOIR FOOTING AND ANCHORAGE DETAILS
22	S-5	RESERVOIR ROOF PLAN AND DETAILS
23	S-6	RESERVOIR PIPE BLOCKING, MANWAY, AND MISC. DETAILS
24	S-7	RESERVOIR ROOF LANDING AND STAIRWAY DETAILS
<b>STRUCTURAL - PUMP STATION</b>		
25	SP-1	PUMP STATION GENERAL STRUCTURAL NOTES
26	SP-2	PUMP STATION QUALITY ASSURANCE PLAN AND NOTES
27	SP-3	PUMP STATION FLOOR AND ROOF PLAN
28	SP-4	PUMP STATION TRANSVERSE & LONGITUDINAL SECTIONS
29	SP-5	PUMP STATION FOUNDATION DETAILS
30	SP-6	PUMP STATION PIPE CHASE DETAILS
31	SP-7	PUMP STATION CMU DETAILS
32	SP-8	PUMP STATION ROOF DETAILS
<b>STRUCTURAL - RETAINING WALLS</b>		
33	SW-1	RETAINING WALL GENERAL STRUCTURAL NOTES
34	SW-2	RETAINING WALL QUALITY ASSURANCE PLAN AND NOTES
35	SW-3	RETAINING WALL PLAN AND PROFILE
36	SW-4	RETAINING WALL DETAILS

<b>ARCHITECTURAL - PUMP STATION</b>		
37	A-1	CODE SUMMARY
38	A-2	PUMP STATION FLOOR PLAN
39	A-3	CONCEPTUAL ELEVATIONS SOUTH AND WEST
40	A-4	CONCEPTUAL ELEVATIONS NORTH AND EAST
41	A-5	ARCHITECTURAL SECTIONS
42	A-6	ARCHITECTURAL DETAILS - 1
43	A-7	FENESTRATION, WALL AND FINISH SCHEDULES
<b>MECHANICAL - PUMP STATION</b>		
44	M-1	EQUIPMENT LIST
45	M-2	PUMP AND PIPING FLOOR PLAN
46	M-3	PUMP AND PIPING SECTIONS - 1
47	M-4	PUMP AND PIPING SECTIONS - 2
48	M-5	PUMP AND PIPING DETAILS
49	M-6	PLUMBING PLAN
50	M-7	PLUMBING DETAILS
51	M-8	HVAC PLAN
52	M-9	MISCELLANEOUS MECHANICAL DETAILS - 1
53	M-10	MISCELLANEOUS MECHANICAL DETAILS - 2
<b>MECHANICAL - RESERVOIR</b>		
54	MR-1	RESERVOIR PIPING ENTRANCE/EXIT PLAN AND SECTIONS
55	MR-2	RESERVOIR OVERFLOW PIPING SECTIONS AND DETAILS
56	MR-3	RESERVOIR ROOF AND FLOOR PLAN
57	MR-4	RESERVOIR LADDER DETAILS
58	MR-5	RESERVOIR VENT DETAILS
59	MR-6	MISCELLANEOUS RESERVOIR DETAILS - 1
<b>ELECTRICAL</b>		
60	E-1	ELECTRICAL GENERAL NOTES AND ABBREVIATIONS
61	E-2	ELECTRICAL ONE LINE DIAGRAM & LOAD CALCULATION
62	E-3	ELECTRICAL SITE PLAN
63	E-4	ELECTRICAL BUILDING PLAN
64	E-5	ELECTRICAL BUILDING LIGHTING PLAN
65	E-6	ELECTRICAL RESERVOIR PLAN - DEMO
66	E-7	ELECTRICAL RESERVOIR PLAN
67	E-8	GROUNDING PLAN
68	E-9	PANEL SCHEDULES & CIRCUIT SCHEDULE
69	E-10	ELECTRICAL DETAILS
70	E-11	ELECTRICAL DETAILS
<b>INSTRUMENTATION &amp; CONTROL</b>		
71	I-1	S&B STANDARDS
72	I-2	DISCRETE WIRING INTERFACE DETAILS
73	I-3	EQUIPMENT WIRING FOR DISCRETE AND VIRTUAL DATA
74	I-4	BLOCK DIAGRAM PUMPS AND RESERVOIR SYSTEMS
75	I-5	BLOCK DIAGRAM VAULTS AND STANDBY POWER SYSTEMS
76	I-6	BLOCK DIAGRAM NETWORK DIAGRAM
77	I-7	CONTROL PANEL ELEVATIONS
78	I-8	MOTOR CONTROL CENTER ELEVATIONS
<b>CATHODIC PROTECTION</b>		
79	CP-1	CATHODIC PROTECTION SYSTEM PLAN

80	CP-2	CATHODIC PROTECTION SYSTEM DETAILS
<b>LANDSCAPING</b>		
81	L-1	SOILS PLAN
82	L-2	PLANTING PLAN
83	L-3	PLANTING DETAILS
<b>TRAFFIC CONTROL</b>		
84	TC-1	TRAFFIC CONTROL PLAN 1
85	TC-2	TRAFFIC CONTROL PLAN 2

## Estimated Schedule

Design and permitting for the pump station and reservoir are estimated to begin in July 2021 and conclude in the third quarter of 2022. Bidding is estimated to be in September 2022. A more detailed project schedule will be developed after Notice to Proceed is provided by the City.

CITY OF CAMAS  
 LOWER PRUNE HILL BOOSTER PUMP STATION AND 0.5 MG RESERVOIR IMPROVEMENTS  
 PHASE 2 DESIGN  
 EXHIBIT B - PROPOSED FEE ESTIMATE

	LABOR CLASSIFICATION (HOURS)							Hours	Labor	Subconsultants	Multiplier % Markup	Subconsultant Total with Markup	Expenses	Total
	Principal Engineer V \$269	Principal Engineer II \$238	Professional Engineer VIII \$209	Professional Engineer VII \$197	Engineering Designer II \$148	Technician IV \$160	Administrative III \$114							
<b>Task 1 - Project Management and Coordination</b>														
Task 1.1 - Monthly Progress Reports and Invoices			18	27			36	81	\$ 13,180		1.1	\$ -	\$ -	\$ 13,180
Task 1.2 - Project Coordination		18	36	18				72	\$ 15,347		1.1	\$ -	\$ -	\$ 15,347
Task 1.3 - Project Schedule and Updates		4	14					18	\$ 3,874		1.1	\$ -	\$ -	\$ 3,874
Task 1.4 - Quality Assurance/Quality Control (QA/QC)	50	50	50					150	\$ 35,759		1.1	\$ -	\$ -	\$ 35,759
Task 1.5 - Project Management Plan		2	12					14	\$ 2,981		1.1	\$ -	\$ -	\$ 2,981
Task 1.6 - Kick-Off Meeting		2	5	7				14	\$ 2,901		1.1	\$ -	\$ -	\$ 2,901
<b>Task 1 Subtotal</b>	<b>50</b>	<b>76</b>	<b>135</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>349</b>	<b>\$ 74,042</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,042</b>
<b>Task 2 - Field Investigations and Utility Coordination</b>														
Task 2.1 - Utility Coordination		4	10	10	10			34	\$ 6,490		1.1	\$ -	\$ -	\$ 6,490
Task 2.2 - Site Reconnaissance		4	7	7				18	\$ 3,794		1.1	\$ -	\$ 225	\$ 4,019
Task 2.3 - Utility Potholing Coordination and Review			4	6	12			22	\$ 3,793		1.1	\$ -	\$ 224	\$ 4,017
Task 2.4 - Tree Assessment Coordination and Review			2	4	6			6	\$ 1,207		1.1	\$ -	\$ -	\$ 1,207
<b>Task 2 Subtotal</b>	<b>0</b>	<b>8</b>	<b>23</b>	<b>27</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>\$ 15,284</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 449</b>	<b>\$ 15,733</b>
<b>Task 3 - Preliminary Design</b>														
Task 3.1 - Design Criteria		2	6	6	10			24	\$ 4,390		1.1	\$ -	\$ 180	\$ 4,570
Task 3.2 - Pump Sizing and Selection Verification			3	8	15			26	\$ 4,422		1.1	\$ -	\$ 270	\$ 4,692
Task 3.3 - Preliminary Pump Station and Site Layout		2	20	30	60	40		152	\$ 25,848		1.1	\$ -	\$ 1,080	\$ 26,928
Task 3.4 - Tank Improvements		2	10	30	30			72	\$ 12,919		1.1	\$ -	\$ 540	\$ 13,459
Task 3.5 - Stormwater Analysis		2	10	20	40			72	\$ 12,423		1.1	\$ -	\$ 720	\$ 13,143
Task 3.6 - 30% Preliminary Plans and Cost Estimate	2	12	40	70	90	90		304	\$ 53,277		1.1	\$ -	\$ 1,620	\$ 54,897
Task 3.7 - 30% Design Review Workshop		2	10	12				24	\$ 4,932		1.1	\$ -	\$ 224	\$ 5,156
<b>Task 3 Subtotal</b>	<b>2</b>	<b>22</b>	<b>99</b>	<b>176</b>	<b>245</b>	<b>130</b>	<b>0</b>	<b>674</b>	<b>\$ 118,211</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 4,634</b>	<b>\$ 122,845</b>
<b>Task 4 - Preliminary Design Report</b>														
Task 4.1 - Draft Preliminary Design Report		5	15	25	40		4	89	\$ 15,621		1.1	\$ -	\$ -	\$ 15,621
Task 4.2 - Final Preliminary Design Report		2	10	20			2	34	\$ 6,738		1.1	\$ -	\$ -	\$ 6,738
Task 4.3 - DOH Report Submittal and Coordination			4	4			1	9	\$ 1,738		1.1	\$ -	\$ -	\$ 1,738
<b>Task 4 Subtotal</b>	<b>0</b>	<b>7</b>	<b>29</b>	<b>49</b>	<b>40</b>	<b>0</b>	<b>7</b>	<b>132</b>	<b>\$ 24,098</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,098</b>
<b>Task 5 - Final Design</b>														
Task 5.1 - 60% Design Submittal								0	\$ -		1.1	\$ -	\$ -	\$ -
Plans	5	15	60	140	180	120		520	\$ 90,896		1.1	\$ -	\$ 3,240	\$ 94,136
Specifications	2	12	24	40	76		8	162	\$ 28,438		1.1	\$ -	\$ 1,368	\$ 29,806
Estimates		2	4	16	20			42	\$ 7,425		1.1	\$ -	\$ 360	\$ 7,785
Task 5.2 - 90% Design Submittal								0	\$ -		1.1	\$ -	\$ -	\$ -
Plans	4	12	50	110	180	110		466	\$ 80,303		1.1	\$ -	\$ 3,240	\$ 83,543
Specifications	1	18	20	30	50		8	127	\$ 22,944		1.1	\$ -	\$ 900	\$ 23,844
Estimates		2	3	12	16			33	\$ 5,835		1.1	\$ -	\$ 288	\$ 6,123
Task 5.3 - Final Bid-Ready Document Submittal								0	\$ -		1.1	\$ -	\$ -	\$ -
Plans	3	10	40	90	130	80		353	\$ 61,328		1.1	\$ -	\$ 2,340	\$ 63,668
Specifications	1	10	16	20	40		8	95	\$ 16,755		1.1	\$ -	\$ 720	\$ 17,475
Estimates		2	2	10	12			26	\$ 4,640		1.1	\$ -	\$ 216	\$ 4,856
Task 5.4 - Design Review Workshops (2)		6	20	24				50	\$ 10,339		1.1	\$ -	\$ 448	\$ 10,787
<b>Task 5 Subtotal</b>	<b>16</b>	<b>89</b>	<b>239</b>	<b>492</b>	<b>704</b>	<b>310</b>	<b>24</b>	<b>1874</b>	<b>\$ 328,903</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 13,120</b>	<b>\$ 342,023</b>
<b>Task 6 - Permitting</b>														
Task 6.1 - Coordination with City and State Permitting Agencies			20	25				45	\$ 9,110		1.1	\$ -	\$ -	\$ 9,110
Task 6.2 - Permit Application, Reviews, and Approvals Preparation and Support								0	\$ -		1.1	\$ -	\$ -	\$ -
Conditional Use Permit			3	6				9	\$ 1,811		1.1	\$ -	\$ -	\$ 1,811
Tree Permit			1	2				3	\$ 604		1.1	\$ -	\$ -	\$ 604
Demolition Permit			3	4				7	\$ 1,416		1.1	\$ -	\$ -	\$ 1,416
Lot Line Consolidation		2	4	6				12	\$ 2,495		1.1	\$ -	\$ -	\$ 2,495
Site Plan Review		2	8	6				16	\$ 3,330		1.1	\$ -	\$ -	\$ 3,330
Variance (Major)		1	2	6				9	\$ 1,840		1.1	\$ -	\$ -	\$ 1,840
Design Review (Minor)		2	6	8				16	\$ 3,307		1.1	\$ -	\$ -	\$ 3,307
Critical Areas Review		2		4				6	\$ 1,265		1.1	\$ -	\$ -	\$ 1,265

CITY OF CAMAS  
 LOWER PRUNE HILL BOOSTER PUMP STATION AND 0.5 MG RESERVOIR IMPROVEMENTS  
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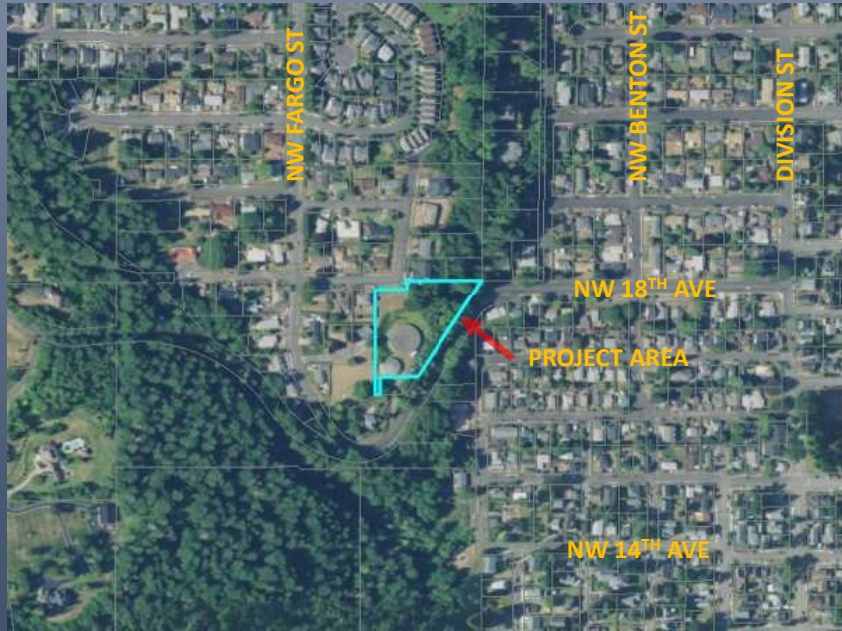
	LABOR CLASSIFICATION (HOURS)							Hours	Labor	Subconsultants	Multiplier % Markup	Subconsultant Total with Markup	Expenses	Total
	Principal Engineer V	Principal Engineer II	Professional Engineer VIII	Professional Engineer VII	Engineering Designer II	Technician IV	Administrative III							
Archaeological Review		2		4				6	\$ 1,265		1.1	\$ -	\$ -	\$ 1,265
Building Permit and Plan Review		2	4	6				12	\$ 2,495		1.1	\$ -	\$ -	\$ 2,495
Fire Department Review		2	2	2				6	\$ 1,288		1.1	\$ -	\$ -	\$ 1,288
Engineering Review		2	6	10				18	\$ 3,702		1.1	\$ -	\$ -	\$ 3,702
DOH Construction Documents Review			4	6				10	\$ 2,019		1.1	\$ -	\$ -	\$ 2,019
SW Clean Air Authority Permit			3					3	\$ 626		1.1	\$ -	\$ -	\$ 626
SEPA Environmental Checklist			4	4	10			18	\$ 3,103		1.1	\$ -	\$ -	\$ 3,103
<b>Task 6.3 - Permit Public Hearing</b>		2	4	6				12	\$ 2,495		1.1	\$ -	\$ -	\$ 2,495
<b>Task 6 Subtotal</b>	<b>0</b>	<b>19</b>	<b>74</b>	<b>105</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>208</b>	<b>\$ 42,170</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,170</b>
<b>Task 7 - Property and Easement Support</b>								0	\$ -					\$ -
<b>Task 7.1 - Property and Easement Support</b>		10	20				30	60	\$ 11,358		1.1	\$ -	\$ -	\$ 11,358
<b>Task 7 Subtotal</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>60</b>	<b>\$ 11,358</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,358</b>
<b>Task 8 - Public Outreach Program Support</b>								0	\$ -		1.1	\$ -	\$ -	\$ -
<b>Task 8.1 - Review and Preparation Assistance of Outreach Materials</b>		5	8				15	28	\$ 5,262		1.1	\$ -	\$ -	\$ 5,262
<b>Task 8 Subtotal</b>	<b>0</b>	<b>5</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>28</b>	<b>\$ 5,262</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,262</b>
<b>Task 9 - Bidding Support</b>														
<b>Task 9.1 - Bidder Inquiries and Addenda</b>		1	9	20				30	\$ 6,065		1.1	\$ -	\$ -	\$ 6,065
<b>Task 9.2 - Pre-bid Conference</b>		3	5					8	\$ 1,757		1.1	\$ -	\$ -	\$ 1,757
<b>Task 9.3 - Bid Award Review</b>		1	4	8				13	\$ 2,652		1.1	\$ -	\$ -	\$ 2,652
<b>Task 9 Subtotal</b>	<b>0</b>	<b>5</b>	<b>18</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>\$ 10,473</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,473</b>
<b>Task 10 - Subconsultant Services</b>														
<b>Task 10.1 - Electrical Engineering (Industrial Systems)</b>								0	\$ -	\$ 33,170	1.1	\$ 36,487	\$ -	\$ 36,487
<b>Task 10.2 - Permitting and Environmental Services (WSP)</b>								0	\$ -	\$ 48,872	1.1	\$ 53,759	\$ -	\$ 53,759
<b>Task 10.3 - Geotechnical Engineering (GRI)</b>								0	\$ -	\$ 10,000	1.1	\$ 11,000	\$ -	\$ 11,000
<b>Task 10.4 - Structural Engineering (PSE)</b>								0	\$ -	\$ 70,672	1.1	\$ 77,739	\$ -	\$ 77,739
<b>Task 10.5 - Potholing (VacX)</b>								0	\$ -	\$ 17,236	1.1	\$ 18,960	\$ -	\$ 18,960
<b>Task 10.6 - Tree Survey (Arborscape)</b>								0	\$ -	\$ 2,100	1.1	\$ 2,310	\$ -	\$ 2,310
<b>Task 10.7 - Corrosion Engineering (NW Corrosion Engineering)</b>								0	\$ -	\$ 16,723	1.1	\$ 18,395	\$ -	\$ 18,395
<b>Task 10.8 - Public Outreach (Barney and Worth)</b>								0	\$ -	\$ 9,091	1.1	\$ 10,000	\$ -	\$ 10,000
<b>Task 10 Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 207,864</b>		<b>\$ 228,650</b>	<b>\$ -</b>	<b>\$ 228,650</b>
<b>TOTAL - ALL TASKS</b>	<b>68</b>	<b>241</b>	<b>645</b>	<b>929</b>	<b>1021</b>	<b>485</b>	<b>67</b>	<b>3456</b>	<b>\$ 629,801</b>	<b>\$ 207,864</b>		<b>\$ 228,650</b>	<b>\$ 18,203</b>	<b>\$ 876,654</b>



# LOWER PRUNE HILL BOOSTER PUMP STATION RECONSTRUCTION CITY COUNCIL WORKSHOP MAY 3, 2021



## PROJECT SUMMARY



VICINITY MAP



SITE MAP

1. Lower Prune Hill Booster Pump Station (BPS) requires replacement per the Water System Plan
2. The current project budget of \$2.32M will need to be supplemented to pay for a new BPS
3. Space limitations and steep terrain limit possible locations for a new BPS
4. 0.5 MG reservoir is also in poor condition and is scheduled to be replaced soon
5. There are benefits in reconstructing the 0.5 MG reservoir concurrently with the BPS

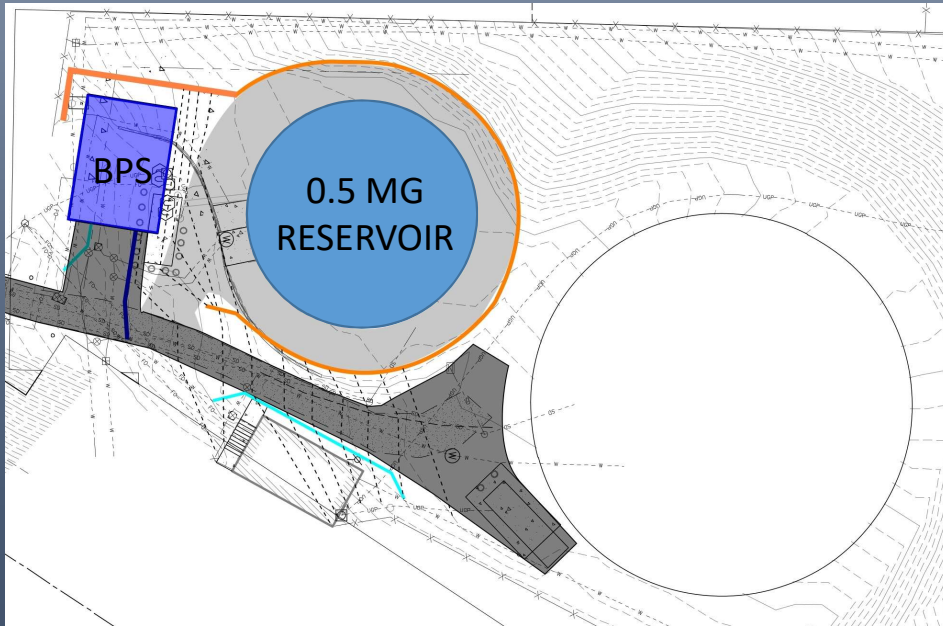


**0.5 MG RESERVOIR**



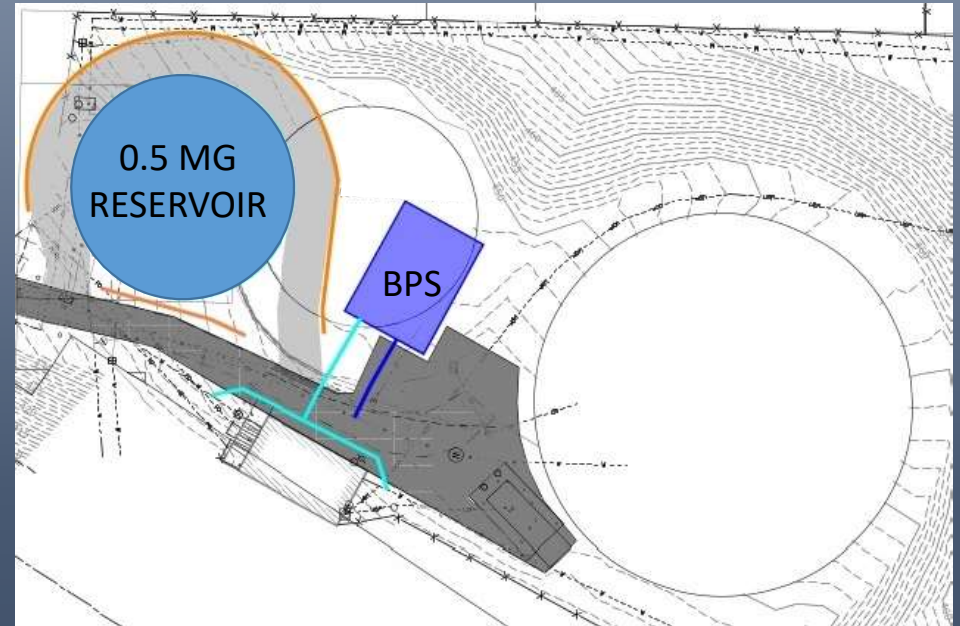
**BOOSTER PUMP STATION**

## SITE LAYOUT OPTIONS



**LAYOUT 1**

**MAINTAIN EXISTING LOCATION OF 0.5 MG RESERVOIR**



**LAYOUT 2**

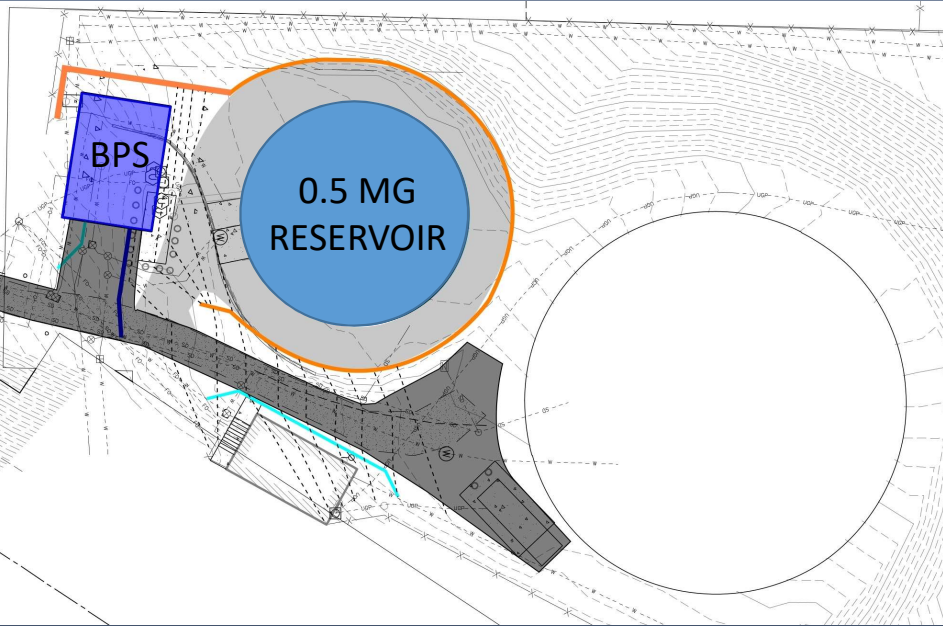
**RELOCATE EXISTING 0.5 MG RESERVOIR**

### **CONSIDERATIONS:**

1. Layout 2 provides easier vehicular access to the BPS
2. Layout 2 allows more flexibility in building size and configuration
3. Total cost of Layout 2 is significantly less than Layout 1

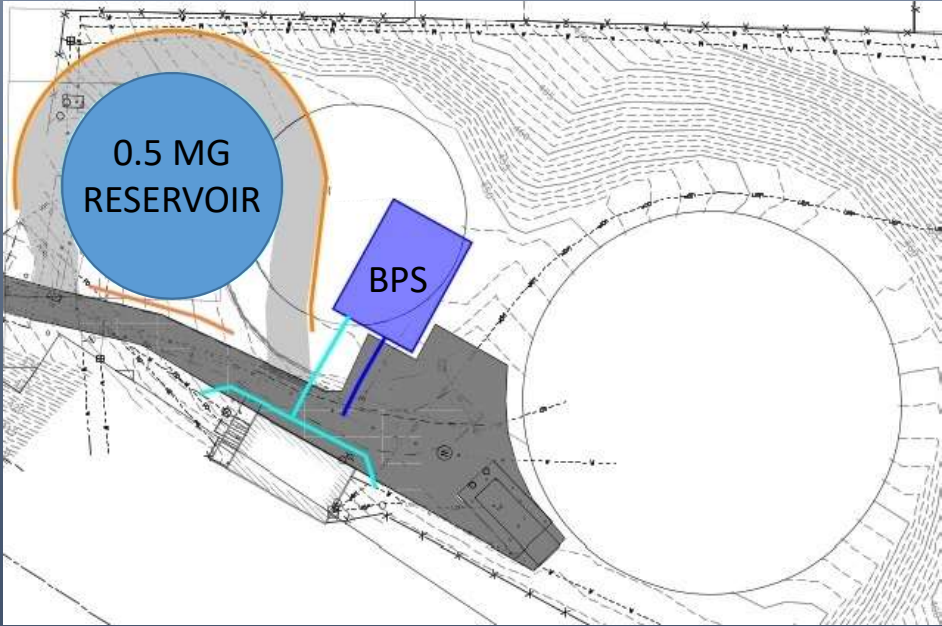
**LAYOUT 2 IS THE PREFERRED OPTION**

# PHASING OPTIONS / COST SUMMARY



LAYOUT 1

MAINTAIN EXISTING LOCATION OF 0.5 MG RESERVOIR



LAYOUT 2

RELOCATE EXISTING 0.5 MG RESERVOIR

LAYOUT	SCOPE NOW	FUTURE SCOPE	COST NOW	FUTURE COSTS	TOTAL COST	NOTES
1A	Reconstruct BPS and Reservoir	None	\$8,043,000	\$0	<b>\$8,043,000</b>	
1B	Reconstruct BPS	Reconstruct Reservoir	\$4,012,000	\$4,736,000	<b>\$8,748,000</b>	
2A	Reconstruct BPS and Reservoir	None	\$7,831,000	\$0	<b>\$7,831,000</b>	<b>PREFERRED OPTION</b>
2B	Reconstruct BPS	Reconstruct Reservoir	\$4,012,000	\$4,352,000	<b>\$8,364,000</b>	

## PREFERRED OPTION

OPTION 2A: RELOCATE AND RECONSTRUCT EXISTING 0.5 MG RESERVOIR  
CONCURRENTLY WITH BPS RECONSTRUCTION

## FUNDING ANALYSIS

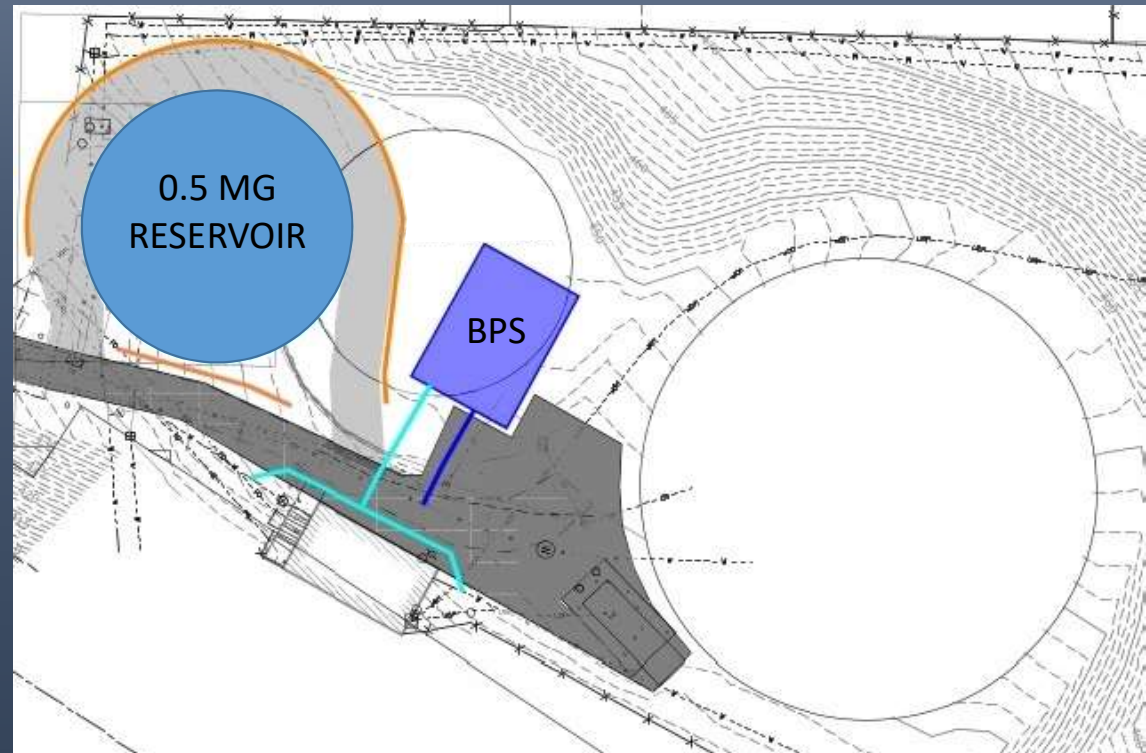
BUDGETED FUNDING: \$2.32M

SOURCE: WATER FUND

TOTAL FUNDING NEEDED: \$7.83M

TOTAL FUNDING INCREASE: \$5.51M

SOURCE: WATER FUND





# Staff Report

June 21, 2021 Council Workshop Meeting

South Lacamas Creek Trailhead Improvements Professional Services Agreement

James Carothers, Engineering Manager

Time Estimate: 10 minutes

Phone	Email
360.817.7230	jcarothers@cityofcamas.us

**BACKGROUND:** The South Lacamas Creek Trailhead (SLCT) is located on the north side of NE 3<sup>rd</sup> Avenue at Lacamas Creek. The Site Plan Review and environmental permitting for a new trailhead were completed in 2019 together with the Lacamas Creek Sewer Pump Station. The pump station was constructed in 2020. Both projects were approved under Shoreline Permit SHOR19-01.

**SUMMARY:** GreenWorks was selected by staff as the preferred design consultant for this project based on their qualifications and experience working on the Lacamas Creek Sewer Pump Station and Trailhead site plan alternatives evaluation. The existing trailhead is a gravel parking lot with no restroom or other amenities. Improvements that will be included in the SLCT improvements include a restroom facility, ADA facilities, sidewalks, signing, picnic table, bench, paved parking lot, landscaping, irrigation, and other related items. The Professional Services Agreement (PSA) for with GreenWorks in the amount of \$79,803 will provide design and other services as required to prepare bid-ready plans and specifications for this project by Spring of 2022. There is \$75,000 in the 2021 Budget for this project. Additional funding sufficient to fund this PSA will be requested in the Fall Omnibus or in 2022.

**EQUITY CONSIDERATIONS:**

What are the desired results and outcomes for this agenda item?

Council Consent of the PSA with GreenWorks

What’s the data? What does the data tell us?

N/A

How have communities been engaged? Are there opportunities to expand engagement?

Community engagement included several public meetings during the project development phase including a Council Workshop, Council Meeting, Public Hearing for the Shorelines Permit, and two Parks & Recreation Commission meetings in 2019.

Who will benefit from, or be burdened by this agenda item?

All citizens that use the Lacamas Lake Trail System will benefit from the project. Park users will benefit from the installation of a new restroom facility.

What are the strategies to mitigate any unintended consequences?

Restroom locks will be fitted with timers to prevent unauthorized use.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

No. The project will allow for greater park and trail access opportunities for those with mobility impairments.

Will this agenda item improve ADA accessibilities for people with disabilities?

Yes. The new restroom and sidewalks will be ADA compliant.

What potential hurdles exist in implementing this proposal (include both operational and political)?

N/A

How will you ensure accountabilities, communicate, and evaluate results?

N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution?

This project improves an existing trailhead parking lot by installing a new dual ADA compliant restroom, paved parking, park amenities, and other features consistent with city trailhead standards.

5.7.2 Preserve and enhance the quality of life in Camas through the provision of parks, recreation programs, recreational facilities, trails, and open spaces.

**BUDGET IMPACT:** The current 2020 Budget includes \$75,000 for design, permitting, advertising and bidding this project. Additional funds as needed to supplement the current budget will be requested in the Fall 2021 Omnibus or in the 2022 budget. There are currently no construction funds budgeted for this project. Timing of construction will be discussed with Council during a future budget process after design of the project is complete.

**RECOMMENDATION:** Staff recommends the Professional Services Agreement with GreenWorks is placed on the July 6, 2021 Consent Agenda for Council's consideration.





6-8-2021

Jim Hodges  
City of Camas  
616 NE 4th Avenue  
Camas, WA 98607

Re: South Lacamas Creek Trailhead Improvements – Camas, WA  
Landscape Architectural Services Proposal – No. 210015

Dear Jim,

Thank you for the opportunity to provide you with this proposal for professional services. Our proposal is based on the park master plan and construction documents we developed as part of the Lacamas Creek Pump Station project (Exhibit A) and our experience with similar projects in the Portland/Vancouver metro area. GreenWorks will lead the design team, which will include Wallis Engineering and R&W Engineering.

Please refer to the attached Exhibit A, the approved master plan with notations showing the division between the proposed trailhead improvements and the completed pump station project.

We make the following proposal for your consideration and acceptance:

## PROPOSED SCOPE OF SERVICES

### TASK 1 MEETINGS AND PROJECT MANAGEMENT

#### 1.1 Pre-Application Meeting

Meet with city planners to confirm permitting requirements and current permitting status of the project.

#### 1.2 Design Progress Meetings

(3) total team meetings with the City of Camas to review feedback/comments from the City: one after the 60% submittal, one after the 90% submittal, and one after the Site Plan Review submittal. (Virtual meetings, approximately 1 hour each)

#### 1.3 Project Management

On-going coordination with the City and subconsultants, generate and update the project schedule, review subconsultants' deliverables, and compile and deliver submittals. Includes a check set by all disciplines for review and comment by GreenWorks prior to the submittal.

#### 1.4 Project Invoicing

Prepare monthly project invoices.

*Task 1 Deliverables: meeting notes for (3) design progress meetings, project schedule with updates as needed, and monthly invoices.*

## South Lacamas Creek Trailhead Improvements

City of Camas  
Camas, WA

### TASK 2 ADDITIVE ALTERNATE #1: DESIGN DEVELOPMENT

This optional task includes evaluation of potential site layout alternatives. The base fee assumes no significant layout changes from the approved master plan (Exhibit A). The base fee includes assistance with selection of the pre-engineered restroom product and associated options and finishes. The base fee also includes specification of City standard kiosk and park signage, rather than custom signage design.

#### 2.1 Alternative Design Concepts

Based on the existing master plan (Exhibit A), explore potential design alternatives and how each would affect the rest of the proposed park improvements. Up to (2) alternatives will be provided for each of the following:

- (1) Restroom orientation and floorplan (selection of restroom finishes and fixtures is included in Task 3.11)
- (2) Park sign and kiosk design
- (3) Parking locations

#### 2.2 Design Progress Meeting

(1) team meeting with the City of Camas to review the Alternative Design Concepts and select preferred options.

*Task 2 Deliverables: Plans, concept sketches, and precedent examples to illustrate the alternative design concepts; meeting notes.*

### TASK 3 60% CONSTRUCTION DOCUMENTS

Based on feedback received from the Alternative Design Concepts (if that task is authorized), we will:

#### 3.1 Existing Conditions Plan

Provide a plan indicating existing site features with labels, based on the existing topographic survey and the pump station record drawings.

#### 3.2 Erosion Control and Tree Protection Plan and Details

Provide a plan indicating erosion control measures required for construction and required tree protection measures. Standard details and notes for erosion control and tree protection will also be included.

#### 3.3 Demolition and Tree Removal Plan

Provide a diagrammatic plan indicating existing site features and vegetation to be removed, as necessary, to accommodate construction impacts and design intent.

#### 3.4 Grading Plan

Provide a graphical plan indicating grades, finish surface elevations, and contouring correlating to the survey's vertical datum reference.

#### 3.5 Site Utility and Drainage Plan

Provide a plan showing the water supply, sanitary sewer, and storm drainage to serve the proposed park improvements, and their connections to existing stubs constructed with the pump station project.

## South Lacamas Creek Trailhead Improvements

City of Camas  
Camas, WA

- 3.6 Site Electrical and Lighting Plan  
Provide a diagrammatic plan showing the electrical connection to the restroom building and outdoor receptacles from the existing transformer on site. It will also show building-mounted security lighting and the power supply and data connection for building-mounted security cameras and automated locks. The City will provide their preferred product information for the cameras, and the light fixture selection will be done in coordination with the City.
- 3.7 Materials Plan  
Provide a plan indicating proposed site features and materials selected for the design including paving, walls, signage, and site furnishings.
- 3.8 Layout Plan  
Provide a layout plan utilizing appropriate layout method(s) that positions proposed site elements for the contractor's use.
- 3.9 Irrigation Plan  
Provide a diagrammatic plan layout of landscape irrigation piping, valves, controller, sprinkler heads, drip equipment and other related equipment with manufacturer and models indicated where applicable.
- 3.10 Planting Plan  
Provide a plan indicating graphic location and identification of plant materials to be used including sizes and varieties. This plan will include the required mitigation planting that was determined in the pump station project.
- 3.11 Pre-Engineered Restroom  
In coordination with the City, evaluate options for manufacturers and models of pre-engineered restrooms, and options for fixtures and finishes of the restroom. The final selection of restroom model, fixtures, and finishes will be confirmed with the City. We will coordinate with the restroom manufacturer and provide a specification for the selected restroom.
- 3.12 Site Details  
Provide typical details for installation of proposed site elements.
- 3.13 Draft Specifications  
Provide construction specifications associated for proposed design elements in WSDOT/APWA format. Some sections will be in CSI format, integrated by special provisions into the WSDOT/APWA specifications.
- 3.14 Opinion of Probable Construction Costs  
Provide opinion of probable construction cost sheet that includes material and labor costs associated with the proposed design elements.

*Task 3 Deliverables: 60% level drawings, specifications, and cost estimate as described above.*

### **TASK 4 90% CONSTRUCTION DOCUMENTS**

Based on feedback received from the 60% Construction Documents and Site Plan Review, we will:

- 4.1 Plans Details and Calculations  
Advance drawings, details, and structural calculations listed under Task 3 to 90% level.

## South Lacamas Creek Trailhead Improvements

City of Camas  
Camas, WA

### 4.2 Specifications

Advance specifications to 90% level.

### 4.3 Opinion of Probable Construction Costs

Advance the Opinion of Probable Construction Cost to 90% level.

*Task 4 Deliverables: 90% level drawings, specifications, and cost estimate as described above.*

## TASK 5 PERMITTING

### 5.1 Construction Permit Submittals

Based on feedback received from the 90% Construction Documents, we will revise the drawings and prepare and deliver the applications for required construction permits such as floodplain improvements, engineering, fire department, and sign permits.

### 5.2 Resubmittals

We will provide up to (1) resubmittal for the construction permits, with revisions to address comments received from the initial reviews.

*Task 5 Deliverables: Construction Permit applications and drawings and up to (1) resubmittal of revised documents for each.*

## TASK 6 100% CONSTRUCTION DOCUMENTS

Based on feedback received from the 90% Construction Documents and the construction permitting reviews, we will:

### 6.1 Plans Details and Calculations

Provide final drawings, details, and structural calculations listed under Task 3.

### 6.2 Calculations

Provide final structural calculations.

### 6.3 Specifications

Provide final specifications.

### 6.4 Opinion of Probable Construction Costs

Provide final Opinion of Probable Construction Cost.

*Task 6 Deliverables: bid-ready drawings, specifications, and cost estimate as described above.*

## TASK 7 BIDDING

### 7.1 Bid Item List

Work with City to provide an APWA format bid item list, based on the Opinion of Probable Construction Costs.

### 7.2 Respond to Bidder Questions

Respond to questions from bidders, by RFI responses or drawing revisions.

## South Lacamas Creek Trailhead Improvements

City of Camas  
Camas, WA

### Assumptions

1. This project will advance the design and documentation through construction permit approval, and bidding. However, construction will be addressed at a later date. Construction services are not included in this proposal.
2. This project team is available to provide construction services as requested, under a separate contract to be negotiated at a later date.
3. The City will manage the bidding process, including generating the advertisement to bid and direct communications with bidders.
4. Both Design Review and Site Plan Review have been completed and approved by the City of Camas for the park and trailhead improvements as part of the Lacamas Creek Pump Station project, and no further Design Review or Site Plan Review submittals will be necessary as part of this project.
5. The City of Camas floodplain improvements permit application is included in this proposal. Our understanding is that an Elevation Certificate or other floodplain-related permits or documentation will not be required, and are not included in this proposal.
6. Permitting fees will be paid by the City, and are not included in this proposal.
7. The project duration is anticipated to be approximately 9 to 12 months, starting from the date of the notice to proceed.
8. Front-end "boilerplate" specifications regarding contracting and bidding will be provided by the City.
9. This project will continue the park design started as part of the Lacamas Creek Pump Station project. Any significant additions or changes from the February 2019 Site Plan (Exhibit A) may be outside of the scope for this project, and may trigger additional services.
10. Design of two types of park signage is included in this proposal as an additive alternate, but all graphic content and text will be by others.
11. Site lighting will be limited to security lights mounted on the restroom building. Parking lot lighting is not included.
12. All environmental permitting (including Shoreline Substantial Development Permit, SEPA, and Critical Area Permits) has been performed for the project as part of the Lacamas Creek Pump Station project, and no further environmental services will be necessary.
13. The Lacamas Creek Pump Station record drawings will be available to the design team, and our design will depend on the locations of utility stubs and other features shown on the record drawings. GreenWorks, P.C. will not be responsible for errors or omissions in the record drawings.
14. Restoration and Buffer Mitigation Plan – Lacamas Creek Sewer Pump Station by Ecological Land Services, Inc. in January 2019 specifies habitat enhancement and restoration areas as mitigation for stream buffer disturbance by the pump station and trailhead improvement projects. The planting plan included in this proposal includes native planting and removal of invasives to partially satisfy the restoration and mitigation requirements. However, this proposal does not include recording a conservation easement, a monitoring plan, a maintenance plan, or a contingency plan.

## South Lacamas Creek Trailhead Improvements

City of Camas  
Camas, WA

15. A site topographic and boundary survey has been produced for the project site as part of the Lacamas Creek Pump Station project. That survey will be available for this project and no further surveying will be required during the design stage.
16. An arborist report and Tree Plan has been prepared for the project site as part of the Lacamas Creek Pump Station project, and no further arborist services or work related to the Tree Plan will be necessary. GreenWorks, P.C. will not evaluate tree health for potential future hazards with respect to disease diagnosis, soil issues affecting tree health, branch pruning or any related tree health condition. Fee for consulting arborist, if necessary, is not included in this proposal.
17. Archaeological evaluation and permitting have been performed for the project site as part of the Lacamas Creek Pump Station project, and no further archaeological services will be necessary.
18. Geotechnical investigation and evaluation have been performed for the project site as part of the Lacamas Creek Pump Station project, and no further geotechnical services will be necessary.
19. A stormwater report has been prepared for the project site as part of the Lacamas Creek Pump Station project, and no further stormwater analysis is required. Stormwater treatment of runoff from paved parking areas will be provided by bioretention facilities constructed along the edges of the parking lot. Sizing of the bioretention facilities is included in this scope of work.
20. A traffic impact study is not included in this proposal.
21. Landscape planting on structure (such as eco-roofs, roof terraces, or "green walls") is not included in this proposal.
22. Code research will help inform the basis of work, but it is not a guarantee that the reviewing agency or agencies will interpret the development requirements with the same outcome.
23. GreenWorks, PC shall render its services as expeditiously as is consistent with professional skill and care.
24. The Client acknowledges and agrees that proper Project maintenance will be required after the Project is complete. Without adequate maintenance and care on the part of the Owner, portions of the landscape may never mature and function in the manner intended, and other site features may become degraded, resulting in a site that does not achieve the original intent expressed by the designer to the client. GreenWorks, PC cannot be responsible for conditions or events that result from inadequate or improper maintenance.

# South Lacamas Creek Trailhead Improvements

City of Camas  
Camas, WA

## TERMS OF AGREEMENT

### Fee Schedule

Professional fees for the scope of work are as follows:

<b>Task 1 Meetings and Project Management</b> .....	\$9,769.00
<b>Task 3 60% Construction Documents</b> .....	\$25,012.00
<b>Task 4 90% Construction Documents</b> .....	\$17,358.00
<b>Task 5 Site Plan Review and Permitting</b> .....	\$5,018.00
<b>Task 6 100% Construction Documents</b> .....	\$12,876.00
<b>Task 7 100% Bidding</b> .....	\$4,319.00
<b>Reimbursable Expenses</b> .....	\$1,467.00

**Base Fee Total** ..... **\$75,819.00**

**Additive Alternate #1: Task 2 Design Development** ..... \$3,984.00

**Fee Grand Total Including Additive Alternate** ..... **\$79,803.00**

This **total fee of \$75,819.00 to \$79,803.00** (depending on authorization of Additive Alternate #1) will be billed monthly on a time and materials (T&M) basis, not to exceed the total authorized fee stated above, and includes reimbursable expenses.

### Hourly Rates

This proposal is based upon the hourly rates outlined below for the current calendar year. If this proposal is accepted or work begun in the following calendar year, our fees will be revised to incorporate the billing rates then in effect. If work continues into subsequent calendar years, we reserve the right to revise and update our fees.

Principal / Technical Director .....	\$180.00
Landscape Architect IV .....	\$155.00
Project Manager .....	\$120.00
Landscape Designer II.....	\$90.00
Landscape Designer I.....	\$85.00
Clerical / Administrative.....	\$110.00

### Reimbursable Expenses

Project expenses such as mileage, delivery services, printing and reproductions, supplies, and communication will be billed at cost, plus 10 percent and added to monthly invoices.

### Payment

Invoices are payable upon receipt, and Client shall not back charge or withhold payment from Landscape Architect for any charges, costs or expenses without Landscape Architect's specific written consent. Invoices not paid within twenty (20) days are delinquent and shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by law, whichever is less, until paid. In addition, Client shall pay Landscape Architect's reasonable costs incurred in

## South Lacamas Creek Trailhead Improvements

City of Camas  
Camas, WA

collection of any delinquent amounts, including attorney fees and costs of preparing and filing liens, regardless of whether suit or action is instituted.

### Additional Work

Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project or construction schedule or budget or to the Project's scope may require Additional Services of Landscape Architect. Fees for additional work, beyond the scope of work as outlined in this agreement, will be invoiced as provided above, or according to our regular rates in effect at the time. We will notify Client before performing any additional work.

### Contract Time Limit

Client accepts this Contract by returning this Proposal signed below to Landscape Architect or by accepting any part of Landscape Architect's performance under this Proposal. Upon acceptance, Client agrees to be bound by the Terms and Conditions printed above. If acceptance fails to occur within 90 days of the date above, this Proposal will be void unless accepted by Landscape Architect. If this proposal meets with your approval, kindly return one signed copy to our office.

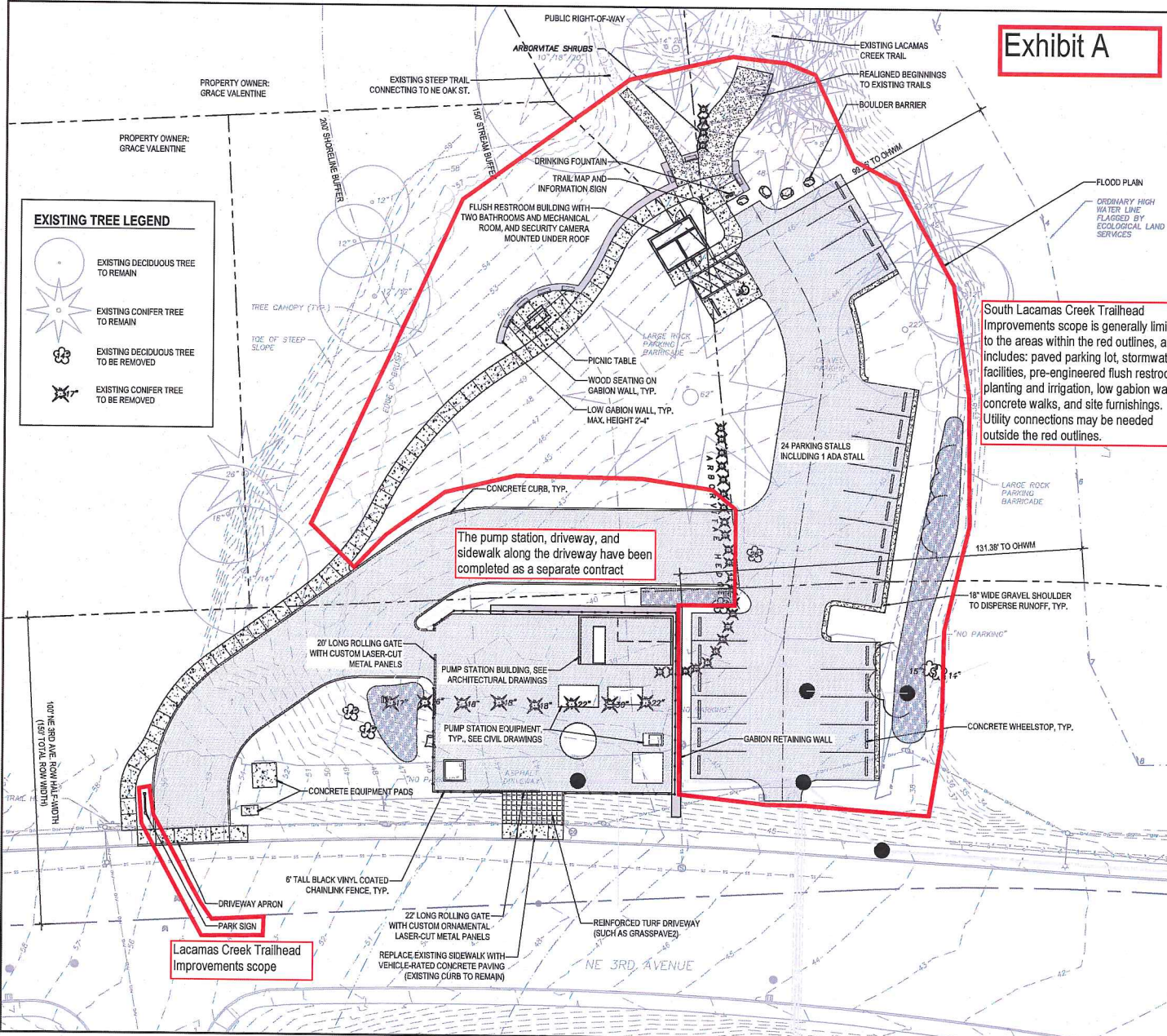
Sincerely,

**Gill Williams, PLA, ASLA**  
Principal  
GreenWorks, P.C.  
503-222-5612 | [gillw@greenworkspc.com](mailto:gillw@greenworkspc.com)

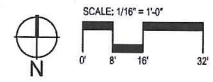
### Accepted By

City of Camas	Signature	Date





**Exhibit A**



**GREENWORKS**  
 GreenWorks, P.C.  
 Landscape Architecture  
 Environmental Design  
 24 99 2nd Avenue, Suite 100  
 Portland, Oregon 97209  
 Phone: 503.252.6745 Fax: 503.252.2253  
 Email: info@greenworks-pc.com

GREENWORKS PROJECT NO: 118060.1

- EXISTING TREE LEGEND**
- EXISTING DECIDUOUS TREE TO REMAIN
  - EXISTING CONIFER TREE TO REMAIN
  - EXISTING DECIDUOUS TREE TO BE REMOVED
  - EXISTING CONIFER TREE TO BE REMOVED

**MATERIALS HATCH LEGEND**

- ASPHALT PAVING
- CONCRETE PAVING
- GRAVEL PAVING
- EXISTING GRAVEL PAVING TO REMAIN
- REINFORCED TURF PAVING
- RAIN GARDEN

South Lacamas Creek Trailhead Improvements scope is generally limited to the areas within the red outlines, and includes: paved parking lot, stormwater facilities, pre-engineered flush restroom, planting and irrigation, low gabion walls, concrete walks, and site furnishings. Utility connections may be needed outside the red outlines.

The pump station, driveway, and sidewalk along the driveway have been completed as a separate contract

**GABION WALL EXAMPLE**



**CUSTOM LASER-CUT GATE PANEL EXAMPLE**



**BLACK VINYL-COATED CHAINLINK FENCE EXAMPLE**



**RESTROOM EXAMPLE**



**PRELIMINARY 30% DESIGN SUBMITTAL**

NO.	REVISION	DATE	BY

DESIGNED BY: AH  
 CHECKED BY: AH  
 SCALE: ONE INCH = 1" AT FULL SCALE, IF SCALE ACCORDINGLY

**WALLIS engineering**  
 PROJECT NO: 1480A  
 DATE: 2/2019

**LACAMAS CREEK PUMP STATION IMPROVEMENTS**

**City of Camas WASHINGTON**  
 CITY PROJECT NO: 31000

DRAWING NO: **L100**  
 X OF X

210015 South Lacamas Creek Trailhead		GreenWorks, PC					Wallis Engineering						R&W Engineering (including security)					Cost by Task	
AH updated 6/8/2021		Principal	Landscape Arch. IV	Project Manager	Landscape Designer 1	Administrative	EM II	EM I	SE III	SE I	Tech III	Admin IV	Sr. Eng. II	Sr. Tech II	CAD/Tech	Cler/Admin.	Not used	not incl separate exps,	
Role:		Hours (\$180/hr)	Hours (\$155/hr)	Hours (\$120/hr)	Hours (\$85/hr)	Hours (\$110/hr)	Hours (\$178/hr)	Hours (\$172/hr)	Hours (\$111/hr)	Hours (\$99/hr)	Hours (\$112/hr)	Hours (\$91/hr)	Hours (\$160/hr)	Hours (\$125/hr)	Hours (\$75/hr)	Hours (\$50/hr)	Hours (\$0/hr)		
Hourly Rate:							Tim	Wes	Ryan		Chad	Erin/Lori							
<b>Task 1</b>		<b>Meetings and Project Management</b>	0	0	56	0	10	4	0	0	0	2	5	0	0	4	0	\$9,769.71	
7	1.1	Pre-Application Meeting			2			2					1						
16	1.2	Design Progress Meetings (3)			6								2						
44	1.3	Project Mgmt: sched, coord, review subs' dwgs, submittals			42														
26	1.4	Project Invoicing			6		10	2				2	2			4			
<b>Task 2</b>		<b>Additive Alternate #1: Design Development</b>	2	1	18	12	0	1	0	1	0	0	0	0	0	0	0	\$3,984.00	
39	2.1	Alternative Design Concepts	1	1	16	12		1		1									
2	2.2	Design Progress meeting	1		2														
<b>Task 3</b>		<b>60% CDs</b>	3	16	66	60	0	4	3	20	0	6	1	12	16	13	2	0	\$25,012.26
4	3.1	Existing Conditions Plan			2	2													
5	3.2	Erosion Control and Tree Protection Plan			1	4													
7	3.3	Demolition and Tree Removal Plan			1	6													
15	3.4	Grading Plan		1	14														
19	3.5	Site Utility and Drainage Plan					2	1	12		4								
31	3.6	Site Electrical and Lighting Plan											7	11	13				
13	3.7	Materials Plan	1	1	6	6													
5	3.8	Layout Plan (simplified)			1	4													
9	3.9	Irrigation Plan (simplified)		8	1														
21	3.10	Planting Plan	1	1	4	16													
10	3.11	Pre-Engineered Restroom	1		10														
33	3.12	Site Details		1	10	16				4	2								
25	3.13	Draft Specifications		2	10		2	2	2			1	2	2			2		
20	3.14	Draft Opinion of Probable Cost		2	6	6			2				2	2					
<b>Task 4</b>		<b>90% CDs</b>	2	21	43	32	0	4	3	17	0	6	1	8	2	4	1	0	\$17,357.74
0	4.1	Existing Conditions Plan																	
2	4.2	Erosion Control and Tree Protection plan			1	1													
2	4.3	Demolition and Tree Removal plan			1	1													
11	4.4	Grading Plan		1	10														
19	4.5	Site Utility and Drainage Plan					2	1	12		4								
13	4.6	Site Electrical and Lighting Plan											6	2	4				
7	4.7	Materials Plan (and site base)	1	1	4	2													
10	4.8	Layout Plan			2	8													
13	4.9	Irrigation Plan		12	1														
11	4.10	Planting Plan	1	1	2	8													
4	4.11	Pre-Engineered Restroom			4														
21	4.12	Site Details		1	6	10			2		2								
21	4.13	Specifications		4	8		2	2	2			1	1	0			1		
9	4.14	Opinion of Probable Cost		1	4	2			1				1	0					
<b>Task 5</b>		<b>Site Plan Review and Permitting</b>	0	0	16	12	0	3	0	2	0	2	4	2	2	0	0	\$5,017.94	
23	5.1	Construction Permit Submittals			10	6		3					2	1	1				
20	5.2	Resubmittals			6	6				2			2	1	1				
<b>Task 6</b>		<b>100% CDs</b>	2	12	29	22	0	4	3	14	0	4	1	8	2	4	1	0	\$12,875.74
0	6.1	Existing Conditions Plan																	
2	6.2	Erosion Control and Tree Protection plan			1	1													
2	6.3	Demolition and Tree Removal plan			1	1													
7	6.4	Grading Plan		1	6														
19	6.5	Site Utility and Drainage Plan					2	1	12		4								
13	6.6	Site Electrical and Lighting Plan											6	2	4				
5	6.7	Materials Plan (and site base)	1	1	2	2													
5	6.8	Layout Plan			1	4													
6	6.9	Irrigation Plan		6															
7	6.10	Planting Plan	1	1	2	4													
4	6.11	Pre-Engineered Restroom			4														
11	6.12	Site Details		1	2	8													
16	6.13	Specifications		1	6		2	2	2			1	1	0			1		
8	6.14	Opinion of Probable Cost		1	4	2			2				1	0					
<b>Task 7</b>		<b>Bidding</b>	0	0	12	6	0	2	0	3	0	0	1	8	0	3	0	0	\$4,318.85
6	7.1	Bid Item List			4					1			1						
30	7.2	Respond to Bidder Questions			8	6		2		2					3				
<b>Individual Totals (hours)</b>		9	50	240	144	10	22	9	57	0	18	6	46	21	26	8	0		
<b>Firm Totals (cost)</b>						\$51,510.00						\$14,353.00						\$12,473.23	
<b>(% varies) Reimbursable Expenses</b>						\$1,030.20						\$100.00						\$336.78	
<b>Consultant Total Fee</b>						\$52,540.20						\$14,453.00						\$12,810.00	
<b>TOTAL FEE</b>																		\$79,803.20	
																		<i>total expenses:</i>	
																		\$1,466.98	



# Staff Report

June 21, 2021 Council Workshop Meeting

Camas North Shore Subarea Plan, Phase 2 – Consultant Contract

Presenter: Sarah Fox, Senior Planner

Time Estimate: 15 min.

Phone	Email
360.817.7269	sfox@cityofcamas.us

**SUMMARY:** The North Shore Subarea Plan will ultimately result in a document that will guide the future of the subarea and will be consistent with the city’s 20 year comprehensive plan document, Camas 2035. The North Shore Subarea comprises approximately 900 acres located in the northeastern section of the city. The city has acquired key parcels over the last several years that has resulted in public ownership of most of the properties surrounding the lake.

In 2019, the subarea planning work began by selecting a team of professionals who were assembled under a single contract managed by WSP for the entire scope of the subarea plan.

Phase 1: The scope of Phase 1 included a preliminary market assessment, existing conditions memo, a vision statement, and community outreach. Public meetings were halted in March 2020 due to the COVID-19 pandemic. When public meetings on non-essential items were allowed to proceed, staff brought the draft Vision Statement to the Planning Commission then to Council for consideration. Council adopted the **North Shore Vision Statement** on September 21, 2020, by Resolution 20-010. The total expended for Phase 1 was \$94,002, not including city staff time and resources.

Phase 2: The scope of Phase 2 that is described in the attached memo from WSP includes the following:

- Project Management
- Phase 2 Kickoff
- Stakeholder Committees
- Video
- Outreach
- Land Use Alternatives
- Infrastructure Assessment
- Final Subarea Report
- Adoption
- Contingency Tasks
  - Economic Development Toolkit

- Planning-Level Infrastructure Cost Estimates
- Infrastructure Analysis

Contract Cost: **\$224,962**

Project Timeline: **Final Plan adoption in Spring 2022**

**EQUITY CONSIDERATIONS:**

Questions	Response
<b>What are the desired results and outcomes for this agenda item?</b>	Approve scope and contract for Phase 2
<b>What is the data? What does the data tell us?</b>	Existing conditions data along with extensive outreach during Phase 1 to craft and ultimately adopt a Vision Statement will guide the work of Phase 2.
<b>How have communities been engaged? Are there opportunities to expand engagement?</b>	<p>There have been multiple engagement opportunities throughout this initiative. In brief, Phase 2 engagement will include two advisory committees and online open houses, along with other social media notices. Previous engagement included:</p> <ul style="list-style-type: none"> <li>• Visits to Discovery High School, Camas Farmers Market, Camas High School and Camas Youth Advisory Council to encourage participation.</li> <li>• Twenty-one stakeholder interviews with property owners within North Shore, representatives from the Camas School District, the Port of Camas-Washougal, and elected officials.</li> <li>• Online survey #1 taken by 583 community members.</li> <li>• Student workshop at Discovery High School to map future land uses.</li> <li>• Community forum attended by approximately 100 community members (82 signed-in).</li> <li>• Online survey #2 taken by 678 community members. Emails were sent to interested citizens on July 28, 2020 and also throughout the project on the following days: 9/26/19; 11/15/19; 12/6/19; 12/16/19; 1/17/20; and 2/14/20. A mailer was sent citywide on December 12, 2019. The city newsletter included information on the project January 2020. Information has been available throughout the project at <a href="http://www.camasnorthshore.com">www.camasnorthshore.com</a>, along with Facebook posts and invitations to join the public events.</li> <li>• Community Vision Workshop attended by approximately 100 citizens (81 signed-in).</li> </ul>

	<ul style="list-style-type: none"> <li>• Workshop before Planning Commission on July 21, 2020.</li> <li>• Public hearing on August 18, 2020 for Vision. The Planning Commission unanimously forwarded a North Shore Subarea Vision for approval to Council.</li> </ul>
<b>Who will benefit from, or be burdened by this agenda item?</b>	The City as a whole will benefit from a subarea plan that will guide redevelopment in alignment with the city's vision.
<b>What are the strategies to mitigate any unintended consequences?</b>	Opportunities to participate and provide meaningful comments have been provided throughout the process and will continue with Phase 2. We will adjust the timeframe for the project if unintended anticipated issues arise.
<b>Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.</b>	Yes, this subarea plan will seek to ensure that there are equitable outcomes for the BIPOC and underserved sectors of our community.
<b>Will this agenda item improve ADA accessibilities for people with disabilities?</b>	This is a non-project initiative.
<b>What potential hurdles exists in implementing this proposal (include both operational and political)?</b>	This is a non-project initiative.
<b>How will you ensure accountabilities, communicate, and evaluate results?</b>	There will be two steering committees, briefings before Council and Planning Commission, along with regular updates to the city's Engage Camas site.
<b>How does this item support a comprehensive plan goal, policy or other adopted resolution?</b>	The city's comprehensive plan was amended in its entirety in 2016. The subarea planning effort is consistent with Section 6.4.4.

**BUDGET IMPACT:** The North Shore Subarea Plan is included in the approved Community Development Department budget.

**RECOMMENDATION:** Staff recommends approval of an amendment to the consultant contract for the scope of Phase 2 as described.

# NORTH SHORE SUBAREA PHASE 2

City Council Workshop | June 2021

Promote Planned Growth

Provide Employment Options


Protect Natural Resources

1

OVERVIEW

- Comprehensive Plan
- Subarea Plans - Defined
- North Shore Subarea Plan
- Scope
- Contract Cost
- Schedule

2



## COMPREHENSIVE PLAN

*“To encourage master planning that allows a more intense level of development, well-served by transportation options and includes facilities for pedestrian and bicycle travel, a range of housing choices, and a mix of shops, services, and public spaces.”*

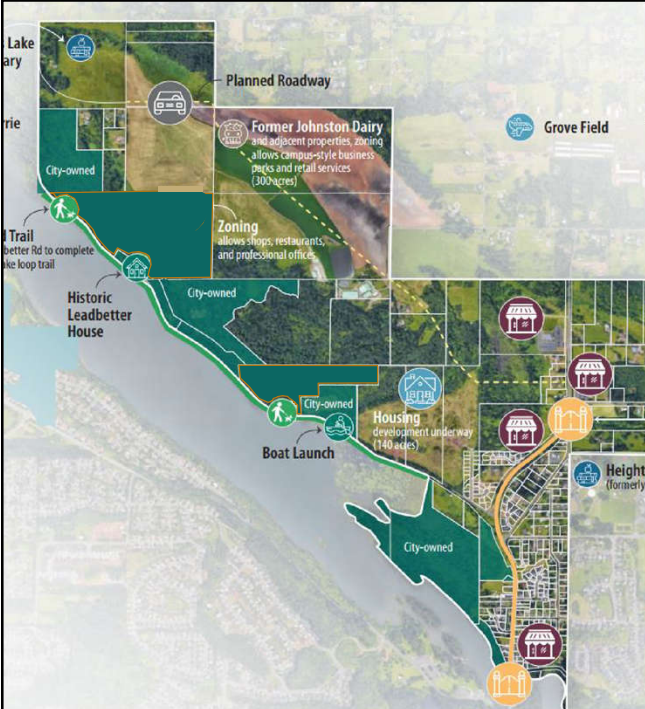
– **Camas 2035**, North Shore Economic Development Goal

Promote  
**Planned**  
Growth

Provide  
**Employment**  
Options

Protect  
Natural  
Resources

3



### WHAT IS THE NORTH SHORE?

The city is not leading any development and is not the developer.

Annexed in most part in 2007

668 acres private property

City ownership shifted in 2016 from 77 acres to 238 acres

4

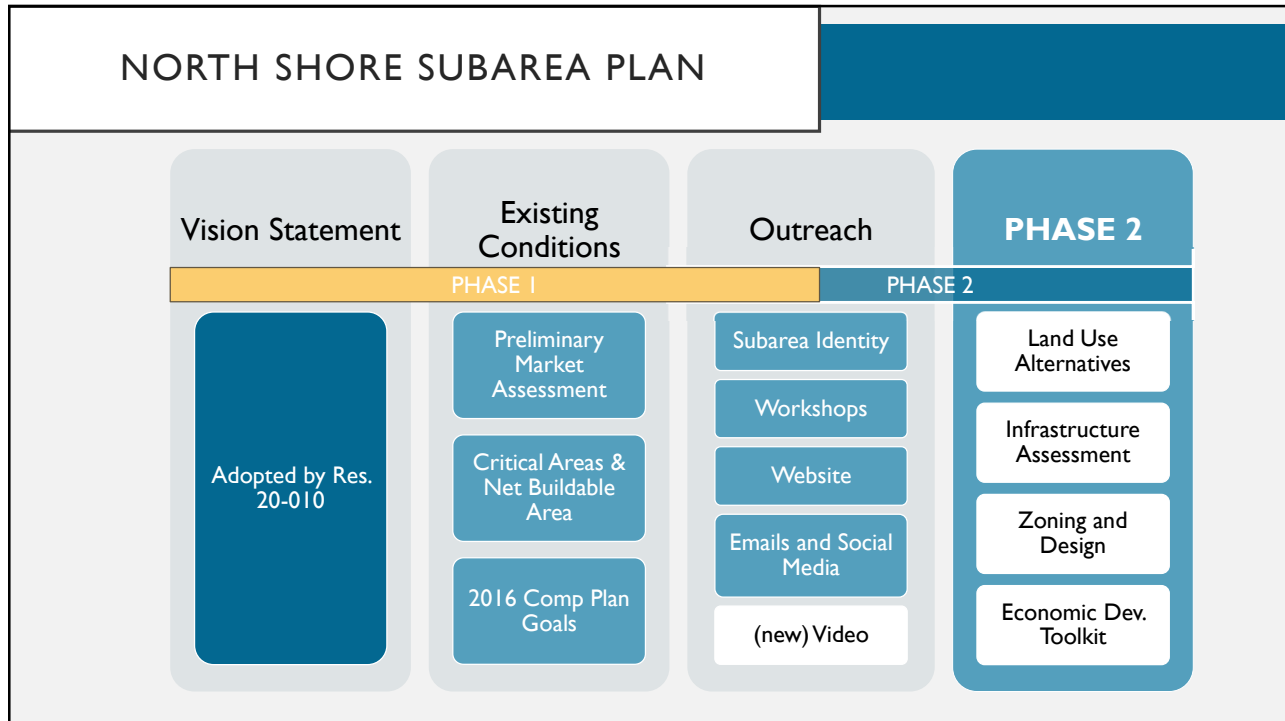
## WHAT IS A SUBAREA PLAN?

- ✓ Optional element of comprehensive plan
- ✓ Establishes vision and planning guidelines
- ✓ Addresses community issues
- ✓ Unique to a specific area
- ✓ Guides preservation, redevelopment & new investment

## NORTH SHORE SUBAREA PLAN

Vision Statement	Existing Conditions	Outreach	
PHASE I		PHASE 2	
<p>Adopted by Res. 20-010</p>	<p>Preliminary Market Assessment</p> <p>Critical Areas &amp; Net Buildable Area</p> <p>2016 Comp Plan Goals</p>	<p>Subarea Identity</p> <p>Workshops</p> <p>Website</p> <p>Emails and Social Media</p> <p>(new) Video</p>	






### CONTRACT COST \$224,962

Project Management	\$18,109	<b>Contingency Tasks</b>	
Phase 2 Kickoff	\$5,111	Economic Development Toolkit	\$30,678
Stakeholder Committees	\$27,201	Planning-Level Infrastructure Cost Estimates	\$8,554
Video	\$9,995	Infrastructure Analysis	\$11,557
Outreach	\$31,636	<i>Contingency subtotal (Included above)</i>	<i>\$50,789</i>
Land Use Alternatives	\$46,797		
Infrastructure Assessment	\$10,986		
Final Subarea Report	\$18,283		
Adoption	\$5,741		
Misc. Expenses	\$314		

Promote  
Planned  
Growth

Provide  
Employment  
Options

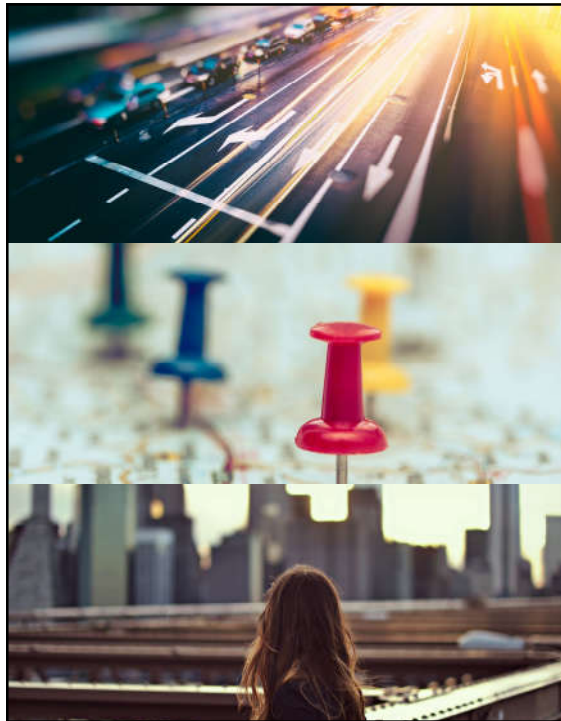
Protect  
Natural  
Resources



**OUTREACH**


- Video
- Website (Bang The Table)
- Stakeholder Committee
- Citizen Committee
- Public Meetings


Promote Planned Growth      Provide Employment Options      Protect Natural Resources

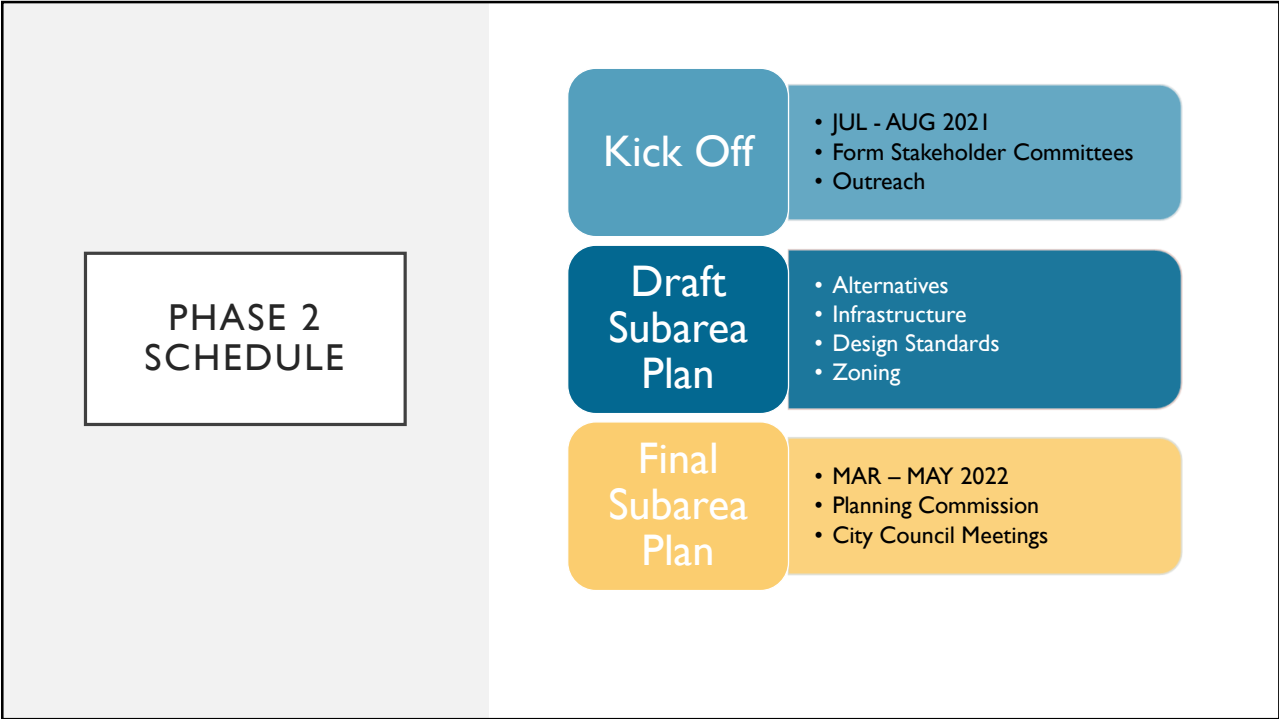


**ALTERNATIVES**

- Land Use Alternatives
- Infrastructure Assessment

<p><b>DESIGN STANDARDS</b></p> <ul style="list-style-type: none"><li>• Zoning</li><li>• Buildings</li><li>• Landscaping</li></ul> 		
Promote <b>Planned Growth</b>	Provide <b>Employment Options</b>	Protect <b>Natural Resources</b>

<p><b>CONTINGENCY TASKS</b></p>		
		
<b>PLANNING LEVEL COST ESTIMATES</b>	<b>INFRASTRUCTURE ANALYSIS</b>	<b>ECONOMIC DEVELOPMENT TOOLKIT</b>
Promote <b>Planned Growth</b>	Provide <b>Employment Options</b>	Protect <b>Natural Resources</b>





June 4, 2021

Sarah Fox, AICP  
Senior Planner  
616 NE 4th Avenue  
Camas, WA 98607

Subject: Proposal to Provide Professional Subarea Planning Services.

Dear Sarah:

Thank you for the opportunity to submit the following professional services proposal for Phase 2 of the Camas North Shore Subarea Plan. This proposal outlines the scope for Phase 2 to prepare a subarea plan that will guide the future development of the North Shore subarea, consistent with the Phase 1 visioning process. WSP was selected by the City to complete the two-phase subarea planning process in 2019. Phase 1 was completed in September 2020.

## PROJECT UNDERSTANDING

The City of Camas (City) wants to develop a subarea plan for the approximately 700-acre North Shore Subarea to guide future development consistent with the North Shore Vision developed during Phase 1. Phase 1 included an existing conditions analysis, a preliminary market assessment, and community and stakeholder outreach to establish a vision. The vision was adopted by the Camas City Council on September 21, 2020. WSP understands Phase 2 will include the following tasks:

- Coordination with City staff to incorporate the findings and analysis of other planning efforts being undertaken by the City, including the housing action plan and parks and recreation comprehensive plan.
- Public outreach support, including preparation of a project overview video and facilitation of a steering committee and community advisory committee.
- Preparation of conceptual land use plan maps to identify the appropriate mix of land uses consistent with the vision.
- Identification of a preferred land use plan based on the vision established in Phase 1, as well as community, committee, and staff feedback.
- Transportation and utility assessments for the preferred land use plan.
- Preparation of a subarea plan that summarizes and compiles technical analysis and findings.
- Support throughout the subarea plan adoption process.

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WSP.com

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In addition, the following contingency tasks may also be included in Phase 2.

- Preparation of an economic development and implementation toolkit to identify next steps for implementation.
- Planning-level infrastructure cost estimates.
- Additional utility infrastructure analysis to address land use changes proposed in the preferred alternative plan.

During Phase 2, WSP will be supported by PBS for roadway alignments (included in Task 5 and 6), DKS for trip generation and traffic planning (included in Task 5), and Leland for economic analysis (included in Contingency Task 9.2).

## OVERALL PROJECT ASSUMPTIONS

This scope of work was developed based on the following assumptions. Task-specific assumptions are included in each task.

- The project will last for approximately 12 months, with estimated completion in May 2022.
- All meetings will be conducted virtually.
- The City will host all virtual meetings through the City's Zoom account or similar platform.
- If in-person gatherings are allowed, the City will secure and, if required, pay for all meeting locations.
- The City will prepare and issue required public notices and comply with all applicable notices and review periods required by the Washington Department of Commerce.
- The City will complete any necessary State Environmental Policy Act (SEPA) documentation and review.
- The City will provide the consultant team with one consolidated review of all project materials.
- All deliverables will include one round of City review unless otherwise specified per task.
- City staff will update the Camas Planning Commission and City Council throughout the project and WSP will not attend those meetings.
- All communication materials will be prepared in English. Translation services are not included.

## SCOPE OF WORK

The following scope of work provides the tasks WSP will complete for Phase 2 of the North Shore Subarea Plan.

### Task 1.0: Project Management and Communication

For the 12-month duration of the project, WSP will monitor the project budget, prepare monthly progress reports and invoices, and manage the subcontractors, project schedule and team deliverables. WSP will also participate in bi-weekly project management meetings with the

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City's project manager. Email agendas and action item summaries will be provided for each meeting.

#### Assumptions

- Project duration is 12 months (May 2021 to May 2022)
- One WSP staff will participate in up to 24 1-hour project management meetings
- Up to 24 email agendas and action item lists

#### Deliverables

- Monthly progress reports and invoices (12)
- Email agendas and action items for project management meetings

#### **Task 2.0: Phase 2 Kickoff**

The WSP team will prepare a draft and final agenda for and participate in a kickoff meeting with the City to formalize project details, schedule, identify potential committee members, and review and confirm findings from Phase 1 deliverables (adopted vision, existing conditions report, and market analysis). WSP will provide the following services to complete this task:

- Attend a kickoff meeting with City staff and the project team. The kickoff meeting will include a discussion of the Phase 1 deliverables (existing conditions report, market analysis, and adopted vision).
- Prepare a kickoff meeting agenda and summary.

#### Assumptions

- Up to six consultant staff will attend the kickoff meeting.
- Kick off meeting will be virtual and up to 90 minutes in length.
- Revisions to the existing conditions report are included in Task 7.
- Revisions to the Phase 1 market analysis findings are not included in this scope.
- No graphics or presentation materials will be prepared for the kickoff meeting.
- Summary meeting notes will be up to four pages long.

#### Deliverables

- Kickoff meeting agenda and summary

#### **Task 3.0: Stakeholder Committees**

WSP will assist the City with stakeholder and community outreach for Phase 2, including strategy, support, and facilitation of two committees – a Steering Committee and a Citizen Advisory Committee (CAC). The Steering Committee will consist of property owners, City staff, representatives of the Planning Commission and City Council, and other technical representatives as needed. The CAC will consist of community representatives to vet plans and provide community perspective prior to broader public outreach efforts. WSP will provide the following services to complete this task:

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- Review the list of potential members prepared by the City and provide comments and recommendations.
- Prepare draft and final invitations to committee members for the City to distribute via email.
- Attend and facilitate all committee meetings.
- Participate in one prep meeting with City staff prior to each committee meeting
- Meet with the Camas Parks & Recreation Commission to obtain feedback on North Shore parks included in the land use concept plan maps.
- Prepare meeting agendas and summaries for up to four Steering Committee, up to two CAC, and one Parks and Recreation Commission meeting.
- Prepare a presentation template and support the City with presentations for each meeting.

#### Assumptions

- The city will be the point of contact for all committee communications.
- The city will schedule committee meetings, send calendar invitations to members, prepare required public notices, and distribute meeting materials.
- Two WSP staff will participate in six 1-hour prep meetings with City staff.
- The Steering Committee will meet up to four times throughout the project duration.
- The CAC will meet up to two times throughout the project duration.
- Steering Committee and CAC meetings will be up to 2 hours in length.
- Up to four consultant staff will attend each committee meeting.
- Up to two WSP staff will attend the Parks and Recreation Commission meeting that will be up to 2 hours in length.
- Meeting presentations will include graphics prepared in other tasks.
- The City will prepare draft content for the presentations for WSP to review, revise, and format for the presentations.
- Up to seven agendas, presentations, and summaries will be prepared for the meetings described in this task.

#### Deliverables

- Draft and final meeting agendas and summaries.
- Draft and final committee invitation content
- Draft and final meeting presentations

#### **Task 4.0: Community Outreach**

WSP will assist the City with outreach to the broader community through the *Bang the Table* community engagement platform. The City has a *Bang the Table* account, which will be used for the project. WSP will integrate the current North Shore project website into *Bang the Table* and support the city in planning two virtual events hosted on *Bang the Table*. The first virtual event will reintroduce the project to the community and present concept plans (Task 5) for public



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review and comment. The second event will focus on the preferred alternative plan and zoning recommendations.

*Bang the Table* allows for community engagement through a self-guided review of project materials, completion of an online survey, commenting on an interactive map, and the submission of questions to the project team. Each virtual event will use these features to solicit public comments and answer questions. WSP will provide the following services to support this task:

- Meet with City staff to review the functions and features of *Bang the Table*.
- Compile the content and documents currently included on the North Shore project website and prepare PDF packages to be included on *Bang the Table*.
- Redirect the project website domain, [camasnorthshore.com](http://camasnorthshore.com), to the *Bang the Table* site.
- Prepare a North Shore Subarea Plan landing page on *Bang the Table*.
- Prepare draft and final event plans for each virtual event that identifies background information, logistics, and roles and responsibilities.
- Participate in two teleconferences with City staff to prepare for each event.
- Prepare messaging content for the City to use in public notices and announcements.
- Prepare presentations for each event and pre-record the presentations to YouTube for use on *Bang the Table* during the events.
- Prepare survey content for use with the *Bang the Table* survey tool for each event.
- Check for public questions twice during the events and compile for City responses.
- Prepare a frequently asked questions (FAQ) flyer based on recurring questions submitted during virtual events. The FAQ will be released following each event.
- Prepare an event summary memorandum after each event that summarizes materials presented and all comments received.

#### Assumptions

- The City's *Bang the Table* account will be used for the virtual events
- The City will provide login credentials to WSP to design, maintain, and export results of the virtual events
- The City will schedule the virtual events in coordination with other City projects.
- The City will prepare and distribute required public notices and event announcements
- The City will post to and monitor other social media platforms (City webpage, Facebook and Instagram).
- Two WSP staff will participate in a 1-hour meeting with City staff to review the functions and features of *Bang the Table*.
- Two WSP staff will participate in four 1-hour teleconferences with City staff to prepare for the events (2 per event)

Ms. Sarah Fox  
June 4, 2021  
Page 6

- The virtual public events will last for two weeks. The City will prepare responses to any questions asked by the public through Bang the Table.
- WSP will export responses and comments from Bang the Table twice for each event – once after the first week the event is live and once after the event has closed.
- The City will pay any printing and mailing costs associated with the event announcements.

#### Deliverables

- Draft and final event plans
- Draft and final content for public notices and event announcements
- Draft and final survey content for each event
- Draft and final narrated presentation for each event
- Draft and final FAQ following each event
- Draft and final event summaries

#### Task 4.1: Project Overview Video

At the outset of Phase 2, WSP will prepare a project overview video to introduce the project and provide background information for use on the North Shore *Bang the Table* website. WSP will provide the following services to support this task:

- Video concept planning in coordination with City staff.
- Script development in coordination with City staff.
- Prepare motion graphics for use in the video.
- Voiceover/narration using the video script.
- Video editing.
- Preparation of a draft and final project overview video.

#### Assumptions

- Two rounds of revisions are included for the project video via email comments.
- Visual content (imagery) for use in the video would be prepared in other tasks or available from existing City resources.
- Closed captions will be provided with the video.
- The City will provide a script outline.
- Video will be up to three minutes in length.

#### Deliverables

- Draft and final project overview video.

#### Task 5.0: Land Use Alternatives

Based on the information prepared during Phase 1 and confirmed in Task 2 (described above), WSP will develop land use alternatives for the subarea. The alternatives will address the type and mix of employment and residential land uses, parks, and open spaces, as well as a conceptual

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road layout based on existing transportation plans. The alternatives will be reviewed by the Steering Committee, CAC, and the public during the first virtual event. A preferred plan will be developed based on feedback received. WSP will provide the following services to complete this task:

- Conduct a virtual workshop with City staff to discuss the required elements and preliminary layouts for each land use alternative.
- Prepare three land use alternative maps, including a scenario that describes existing zoning, for the North Shore Subarea for review by the City, committees, and general public.
- Prepare an overview memorandum describing the key features and trip generation associated with each alternative.
- Participate in a teleconference with City staff to review feedback on alternatives, discuss key features of the preferred alternative, and draft zoning, comprehensive plan, and design standard recommendations.
- Prepare a draft preferred alternative plan and overview memorandum based on committee, staff, and public feedback. Final plan is included in the subarea plan report (Task 7).
- Prepare up to two vignette sketches and two street cross sections for the preferred plan.
- Prepare draft zoning, comprehensive plan, and design standard recommendations for the preferred plan to be finalized in the subarea plan report (Task 7). Design standards will include recommendations for architectural and public space standards.

#### Assumptions

- Steering Committee and CAC meetings to provide input into the development of and review alternatives are included in Task 3.
- Public review of the land use alternatives will occur at the virtual events described in Task 4.
- Up to six consultant staff will attend a 2-hour virtual workshop with the City
- Up to four consultant staff will participate in a 1-hour teleconference with the City
- Best available aerial imagery and Clark County tax lot information will be used as the base map for the land use alternatives.
- Three new roads will be included in each alternative (two east/west collectors and one north/south arterial).
- Roadway design speeds will be provided by the City prior to alternative development.

#### Deliverables

- Three land use alternative plans, including an alternative that reflects existing zoning, and overview memorandum
- Draft preferred plan, vignette sketches, street cross sections, and overview memorandum
- Draft zoning, comprehensive plan, and design standards recommendations

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June 4, 2021  
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### **Task 6.0: Infrastructure Assessment**

WSP will provide an infrastructure assessment for the preferred land use plan developed in Task 5. For transportation, the infrastructure assessment will include an analysis and refinement of the preliminary transportation network proposed in the preferred land use plan. The preliminary network will be revised based on available lidar information, design speed, existing terrain, and site obstructions.

For utility infrastructure, this task includes a meeting with City staff to determine if changes to existing utility plans are needed based on land use changes proposed in the preferred alternative plan. Additional utility infrastructure analysis is included as a contingency task.

WSP will provide the following services to complete this task:

- Meet with City staff to review existing infrastructure plans.
- Evaluate the updated land use based on the preferred land use plan prepared in Task 5 to determine if the existing infrastructure and planned infrastructure remains suitable for the anticipated land uses.
- Prepare strip maps of three roadways (two east/west collectors and one north/south arterial) included in the preferred alternative plan.

#### **Assumptions**

- Trip generation associated with the preferred plan is included in Task 5.
- Up to three consultant team staff will participate in two 1-hour meetings with the City to review existing infrastructure plans and preliminary recommendations
- As necessary, preliminary retaining wall locations and heights will be included.
- Utility assessment will be based on the preferred land use plan compared with existing utility plans.

#### **Deliverables**

- Strip maps of three roadways (two east/west collectors and one north/south arterial) included in the preferred alternative plan.

### **Task 7.0: Subarea Plan Report**

The subarea plan report is a compilation of the planning and outreach tasks completed during the subarea planning process. The draft report will describe the preferred plan (as refined based on committee, staff, and public comments), summarize all outreach activities, and discuss the recommended implementation measures. The subarea plan report will also include recommended zoning and comprehensive plan designations, policy and code amendments, design standards, and transportation and utility expansions. The report will include as attachments the technical memoranda and reports prepared in other tasks and during Phase 1. To complete the subarea plan report, WSP will:

- Prepare a preliminary draft subarea plan report for City review.

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- Update the existing conditions report to incorporate new information/data, including results of the housing action plan, transportation system plan, and parks and recreation comprehensive plan.
- Meet with City staff to review the preliminary report.
- Refine the subarea plan report.
- Provide the City with a PDF of the final report and appendices.

#### Assumptions

- Two WSP staff will participate in a 1-hour teleconference with City staff to review subarea plan report, including the final preferred land use plan.

#### Deliverables

- Draft and final subarea plan report

#### **Task 8.0: Adoption**

WSP will support the City through the subarea plan adoption process. To support the City, the WSP team will complete the following tasks:

- Participate in Planning Commission work sessions and hearings
- Provide peer review and input on the City's staff report that summarizes all project deliverables and describes the preferred subarea plan and recommendations.

#### Assumptions

- City staff will draft the staff report and presentation with input and up to 4 hours of peer review by WSP.
- City staff will lead the adoption work sessions and hearings with support from WSP.
- The City will coordinate with the County for all updates to the County's GIS database resulting from plan adoption.
- One WSP staff member will attend a Planning Commission work session, a Planning Commission hearing, a City Council work session, and a City Council hearing that will be up to 2 hours in length.
- WSP will not be involved in any continued public hearings and/or additional work sessions but our involvement can be provided at an additional cost.
- All materials prepared in subsequent tasks will be consistent with applicable City plans, policies, and ordinances; however, WSP cannot guarantee adoption of the subarea plan.
- Minor edits (up to 10 WSP staff hours) to the subarea plan report and preferred plan are included.

#### Deliverables

- One round of peer review and comment on the City-prepared staff report and presentation

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- Minor edits to the subarea plan report and preferred plan based on Planning Commission and City Council work sessions
- Final revised subarea plan report and preferred plan

### **Task 9.0: Contingency Tasks**

WSP can provide services related to the following tasks, as requested by the City. Scope and budget provided for contingency tasks are estimates and will require refinement if authorized by the City.

#### **Contingency Task 9.1: Infrastructure Cost Estimates**

If requested by the City, WSP will provide planning-level cost estimates for the recommended transportation and utility infrastructure improvements.

#### **Assumptions**

- If requested, the planning-level cost estimates will be included in the Infrastructure Assessment Memorandum (Task 6). No additional meetings with City staff are included with this contingency task.

#### **Deliverables**

- Planning-level cost estimates for recommended transportation and utility infrastructure improvements.

#### **Contingency Task 9.2: Economic Development and Implementation Toolkit**

If requested by the City, the WSP team will prepare an economic development toolkit/report that serves as an implementation plan for the preferred alternative and outlines the next steps the city needs to take to implement the plan. The toolkit will identify City actions necessary to achieve the desired land uses (e.g., adoption of zoning and comprehensive plan designations, economic development /recruitment strategies, etc.), incentives that could be put in place, grant funding available to assist with infrastructure and other improvements. The WSP team will provide the following services to complete this task:

- Participate in two meetings with City staff to review the draft and final toolkit.
- Prepare a draft and final toolkit

#### **Assumptions**

- Up to three consultant team members will participate in two 1-hour meetings with City staff

#### **Deliverables**

- Prepare a draft and final economic development and implementation toolkit

#### **Contingency Task 9.3: Utility Infrastructure Analysis**

Based on the preliminary utility infrastructure assessment conducted in Task 6, additional utility infrastructure analysis may be needed to address land use changes proposed in the preferred alternative plan. If authorized by the City, this task will include the following tasks:

- Calculate updated utility demands based upon adjusted land use

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- Prepare an infrastructure assessment memorandum identifying the utility infrastructure improvements necessary to implement the preferred plan.

#### Assumptions

- Utility assessment will be based on the preferred land use plan compared with existing utility plans.
- Water and sewer capacity estimates will be provided by the City.
- Stormwater will be managed by individual properties at the time of development.
- Hydraulic modeling of water and sewer systems is excluded
- Existing planned infrastructure will be suitable for the updated land use. Sizing of downstream infrastructure and updates to the utility line sizing and existing infrastructure plans for the subarea can be completed by change order and additional fee.

#### Deliverables

- Draft and final infrastructure assessment memorandum

### COMPENSATION

The following additional professional fees will be billed as incurred and will not exceed \$174,173.00 without written authorization.

Task 1.0: Project Management and Communication	\$18,109
Task 2.0: Phase 2 Kickoff	\$5,111
Task 3.0: Stakeholder Committees	\$27,201
Task 4.0: Community Outreach	\$31,636
Task 4.1: Project Overview Video	\$9,995
Task 5.0: Land Use Alternatives	\$46,797
Task 6.0: Infrastructure Assessment	\$10,986
Task 7.0: Subarea Plan Report	\$18,283
Task 8.0: Adoption	\$5,741
Expenses	\$314
<b>Total</b>	<b><u>\$174,173</u></b>

#### Contingency Tasks

Task 9.1: Planning-Level Infrastructure Cost Estimates	\$8,554
Task 9.2: Economic Development and Implementation Toolkit	\$30,678
Task 9.3: Utility Infrastructure Analysis	\$11,557
<b>Contingency Total</b>	<b><u>\$50,789</u></b>

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## CLOSING

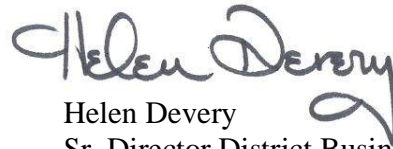
If you wish to accept this proposal, please provide us with a contract. This proposal is valid for 30 days.

We thank you for the opportunity to offer this proposal, and we look forward to working with you. Should you have questions, please call me at 360-823-6139.

Sincerely,



Nicole McDermott, AICP  
Senior Lead Consultant, Land/Urban Planner



Helen Devery  
Sr. Director District Business Line