



City Council Workshop Agenda
Monday, September 18, 2023, 4:30 PM
Council Chambers, 616 NE 4th AVE

NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)

To observe the meeting (no public comment ability) - go to www.cityofcamas.us/meetings and click "Watch Livestream" (left on page)

To participate in the meeting (able to public comment)

- go to <https://us06web.zoom.us/j/83893779103> (public comments may be submitted to publiccomments@cityofcamas.us)

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

WORKSHOP TOPICS

1. [Stormwater and Garbage Utility Rate Analysis \(2024-2028\)](#)
[Presenter: Steve Wall, Public Works Director and Sergey Tarasov, FCS Group](#)
[Time Estimate: 40 minutes](#)
2. [Professional Services Agreement for Comprehensive Plan Update, Downtown Subarea Plan, and Climate Planning](#)
[Presenter: Alan Peters, Community Development Director](#)
[Time Estimate: 30 minutes](#)
3. [Policy System Service for the Camas Police Department](#)
[Presenter: Tina Jones, Chief of Police](#)
[Time Estimate: 10 minutes](#)
4. [Commercial STEP Tank Pumping Project](#)
[Presenter: Rob Charles, Utilities Manager](#)
[Time Estimate: 5 minutes](#)
5. Staff Miscellaneous Updates
Presenter: Steve Hogan, Mayor
Time Estimate: 10 minutes

COUNCIL COMMENTS AND REPORTS

PUBLIC COMMENTS

CLOSE OF MEETING



Staff Report

September 18, 2023 Council Workshop Meeting

Presentation – Stormwater and Garbage Utility Rate Analysis (2024-2028)
Presenter: Steve Wall, Public Works Director and Sergey Tarasov, FCS Group
Time Estimate: 40 minutes

| Phone | Email |
|--------------|----------------------|
| 360.817.7899 | swall@cityofcamas.us |

BACKGROUND: The City Council has traditionally completed comprehensive utility rate studies for the Water, Sewer, Stormwater and Solid Waste utilities and adopted new rates on five-year intervals. The last comprehensive review and rate adoption was completed in 2018 and set the rates for the 2019 through 2023 timeframe. The City Council approved a professional services agreement with the City’s utility financial consultant, FCS Group, in December 2022 to complete a comprehensive utility rate analysis on the City’s four separate utilities for the ensuing five-year period (2024-2028), or other such interval as directed by Council.

SUMMARY: Staff has worked with FCS Group to update the financial models for each of the four City utilities and will present initial findings and options for Council’s consideration and discussion. The initial Water and Sewer analyses will be presented at the September 5th Workshop, and the initial Stormwater and Solid Waste/Sanitation analyses will be presented at the September 18th Workshop.

BENEFITS TO THE COMMUNITY: The City’s four utilities provide basic, everyday services to the community and continue to meet all State and Federal requirements. Adequate funding of the utilities is necessary to continue providing services at the levels traditionally desired by the City Council and customers.

POTENTIAL CHALLENGES: The costs of services in all areas of the City continues to rise, including utility services. Additionally, to continue serving both existing and new customers, and allow for necessary repair and replacement of equipment, the City’s Capital Improvement Program is relatively large and puts additional pressure on the utility rates.

BUDGET IMPACT: Staff and FSC Group will present and discuss potential options and impacts associated with potential rate increases for each utility. The complete budget impact for all four utilities will not be known until additional discussion with Council occurs.

RECOMMENDATION: This item is for Council’s information only.



Council Workshop

Item 1.

Rate Study Update – Stormwater & Solid Waste

Sergey Tarasov, Principal
Matthew Hobson, Project Manager
Luke Rosson, Analyst

September 18, 2023

Agenda

- **Overview of the rate setting process**
- **Background**
- **Key assumptions**
- **Financial policies**
- **Revenue requirement**
 - » Water
 - » Sewer
- **Next steps**
- **Questions / discussion**



Overview of Rate Setting Process

Item 1.

Fiscal Policies – Set the Management Foundation

Step 1:
Revenue Requirement
(defining overall needs)

Revenue

Debt

Reserves

O&M

Capital

Step 2:
Design Rates
(collect target revenue)

Fixed Charge

Variable Charge



Background

- **Previous study completed in 2018**
 - » Rate adjustments were needed to meet ongoing obligations
 - » Reminder: no System Development Charges for Stormwater or Solid Waste
- **2023 rate study update commenced early 2023**
 - » 9/5/2023 presented water & sewer revenue requirements
 - » Today's focus: stormwater & solid waste revenue requirements



Key Assumptions

- **Study period: 2023 – 2028**
 - » Projected through 2043
- **Revenue based on historical data, budget and forecast assumptions**
 - » 2022 billing statistics used as baseline for rate revenue forecasting
 - » 2023 and 2024 budgets used as baseline for non rate revenue
 - » Annual growth set at 1.50% per year
- **O&M expenses based on 2023 and 2024 budgets and escalated with**
 - » General cost inflation: 4.0% in 2025, 3.0% thereafter
 - » Construction cost inflation: 6.0% in 2024, 4.0% in 2025, 3.5% thereafter
 - » Labor cost inflation: 4.0% in 2025, 3.0% thereafter
 - » Benefits cost inflation: 6.0% per year



Key Assumptions (continued)

- **Taxes**

- » Solid Waste Refuse Tax: 3.60% on garbage collection revenues
- » B&O tax rate: 1.75% on non rate revenue and stormwater rate revenue
- » City taxes: 2.0% (assessed on top of the bill)

- **Future debt: revenue bonds**

- » Term: 20-year
- » Interest: 5.00%
- » Issuance cost: 1.00%



Financial Policies

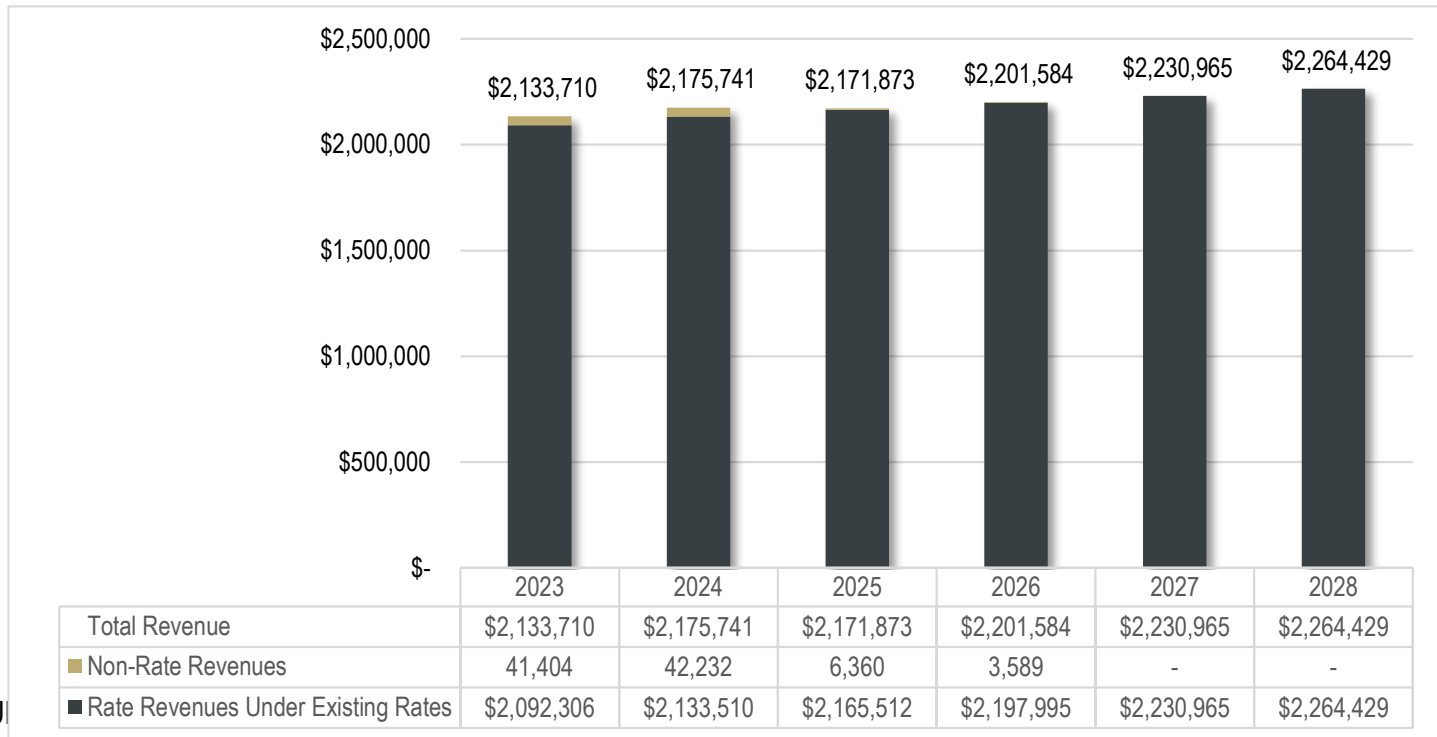
| Policy | Purpose | Target |
|------------------------------------|--|---|
| Operating Reserve | Liquidity cushion to accommodate cyclical cash flow fluctuations | All utilities: 18% or 66 day of O&M |
| Capital Contingency Reserve | To meet emergency repairs, unanticipated capital, and project cost overruns | Stormwater: \$100k Solid Waste: n/a |
| Debt Service Coverage (DSC) | Compliance with existing loan/debt covenants and maintain credit worthiness for future debt issuance | Internal Policy: 2.50 Minimum Requirement: 1.25 |
| Rate Setting | A multi-year financial plan | Five-year plan 2024-2028 |
| Revenue Sufficiency | Set rates to meet the total annual financial obligations of each utility and be self supporting | Rates shall be set to cover O&M, debt service and fiscal policy achievement |



Stormwater

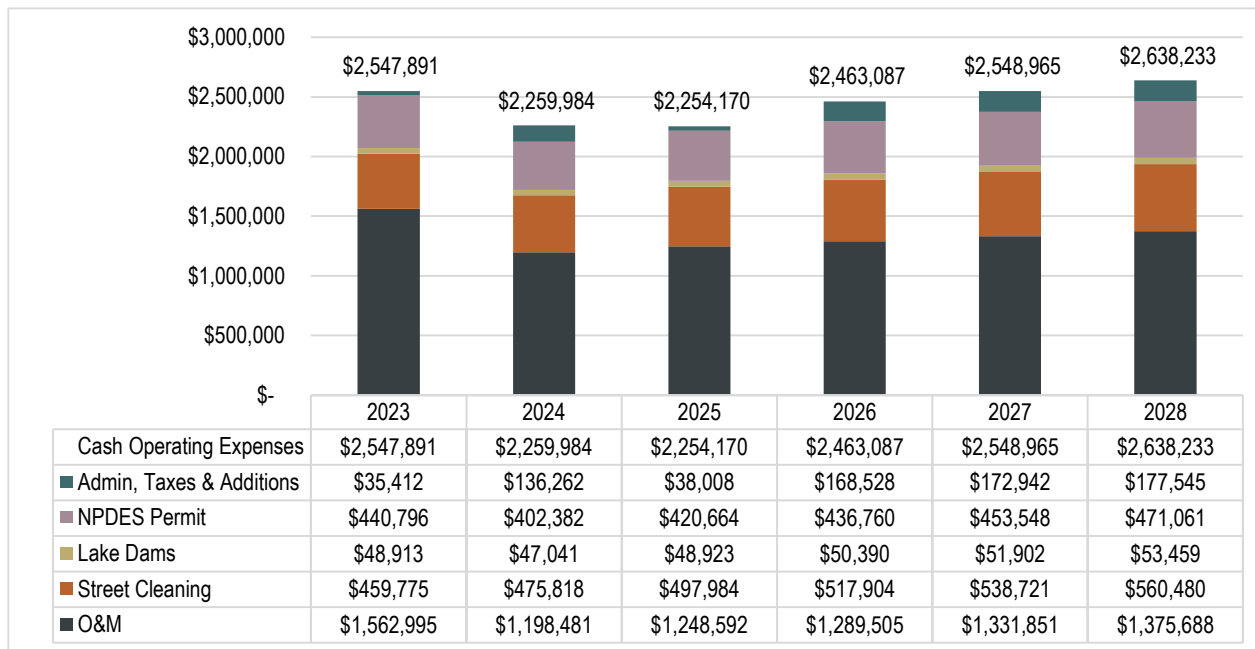
Key Factors: Existing Revenue

- **Focus period: 2023-2028**
 - » Rate revenue based on 2022 actual data plus 1.5% growth
 - » Non rate revenue consists of investment interest
- **Total existing operating revenue: \$2.1 million to \$2.3 million**



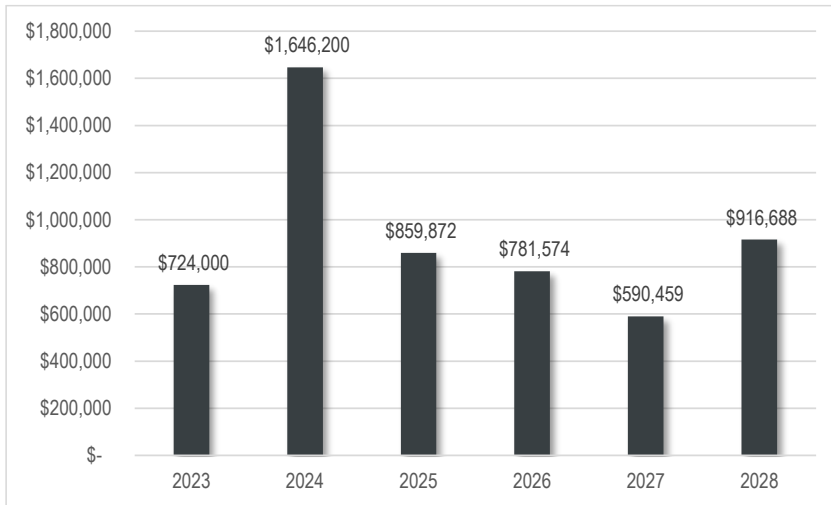
Key Factors: Operating Expenses

- **Forecast based on 2023 and 2024 budgets**
 - » 2023 includes one-time professional service expenses
 - » Includes 1 additional FTE & vehicle in 2026
 - » Includes a master plan update in 2024
 - » Costs inflated between 6.0%-3.0% per year
 - Average inflation (net of taxes and additions) of 3.8% 2025-2028
- **Total O&M expenses: \$2.3 million (2024) to \$2.6 million (2028)**





Key Factors: Capital



| Year | 2023\$ | Annual CIP (Escalated) |
|--------------|----------------------|------------------------|
| 2023 | \$ 724,000 | \$ 724,000 |
| 2024 | 1,553,019 | 1,646,200 |
| 2025 | 780,000 | 859,872 |
| 2026 | 685,000 | 781,574 |
| 2027 | 500,000 | 590,459 |
| 2028 | 750,000 | 916,688 |
| Total | \$ 4,992,019 | \$ 5,518,793 |
| Long Term | 24,351,415 | 36,878,134 |
| Total | \$ 29,343,434 | \$ 42,396,928 |

- **Major projects include**

- » Wetland mitigation, dam upgrades, lakes water quality improvements, annual R&R and operations center related projects

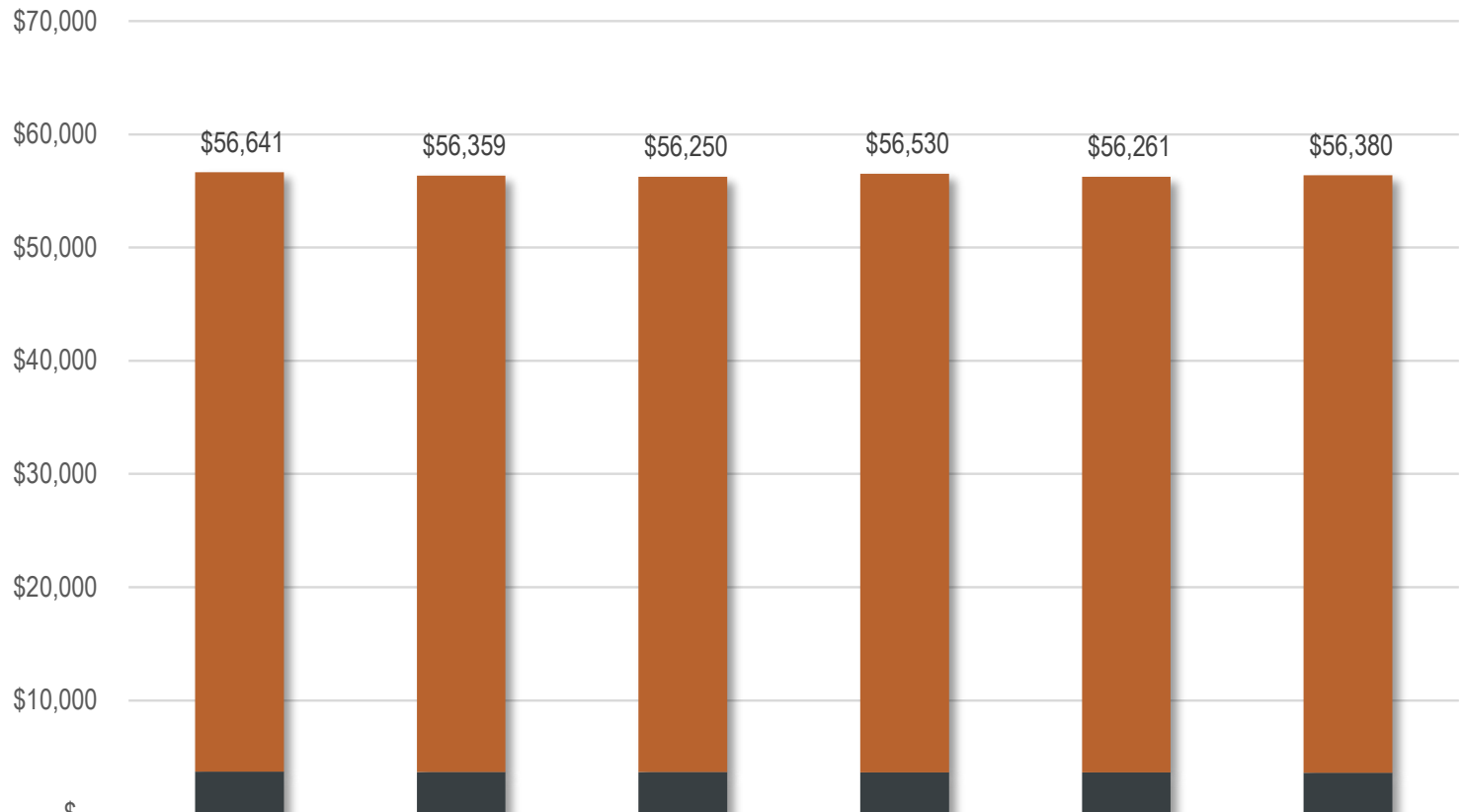
- **Capital funded through existing reserves, cash financing and new debt**

- » New debt: varies by scenario



Key Factors: Existing Debt

Item 1.

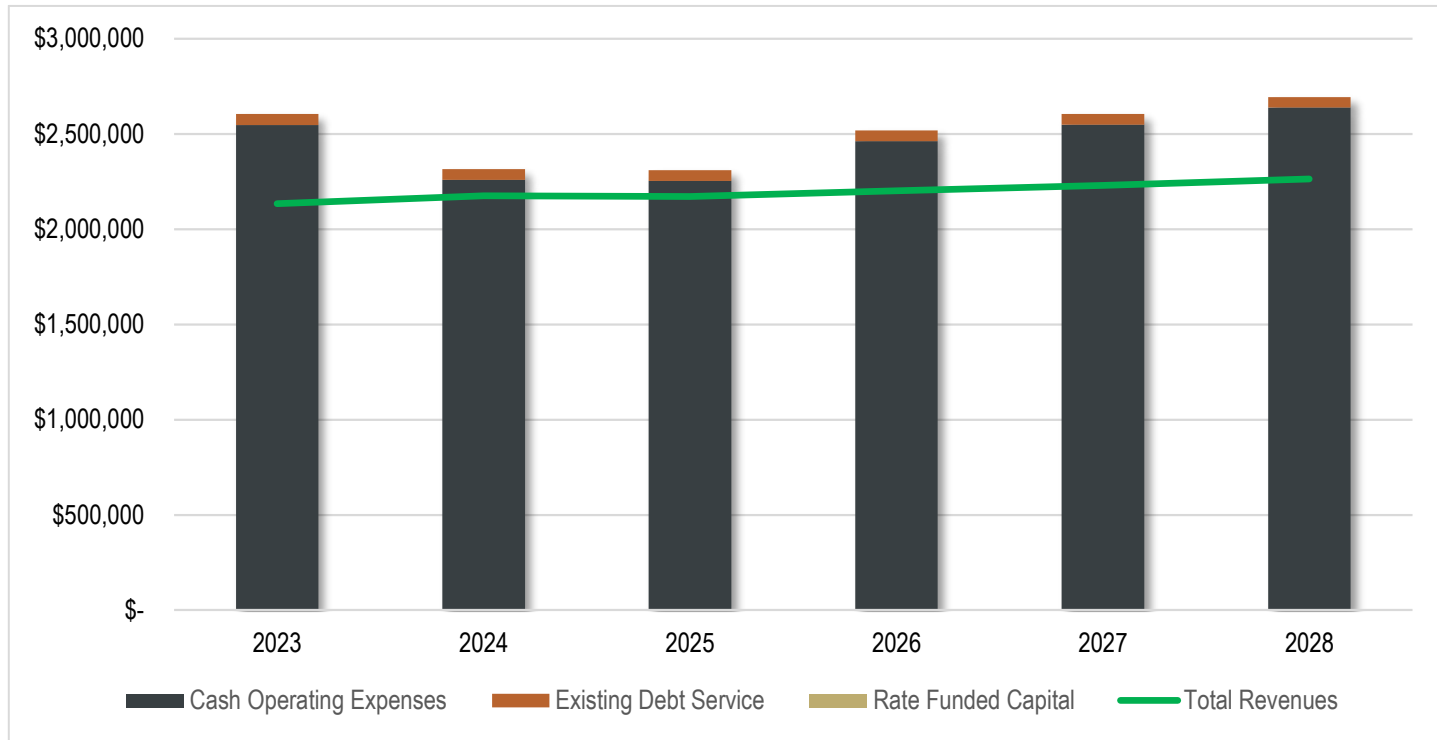


| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|-------------------------------------|----------|----------|----------|----------|----------|----------|
| Total Existing Debt | \$56,641 | \$56,359 | \$56,250 | \$56,530 | \$56,261 | \$56,380 |
| ■ 2015 LTGO Bonds Transp - Wetlands | \$52,937 | \$52,673 | \$52,582 | \$52,880 | \$52,628 | \$52,765 |
| ■ 2012 PWTL Transp - Wetlands | \$3,704 | \$3,686 | \$3,668 | \$3,650 | \$3,633 | \$3,615 |



Revenue Requirement: Baseline

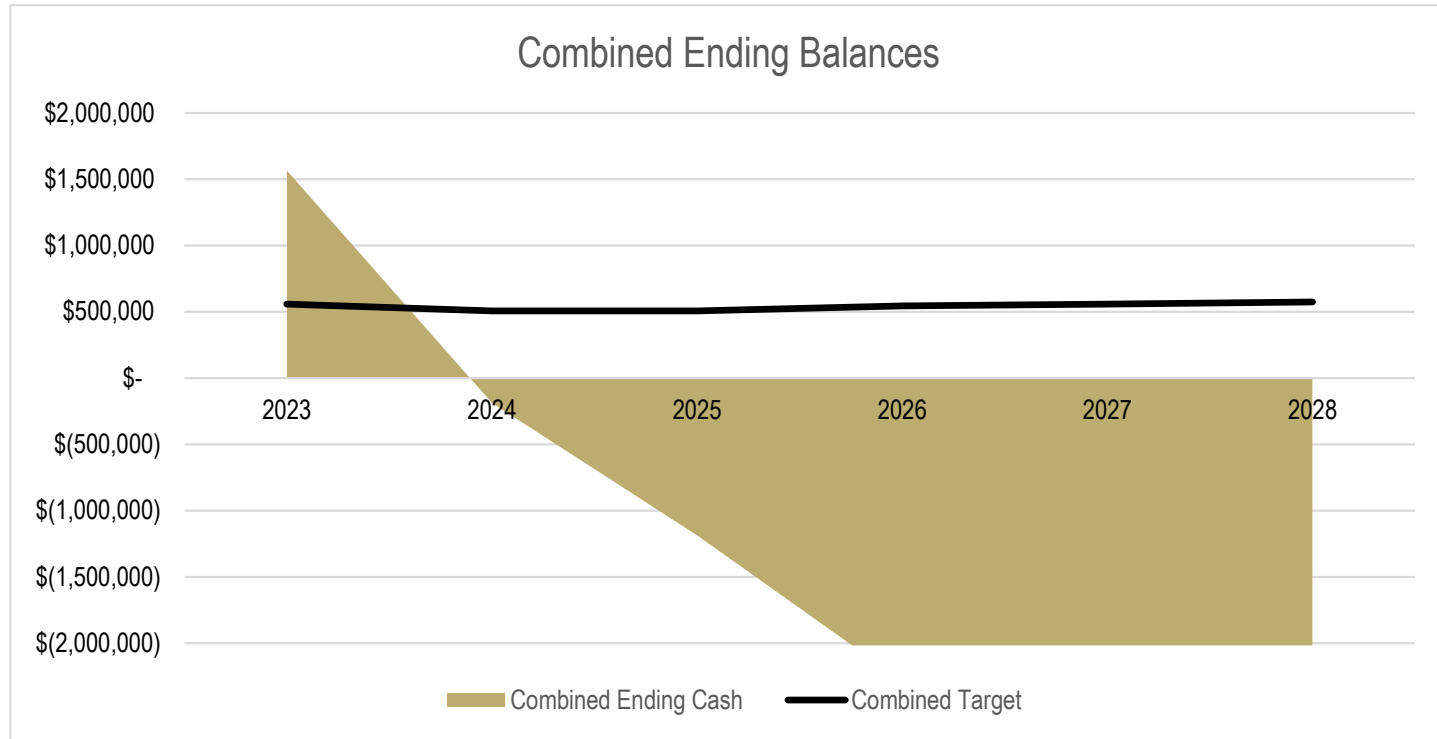
Item 1.



- **Revenues at existing rates**
 - » Insufficient to cover O&M and existing debt
 - » Don't have any capacity for capital



Revenue Requirement: Baseline



- **With revenues at current rates**
 - » Existing reserves would be depleted by 2024



Scenarios for Consideration

- **Scenario for consideration**

- » S1: fully fund ongoing obligations and policies
- » S2: increased debt financing and reduced coverage

| Scenarios | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|---|----------------|----------------|----------------|----------------|----------------|----------|--------------|
| Annual Rate Increases | | | | | | | |
| S1: Full Funding | | 13.50% | 13.50% | 13.50% | 13.50% | 13.50% | |
| S2: Reduced Policies | | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | |
| Avg. Residential Monthly Bill | | | | | | | |
| S1: Full Funding | \$ 13.55 | \$ 15.38 | \$ 17.46 | \$ 19.81 | \$ 22.49 | \$ 25.52 | |
| S2: Reduced Policies | 13.55 | 14.91 | 16.40 | 18.04 | 19.84 | 21.82 | |
| Avg. Residential Monthly Bill Difference | | | | | | | |
| S1: Full Funding | \$ 1.83 | \$ 2.08 | \$ 2.36 | \$ 2.67 | \$ 3.04 | | |
| S2: Reduced Policies | 1.36 | 1.49 | 1.64 | 1.80 | 1.98 | | |
| New Debt (Revenue Bonds) | | | | | | | |
| S1: Full Funding | \$ 1,000,000 | \$ - | \$ 500,000 | \$ - | \$ - | \$ - | \$ 1,500,000 |
| S2: Reduced Policies | 1,300,000 | - | 1,100,000 | - | - | - | 2,400,000 |
| Annual Coverage (2.50 Policy Target 1.25 Min. Covenant Target) | | | | | | | |
| S1: Full Funding | | 2.50 | 6.20 | 5.64 | 8.67 | 12.23 | |
| S2: Reduced Policies | | 1.29 | 3.35 | 2.31 | 3.63 | 5.06 | |

- S1 projects an additional \$15.0MM in revenue bonds 2029-2039
- S2 projects an additional \$20.0MM in revenue bonds 2029-2039



Solid Waste

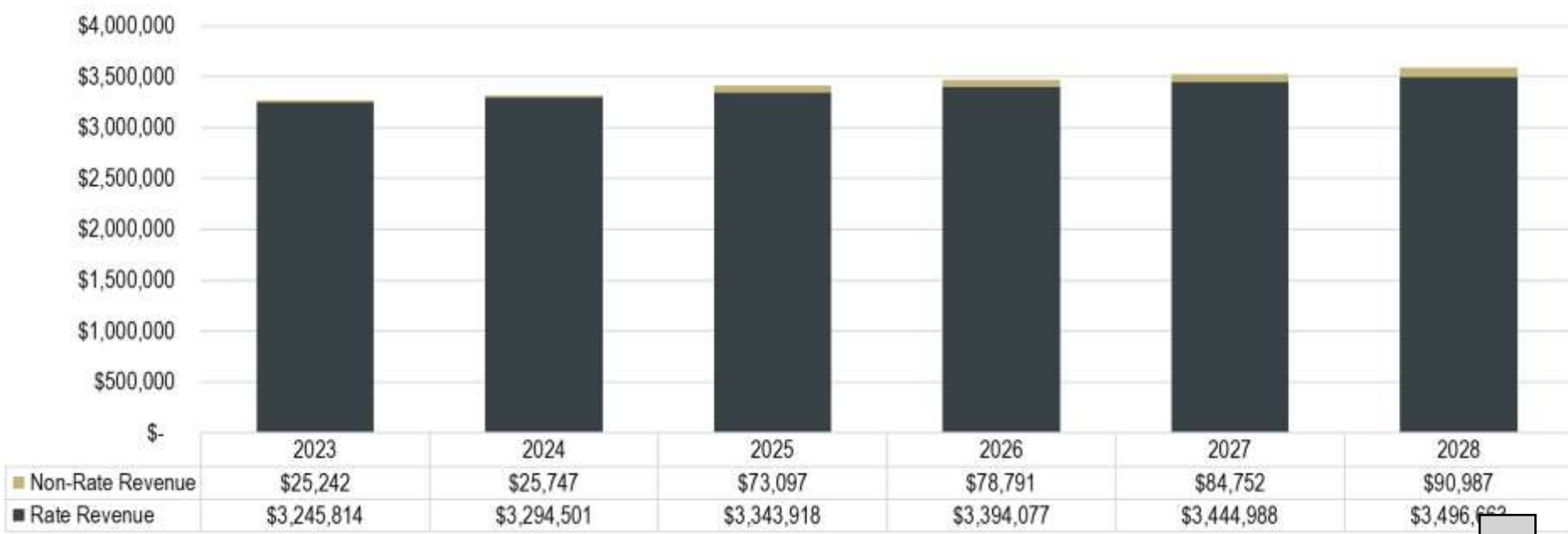


Solid Waste Background

- **Solid waste division collects garbage from most residential and commercial customers within City limits**
 - » Waste Connections collects garbage from recently annexed areas
 - » As part of rate study process, FCS GROUP evaluated financial impacts of City extending garbage collection service to customers in annexed areas
- **City contracts with Waste Connections to provide residential recycling and yard waste collection**
- **Camas is a partner in the Clark County regional solid waste system**
 - » County is currently evaluating ownership and operation options for transfer and disposal facilities
- **Rate study results based on status quo (business as usual) financial forecast of City's solid waste utility**

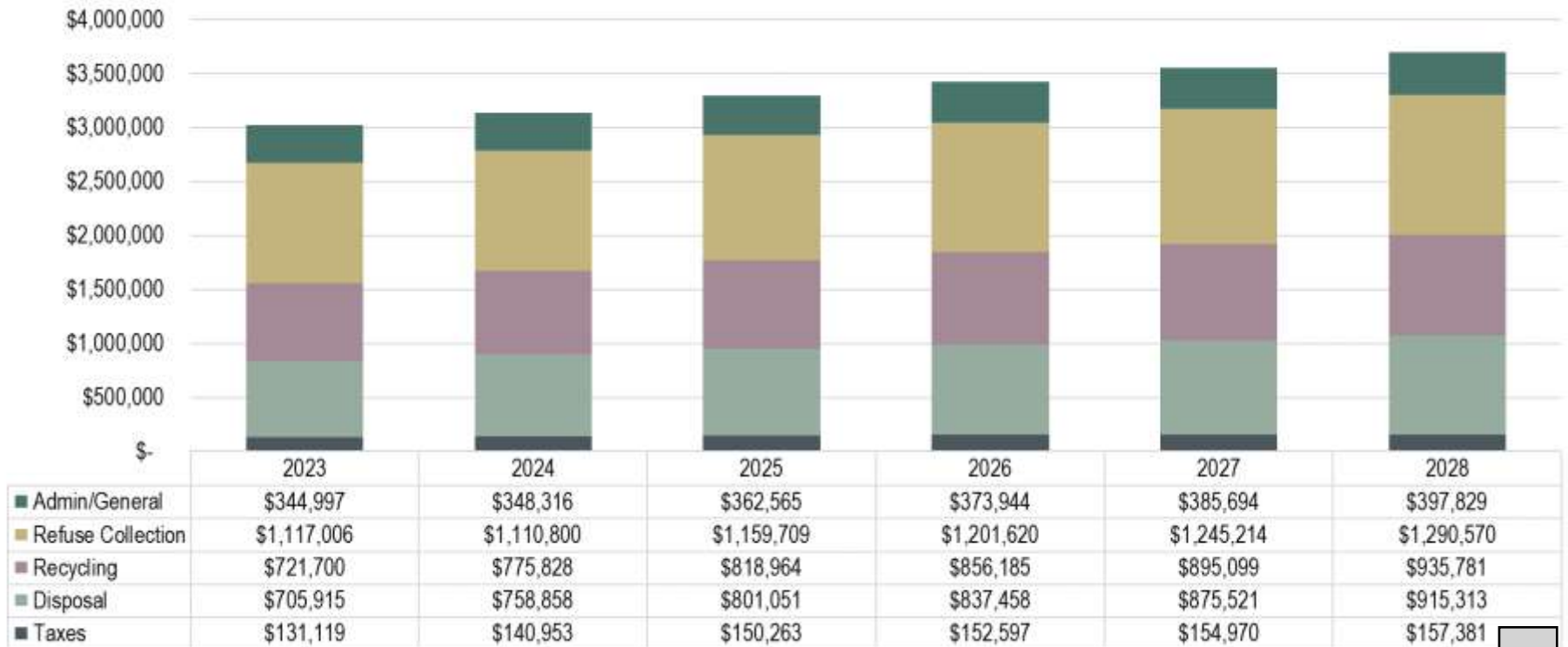
Key Factors: Existing Revenue

- **Focus period: 2023-2028**
 - » Rate revenue based on 2022 actual data plus 1.5% growth
 - » Non rate revenue consists of investment interest
- **Total existing operating revenue: \$3.3 million to \$3.6 million**



Key Factors: Operating Expenses

- **Forecast based on 2023 and 2024 budgets**
 - » Costs inflated between 6.0%-3.0% per year
 - Average inflation (net of taxes and additions) of 4.1% 2025-2028
- **Total O&M expenses: \$3.0 million to \$3.7 million**



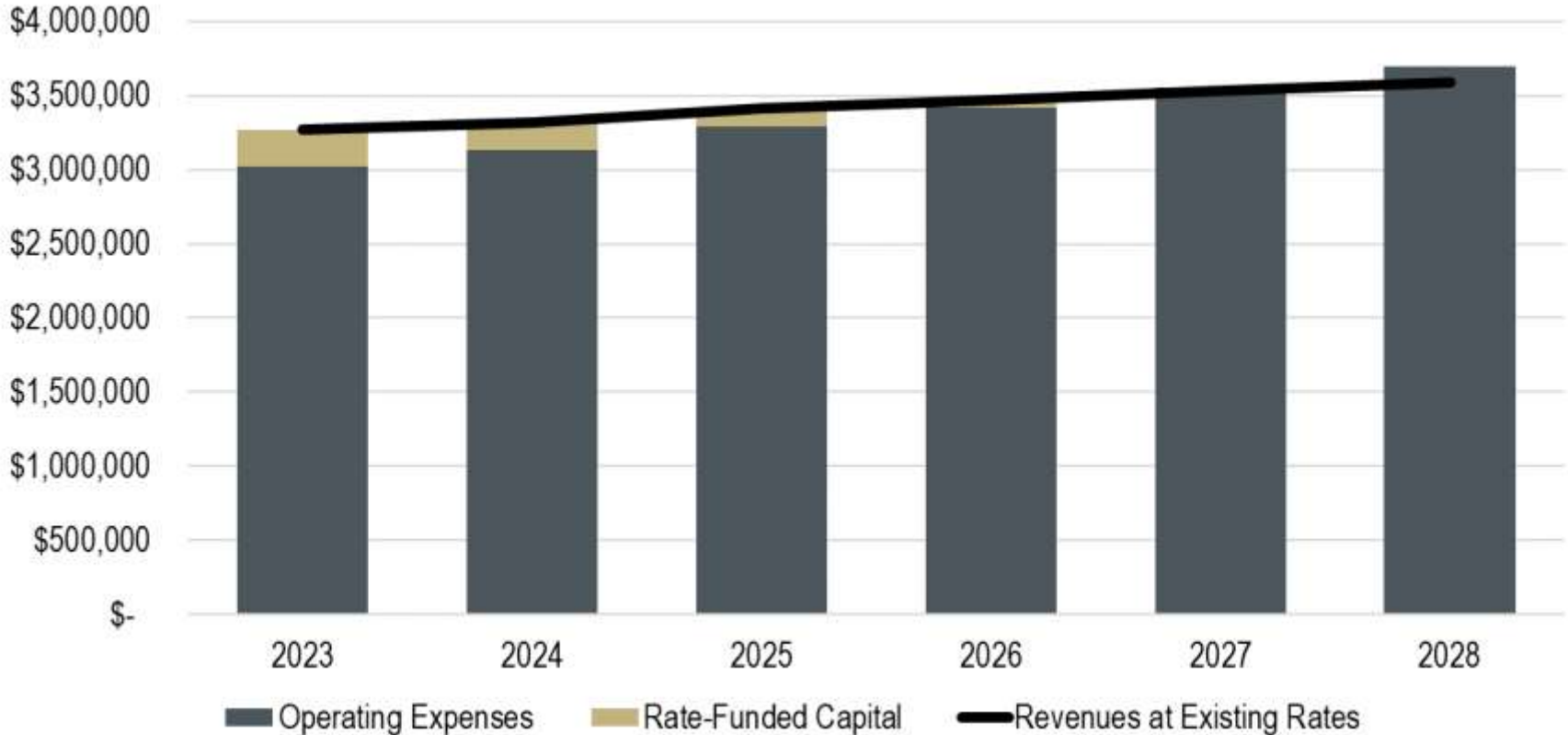


Key Factors: Capital

- **Refuse collection vehicle replacement funded through City's equipment replacement program – not included in utility's capital program**
- **2023-2028 capital program includes \$250,000 in 2024 for share of land acquisition for Operation Center**
- **Planned \$4.2 million capital expense in 2029 for utility's share of Operation Center facility**
 - » While project occurs outside of 2023-2028 rate horizon, rate recommendations account for anticipated financial impacts



Revenue Requirement: Baseline

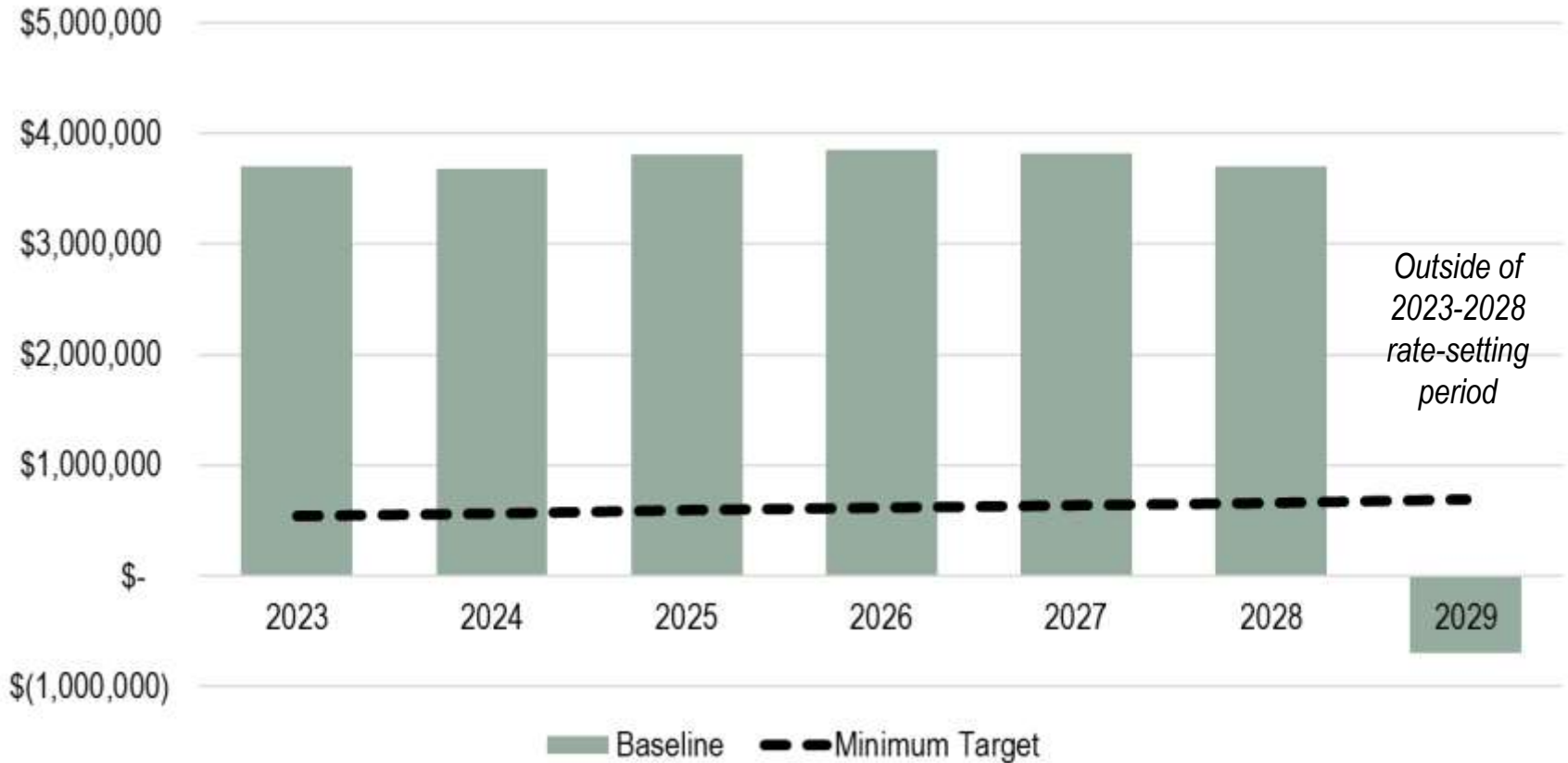


- **Revenues at existing rates**

- » Sufficient to cover O&M expenses through 2027
- » Provides limited capacity for rate-funded capital



Revenue Requirement: Baseline



- **With revenues at current rates**

- » Existing reserves would be depleted by 2029 due to Operation Center capital project expenses



Scenario for Consideration

- Increase solid waste rate revenue by 2.50 percent annually from 2024 to 2028

| Description | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Annual Rate Revenue Adjustment | | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| 35-Gallon Weekly Garbage | \$ 17.40 | \$ 17.84 | \$ 18.29 | \$ 18.75 | \$ 19.22 | \$ 19.70 |
| Recycling Collection | \$ 7.44 | \$ 7.63 | \$ 7.82 | \$ 8.02 | \$ 8.22 | \$ 8.43 |
| Combined Monthly Bill | \$ 24.84 | \$ 25.47 | \$ 26.11 | \$ 26.77 | \$ 27.44 | \$ 28.13 |
| \$ Monthly Difference | | \$ 0.63 | \$ 0.64 | \$ 0.66 | \$ 0.67 | \$ 0.69 |



Next Steps

- **Incorporate feedback**
 - » Stormwater:
 - S1: Full Obligations 13.50% per year
 - S2: Reduced Policies 10.00% per year
 - » Solid Waste: 2.50% per year
- **Follow up discussion October 16th**
 - » Finalize revenue requirements for all utilities
 - » Review water residential tiered rate alternative
- **Rates go into effect January 1st, 2024**



Questions/Discussion



Thank you!

Sergey Tarasov | Principal
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sergeyt@fcsgroup.com

www.fcsgroup.com



Staff Report

September 18, 2023 Council Workshop Meeting

Professional Services Agreement for Comprehensive Plan Update, Downtown Subarea Plan, and Climate Planning
Presenter: Alan Peters, Community Development Director
Time Estimate: 30 minutes

| Phone | Email |
|--------------|------------------------|
| 360.817.7254 | apeters@cityofcamas.us |

BACKGROUND: The Growth Management Act (GMA) is a series of state statutes, first adopted in 1990, that requires Washington’s cities and counties to develop a comprehensive plan to manage their population growth. Comprehensive plans must be adopted and reviewed on a periodic schedule set by GMA. Camas’s *Camas 2035* Comprehensive Plan was adopted in 2016.

The City of Camas is required to complete a review and update of our comprehensive plan by June 30, 2025. The updated comprehensive plan will reflect a 20-year vision for the future of Camas through 2045 and will be required to accommodate the future population, employment, and infrastructure needs of the community. The plan must also be compliant with updates to the GMA, including recent changes related to middle housing and climate planning adopted by the Legislature in 2023.

In addition to the citywide comprehensive plan update, the City will simultaneously be developing a subarea plan for downtown Camas. A subarea plan will allow the City to take a more focused look at our downtown area and will result in an actionable strategy to enhance our historic downtown and ensure it will be able to sustain anticipated growth through 2045 and beyond. A downtown subarea plan was contemplated by *Camas 2035* and Council approved a decision package with the 2023-2024 biennial budget to allow this plan to proceed.

Based on the needs of both planning projects, staff issued a Request for Qualifications (RFQ) to seek a multidisciplinary project team to oversee the delivery and execution of both the comprehensive plan update and downtown subarea plan. While the comprehensive plan and downtown subarea plan are separate and distinct plans, a single consultant contract will provide the opportunity for close coordination between both planning processes and allow for efficiencies in project management, public engagement, and the use of city resources.

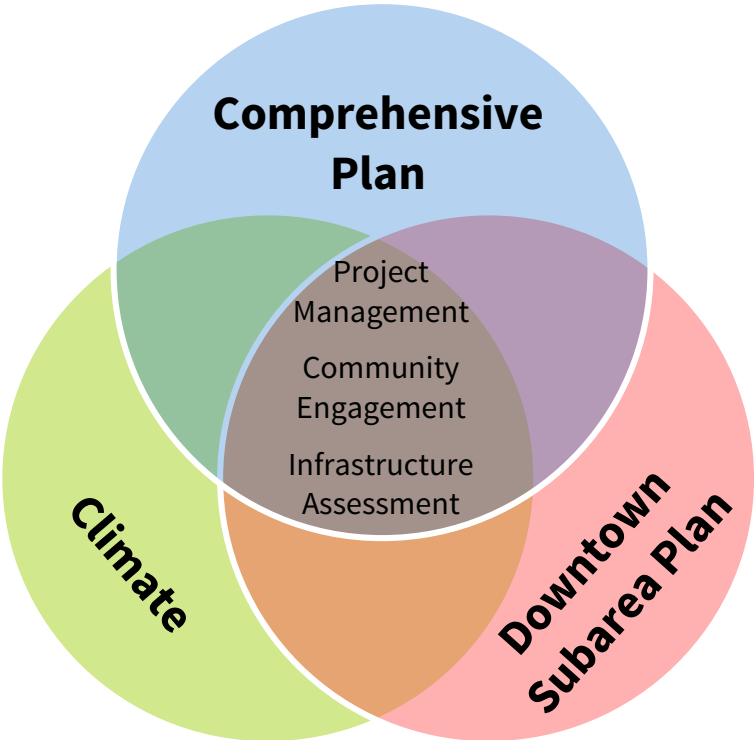
Funding for these planning projects has been included in the City’s 2023-2024 biennial budget and will be supplemented by the Department of Commerce’s Periodic Update Grant, Middle Housing Grant, and Climate Planning Grant.

SUMMARY: Staff published an RFQ in April 2023. The RFQ was developed after reviewing periodic review requirements and informed by interviews with City staff, the Mayor, the Downtown Camas Association (DCA) Executive Director, and Executive Director of the Camas-Washougal Chamber of Commerce. In June 2023, an evaluation committee consisting of city staff, a member of the Planning Commission, and the DCA Executive Director reviewed responses to the City’s RFQ using the following weighted evaluation criteria:

- Quality of the team’s understanding and approach to the project (15%)
- The team’s demonstrated experience with similar projects (25%)
- Individual team members demonstrated experience with similar projects (15%)
- Individual team members expertise in the specialty areas that are the subject of this RFQ (15%)
- Quality of the team’s approach to inclusive community engagement (25%)
- Quality of the team’s approach to integrating the work of subconsultants (5%)

After reviewing the proposals and conducting interviews with the respondents, the evaluation committee selected the team of WSP USA, SERA Architects, 3J Consulting, DKS Associates, and ECONorthwest to complete this project.

The proposed scope of work is separated into three overlapping tasks or plans with distinct budgets based on available funding. Task 1 is the Comprehensive Plan. Task 2 is the Downtown Subarea Plan. Task 3 will fulfill the City’s obligations under HB 1181 to address climate change by including a new climate change and resiliency element in the comprehensive plan.



Task 1. Comprehensive Plan

The City's comprehensive plan update will be guided by community-wide participation in a variety of formats and locations. Two advisory committees will be utilized throughout the planning process and the Planning Commission and City Council will have regular briefings at important milestones throughout the process. Broader community input will be received through community conversations at city events, four community summits, surveys, and other online communication tools.

The final comprehensive plan will include the following elements:

- Community Character
- Land Use
- Housing
- Natural Environment
- Climate
- Transportation
- Public Facilities and Services
- Economic Development

The Community Character element will be a new addition to the comprehensive plan and will describe the key characteristics of the built and natural environment that make Camas feel like Camas. The purpose of this element is to establish the sense of place that should be retained and created through new development over the planning horizon. This may include retaining the "small town feel" that makes Camas a unique place to live and work, open spaces and tree coverage, and supporting livability through thoughtful design.

The Housing element will result in goals, policies, and code updates to meet the housing needs of the whole community and comply with new GMA requirements included in HB 1110 and HB 1220. Building on the 2021 Housing Action Plan, the project will include a housing needs assessment, housing market evaluation, and inform land use growth scenarios.

More details about the remaining elements and this task are included in the attached scope of work. The total proposed budget for the Comprehensive Plan is \$606,955. This task will be partially funded by a \$125,000 Periodic Update Grant and a Middle Housing Grant of up to \$75,000 from the Department of Commerce.

Task 2. Downtown Subarea Plan

The downtown subarea plan will benefit from the same public involvement plan utilized for the comprehensive plan. The advisory committees identified for the comprehensive plan will also guide the downtown subarea plan, but the project team will also engage directly with downtown stakeholders through regular meetings with the Downtown Camas Association (including board meetings, merchant meetings, economic vitality committee meetings, etc.)

The subarea plan will include direction for sub-districts, land use and density, connectivity and mobility systems, potential (re)development sites, gateways, and activity centers. The team will also prepare updated code language and a new Downtown Design Manual that implements the recommendations included in the subarea plan. The plan will also provide input into the overall comprehensive plan’s land use scenarios.

The total Downtown Subarea Plan budget is \$424,986. Funding for this plan was allocated in a decision package for the 2023-2024 biennial budget approved by Council.

Task 3. Climate Planning

HB 1181 was enacted this year, requiring local governments to plan for climate change impacts as part of their comprehensive planning processes. Under the new requirements, localities must add a climate change and resiliency element to comprehensive plans. This element must include an emissions reduction sub-element and a resiliency sub-element. The City has been provided a grant of up to \$500,000 for climate planning over the next several years. A portion of this award will be used to develop a climate element in the updated comprehensive plan and the City will reserve the remainder of this award for future implementation activities. The City will also be coordinating with Clark County and other cities in Clark County on countywide planning policies and on existing conditions analyses. A city climate policy advisory team will be established to assist with the development of the new climate change and resiliency element.

The cost for this climate planning is \$169,258. Funding for this plan will be provided by a Climate Planning Grant from the Department of Commerce.

Staff requests Council approval of the attached professional services agreement with WSP USA. The proposed services and associated costs are summarized below.

| TASK | FEE | GRANT FUNDING |
|--------------------------|--------------------|--|
| 1. Comprehensive Plan | \$606,955 | \$125,000 (Periodic Update) \$75,000 (Middle Housing, actual award amount to be determined) |
| 2. Downtown Subarea Plan | \$424,986 | |
| 3. Climate Planning | \$169,258 | \$169,258 (Climate Planning) |
| Expenses | \$3,140 | |
| Total | \$1,204,339 | \$369,258 |

BENEFITS TO THE COMMUNITY: Updating the comprehensive plan is essential for the sustainable and well-organized growth of the City of Camas over the next 20 years. Through extensive public involvement, the plan will ensure that the community's needs and values are considered as the City plans for the anticipated population and employment growth and addresses updates to the GMA related to middle housing and climate change. Compliance with GMA will also ensure that the City of Camas remains eligible for state grant funding opportunities.

BUDGET IMPACT: The professional services agreement is fully funded by the 2023-2024 biennial Planning Division budget and with grant funding from the Department of Commerce.

RECOMMENDATION: Staff recommends the professional services agreement with WSP USA for the comprehensive plan update, downtown subarea plan, and climate planning be placed on the October 2, 2023, Council Regular Meeting consent agenda for Council's consideration and approval.

City of Camas

Qualifications for
Comprehensive Plan Periodic Update & Downtown Subarea Plan

19 MAY 2023





May 19, 2023

Alan Peters, Community Development Director
City of Camas
616 NE 4th Avenue
Camas, WA 98607

Re: Request for Qualifications for City of Camas Comprehensive Plan Periodic Update and Downtown Subarea Plan

Dear Alan and Members of the Selection Committee:

The City of Camas is about to embark on an exciting, dual planning endeavor to update the City's comprehensive plan and develop a new subarea plan for downtown Camas. While the update will build on Camas 2035 and other recent planning efforts, the downtown subarea plan will be the first area-specific long-range plan for downtown, and is an exciting opportunity for the community to establish a vision for the downtown core.

To recognize these two separate but coordinated planning processes, we have put together a team comprised of both familiar faces and new voices who can deliver two unique plans while providing consistency throughout the planning processes. WSP and SERA have coordinated closely in the development of this proposal and will continue to do so during the plan development process. WSP will lead the comprehensive plan and SERA will lead the downtown subarea plan. A strong team of subconsultants will support both planning efforts—ECONorthwest for economics and housing, DKS Associates (DKS) for transportation and mobility, and 3J Consulting (3J) for visioning and community engagement.

If selected for this work, we will provide a project manager to oversee both projects and be a single-point of contact for the City and ensure the work on both plans is coordinated. Both WSP and SERA's project managers, Erin Reome and Nicole McDermott, have the qualifications and experience to take on the role of contract project manager. We have intentionally not identified which team member will serve in this role and plan to work with you through the scoping process to identify the project manager and firm that is best suited to the overall project management role.

Camas is well positioned to become a success story in the region as an equitable, sustainable, and thriving community that balances housing needs with commercial amenities, and provides regionally recognized open space and recreational areas. We are ready to work with City staff and the community to create plans that have a clear, community-supported vision, protect existing resources, address Growth Management Act requirements (including new legislation) and identify and create new assets for the community.

Sincerely,

Brian Carrico
Senior Vice President, Planning
360.823.6122 | brian.carrico@wsp.com
(Primary contact and contracting authority)

Matthew C. Arnold, AICP
Principal, Director of Urban Design + Planning
503.445.7340 | matthewa@seradesign.com

WSP

500 EAST BROADWAY
VANCOUVER, WA 98660

510.480.4988

WSP.COM

**SERA DESIGN AND
ARCHITECTURE**

600 SW 10TH AVE. SUITE 500
PORTLAND, OR 97205

503.445.7372

SERADESIGN.COM

Understanding: A Vision for the Future

The City of Camas is a vibrant and dynamic place with small-town charm, unparalleled access to recreation, a thriving downtown, and an engaged community. The City's last comprehensive plan update (Camas 2035), adopted in 2016, included a vision for 2035 that the City is well on its way to achieving:

In the year 2035, residents of Camas seek to continue to appreciate their safe, diverse, and welcoming community. Camas should maintain its small town character while accommodating future residents. The City will be well known for its excellent schools, thriving businesses, and ready access to metropolitan amenities and natural features with a vibrant downtown that brings neighbors together and enjoyed by all.

While Camas is poised to achieve that vision, a lot has changed since Camas 2035 was adopted. In 2016 the population of Camas was close to 23,000. It is now estimated at over 27,000. According to Clark County's 2022 Buildable Lands Report, Camas' population increased by 22% from 2016 to 2020 and it is the second fastest growing community in Clark County. During that same time period, the City added over 1,900 housing units. While the 2045 population projections for Camas are not yet out, the WSP/SERA team is tracking that process and based on the County's selection of a medium-high projection, it is anticipated Camas' population allocation will be higher than previous projections, which will require even more housing

and provisions made for public facilities to support housing and commercial growth.

Additionally, recent legislation has changed the requirements of the Growth Management Act, including House Bill 1220, which requires the analysis of housing needs at all economic segments of the population (moderate, low, very low, and extremely low income) and the examination of racially disparate impacts, displacement, and exclusion in housing policies and regulations.

Since 2016, the City has purchased 165 acres of land north of Lacamas Lake, known as Legacy Lands, to preserve the area for recreation and protect natural resources. The City completed a subarea planning process for the North Shore, led by WSP, to set a unique vision and develop implementing regulations and design guidelines for over 800 acres, including the Legacy Lands. Through this process, the community told us what they value about the North Shore and many of those values spread across the city – the desire to protect natural resources, to grow in a manner that is respectful of Camas' history and small-town feel, to provide housing choices that will support all Camas residents, and to make sustainability and resiliency a priority.



Suburban neighborhood in Camas, WA.

Camas has a fairly diversified economy for a city of its size, but market conditions are changing with the prominence of online retailing and many workers continuing to work from home in a post-pandemic world. The comprehensive plan and downtown plan will need to consider these shifts in market and development trends as the city looks to accommodate its future population and employment growth.

With all the changes Camas has experienced in the last 8 years, it is imperative to take another look at the 20-year vision and understand how the community sees itself today and what it wants to be in 2045.



Downtown blocks in Camas, WA.

Our Approach

As the City embarks on an ambitious plan to update its comprehensive plan and create a downtown subarea plan, you need a team of consultants that understand the unique perspectives of the Camas community, understand the requirements of the GMA, and have the necessary qualifications and expertise to create a vision and actionable, implementable plans. The WSP/SERA team has those skills. We bring a combination of deep experience working with the Camas community, fresh perspectives, expertise with both Comprehensive and Downtown Plans, and a focus on implementable solutions.

Our team members have worked extensively in the city, including WSP and 3J's work on Camas 2035 and the North Shore subarea plan, DKS' work on the transportation system plan, WSP's current contract to provide on-call planning support to the City, and numerous other environmental and public engagement projects over the last 10 years.



Visiting at the Camas Farmer's Market (led by 3J and WSP).

Our team also brings a fresh perspective and expertise in downtown planning and comprehensive planning. SERA has completed over a dozen downtown plans across the northwest. SERA has the added experience of also having implemented many of those Downtown Plans through redevelopment and public realm improvement projects. With SERA's experience working with both public sector clients and private developers, we bring an implementation focus to all of our work.

WSP and SERA will use their collective experience to work closely together to integrate the comprehensive plan and downtown subarea plan processes, with WSP leading the comprehensive plan and SERA leading the downtown plan.

Our team also includes experts in housing and economic development, transportation, community engagement, and infrastructure analysis. These team members will support WSP and SERA with the comprehensive plan and downtown plan.

ECONorthwest, will lead the housing and economic development analysis. As a regional leader in assisting local jurisdictions through housing policy decisions, ECONorthwest understands the critical need to provide more housing options, innovative housing types, more affordable housing opportunities, and low-barrier housing that is attainable for a full range of households. Consistent with House Bill 1220, supporting equitable outcomes that avoid disparate policy impacts and minimizing displacement pressures is a critical component of housing policy that will be incorporated throughout these efforts.

Our approach to updating the Camas Comprehensive Plan Housing Element will focus on understanding and effectively bridging the gap in housing needs, customized to Camas' unique community conditions. Our



SERA and ECONorthwest have been working on the Downtown Tigard Reimagined Project, developing land use and transportation solutions to expand the vibrancy of Downtown beyond the Main Street area and address the need for additional housing Downtown.

Housing Element work will include an in-depth analysis of current housing market conditions and existing policies. We will synthesize the results of our analyses with feedback from stakeholders and the public in order to develop equity-centered recommendations for revisions to the Housing Element and actionable steps for implementation. In addition to the citywide housing analysis, ECONorthwest will look specifically at downtown to identify the appropriate housing policies and actions that should apply to that subarea.

ECONorthwest will also work with the City to update the Comprehensive Plan's Economic Opportunity Element and revise current goals, policies, and objectives with an emphasis on equity-focused economic development and a specific focus on downtown economic development to inform the downtown subarea plan. This task will build off of the City's extensive work to develop a diversified local economy and identify recent economic trends with implications for Camas. This will include reviewing existing policies and available data to develop recommendations to create strong economic opportunities for all Camas residents.

ECONorthwest has an extensive body of experience and skills in helping communities develop strategies for promoting vibrant urban areas that integrate a healthy mixture of active uses, diversified employment, and amenities to enhance economic resilience. This expertise will help us identify feasible contextualized policies to advance Camas' objectives with an eye toward practical and equitable implementation. The team's work will include a thorough quantitative analysis of economic conditions and competitiveness, including measures of employment, growth and productivity, employment growth by industries (especially target industries), business creation and retention, investment flows, distribution of wealth and income, business innovation, and racial and geographic inclusion.

DKS Associates will provide their expertise in transportation planning and engineering to update the Comprehensive Plan's Transportation Element. DKS will approach the Transportation Element with a lens focused on engaging historically marginalized communities to identify barriers to accessing transportation technology services and will play a key role in the engagement approach in order to create a comprehensive transportation element.

The Camas TSP, led by DKS, that is planned for adoption in 2023 will inform the comprehensive plan update and the downtown plan. The Camas TSP includes an evaluation of the downtown area to identify multimodal deficiencies and needs and identifies several transportation safety and capacity improvements including downtown corridor reconfigurations on 3rd and 6th Avenue, and intersection improvements at 6th Avenue/Adams Street and 6th Avenue/SR 500.

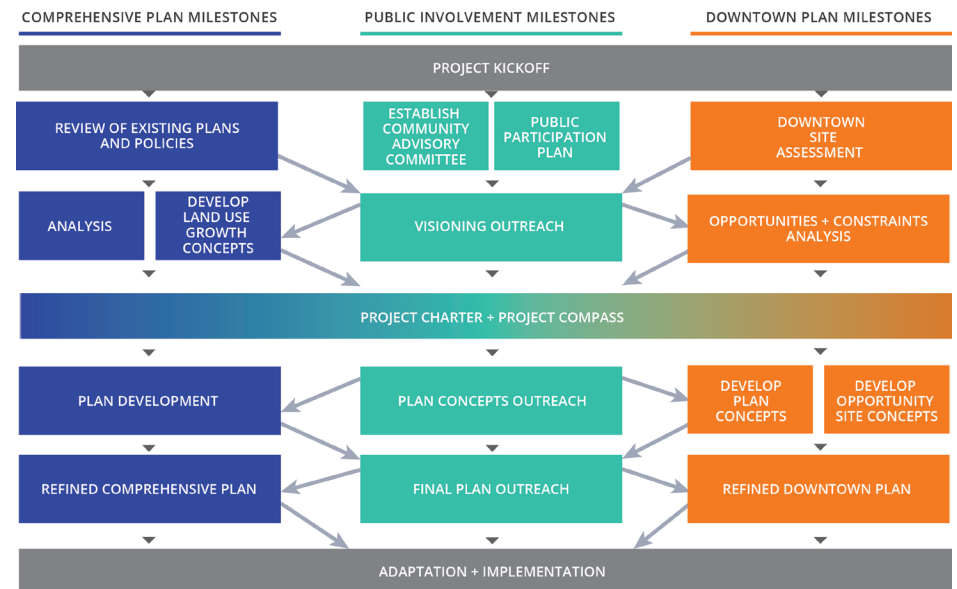
3J will lead visioning and community engagement for both planning efforts. As described in the process section below and the Approach to Inclusive Community Engagement later in the proposal, 3J will develop an integrated visioning and engagement process that seeks to involve a broad cross section of Camas residents. A public participation plan will be a key first step to outline engagement tools and the feedback loop process required to ensure community members know how their input was incorporated into the plans.

Our team also understands the need to evaluate capital facilities and infrastructure throughout the city and the unique needs of downtown. Our team includes planners and engineers with extensive experience in Camas that can hit the ground running to assess the capacity and improvement needs of capital facilities and utility infrastructure. Our work will include an update to the Capital Facilities element and a 6-year plan to finance capital facilities consistent with the preferred land use plan.

Approach Process

The City is seeking a creative, forward-thinking, and multidisciplinary team to update the City's Comprehensive Plan and develop a downtown subarea plan. Based on our knowledge of the community and past experience with similar projects, the WSP/SERA team proposes a planning process that consists of six primary steps as described in the text and diagram below. While the steps are listed sequentially, they will not be completely linear. Most steps will overlap others and community engagement will occur throughout the entire arc of the project.

Kickoff. As a first step, we propose a kickoff to the projects with a focus on enhancing the community's understanding of the projects and why they are important for the city. This initial work will ensure the community understands what a comprehensive plan and downtown plan are, what they can and cannot accomplish, and how their feedback can and will make a difference. During the North Shore subarea visioning process, WSP and 3J collaborated with the City to provide community members with a foundational understanding of state requirements for planning as well as an understanding of how planning can help a community plan for the future rather than react. We found this step to be a successful way to engage the public while focusing their input on the task at hand.



WSP and SERA will lead an integrated process with coordinated outreach across the Comprehensive and Downtown Plan efforts.

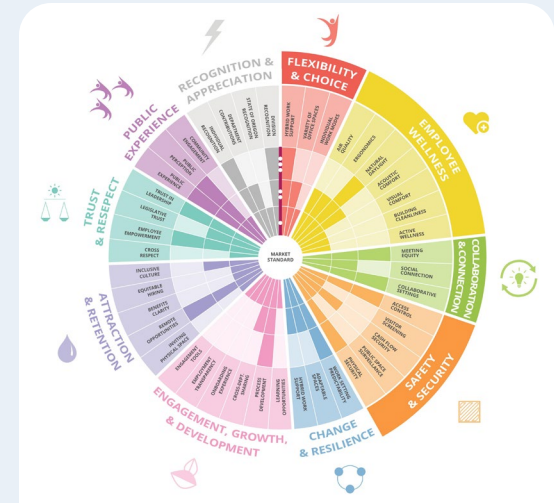
Existing Conditions. While we are building the community's understanding of the projects, we will also enhance our understanding of the current conditions in Camas. This will include discussions with staff, elected officials, key interested parties, such as the Downtown Camas Association, a review of existing plans and policies, an evaluation of existing and needed data, and an audit of the existing plan relative to current GMA requirements and legislation.

Visioning. Building on steps 1 and 2, we will work with the community to develop a citywide vision for the comprehensive plan and a focused vision for downtown. This phase will also include an evaluation of the current UGA and any needed expansions to accommodate planned growth, as well as an evaluation of State Environmental Policy Act compliance and identification of the appropriate environmental review process. The latter should reflect the community's vision for how the downtown fits within the larger context of the city. The visioning work will include establishment of project committees and advisory groups, citywide visioning activities and events, and Engage Camas visioning events. The visioning phase will conclude with the development of a project charter and compass for each plan. The charter and compass will include a vision statement, precedent imagery, and key project goals and priorities to drive plan development.

Analysis and Solutions. Guided by the project charter and compass, the analysis and solutions phase will include identification of analysis methodologies, as well the development of land use concepts to accommodate growth projections. The processes for the comprehensive plan and downtown plan will be similar with the analysis and solutions for the comprehensive plan incorporating the entire city and urban growth areas, while the downtown plan will focus on the downtown core. Throughout this phase of the project we will conduct community and interested party engagement to refine land use concepts. The analysis and solutions phase will conclude with the development of a preferred land use map for the comprehensive plan and a preferred land use and infrastructure plan for downtown. The downtown plan will also consider the location of a future civic plaza.

Plan Development. The comprehensive plan and downtown plan will reflect all the information gathered through the previous steps and compile the information in clear, graphic-forward, data-driven, and user-friendly plan documents. This phase will include the development of updated comprehensive plan elements, including new goals and policies that reflect the community's vision. The downtown plan will identify the needed infrastructure improvements to support ongoing growth in the downtown and include updated design guidelines.

Adoption and Implementation. While adoption and identification of implementation actions is the final phase of the project, consideration of adoption and implementation throughout the process will lead to a plan that responds to the fiscal, political, and capacity constraints of the City. The SERA/WSP team will support the city through the adoption process and prepare a matrix of implementation actions.



We will kick off the project with a few exercises to understand the previous material that was created and use our Project Compass to identify the project drivers and goals—translating pertinent pieces of the previous material forward. Our Project Compass tool helps to ensure that project goals articulated early in the process are carried through subsequent planning iterations. The Compass will allow the team to transparently evaluate design solutions against target performance metrics on a “good, better, best” scale in categories like: Financial, Health, Equity, Water, Energy, and Ecology. We customize these targets to the goals of each individual project. For example, in our work with the Center for Tribal Nations, we worked integrally with tribal representatives to adapt our Project Compass to align with the tribal medicine wheel and tribal values around spiritual, emotional, mental, and physical wellbeing.

Team Experience

2035 and North Shore Subarea Plan | Camas, WA

WSP, 3J, and DKS have worked with the City of Camas for many years on visioning and comprehensive and subarea planning. Two of the more recent efforts include the City's last comprehensive plan update in 2016, Camas 2035, and the current North Shore Subarea Plan. Steve Faust led the Camas 2035 visioning process, which included facilitation of a vision steering committee, a series of public engagement activities, development of a community profile, meetings with local organizations, online questionnaires, youth engagement, and two vision workshops. This work resulted in the Camas 2035 vision. WSP led the comprehensive plan update and used the vision to direct goal and policy development and define City gateways and corridors. The North Shore subarea plan process began in 2019 with community visioning, followed by the formation of two committees to guide the technical planning work and vision implementation. Similar to Camas 2035, Steve led the visioning process and WSP led the technical analysis and plan development. The subarea plan was adopted by the City Council in November 2022 and WSP is currently working with the City through the adoption process for a North Shore specific Zoning Code and Design Manual.

Successes: Working closely with a steering committee to develop and refine concept plans generated support for the North Shore Subarea Plan from property owners, which was important through the adoption process.

Important Learnings: Planning can be contentious and everyone will not be happy with the outcome of the process, but having a clear vision and consistent messaging around the ways the plan is meeting that vision can help garner support for the project.

Team Crossover: WSP, 3J Consulting, and DKS Associates.



“Our Vancouver” Comprehensive Plan Update | Vancouver, WA

WSP is leading a multidisciplinary consultant team to complete the periodic update of the City of Vancouver's comprehensive plan and corresponding Title 20 land development code updates. The last significant comprehensive plan update occurred in 2011 and the City is approaching this update as a complete overhaul of the plan. The project has been branded Our Vancouver, which reflects the co-creative process the City is undertaking with the community to ensure the updated plan respects the City's shifting demographic, development, economic, and social trends. WSP is supported by ECONorthwest who is leading the Housing and Economic element updates and supporting the equity analysis. The plan will chart a new course for the city and establish an updated policy framework to support the City's anticipated population and employment growth, consistent with the Washington State Growth Management Act.

Successes: Development of a project brand that reflects a fun, imaginative process and the intersectionality of Vancouver residents, engages people and generates excitement for the plan.

Important Learnings: The project is just beginning, but it is clear that preparing a plan through a co-creative process will take flexibility and may require a different project cadence than typical for comprehensive plan projects.

Team Crossover: WSP and ECONorthwest

Housing for All

- How can we provide housing and community well-being for all?

Mobility Choices

- What changes would make it easier for people to get around the City?
- What is your ideal mode of transportation? Do you have access to that mode?
- Can you walk or bike to access local services (bank, grocery, school, etc.)?

Future Opportunities

- What do you see today when you walk out your front door? What do you want to see in the future?

Wellness and Recreation

- How can we help make our community healthier?
- As our community continues to grow, what would you like to see? More parks? Trails? An outdoor theatre? A community center?
- Where do we need more parks, trails, neighborhood connectors, pedestrian access, open space, community gardens?
- How far do you have to travel to get to a local market or grocery store?

Sustainability and Resiliency

- How can the City be resilient and responsive to natural disasters, threats and unexpected circumstances?
- How can the City help combat climate change? Energy efficient buildings? Car charging stations? Improving access to public transportation?

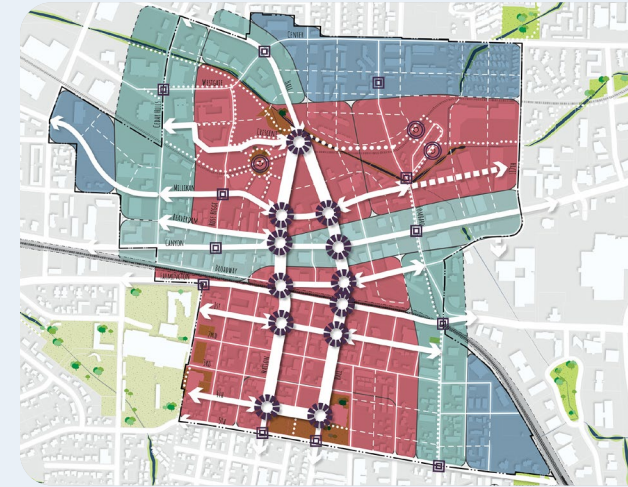
Downtown Design Project | Beaverton, OR

From 2017-2021, SERA led a multi-disciplinary consultant team, including ECONorthwest, in the development of a comprehensive design strategy—an effort to create an economic, social, and cultural heart for the community. The overarching goal of our work was to create a vibrant downtown that is easily identified and attractive for private development. Crafted in collaboration with staff across multiple city departments, and based on extensive engagement with the public, downtown stakeholders, and developers, the Urban Design Framework informs the character of development desirable for Downtown as well as the key connections needed to make it both identifiable and easy to navigate. The project concluded with a significant rewrite of the district's development code and was adopted in November 2020. This work reflects the community's preferences and desires around height, density, mix of uses, and design character, and is grounded in market research work. SERA further 'tested' the code via a series of development opportunity studies and development proformas for key sites within the area.

Successes: Project implementation began immediately. We worked with City staff to prioritize short-, medium-, and long-term projects and identified timelines and champions to promote rapid implementation.

Important Learnings: Having everyone, from the public at large to City decision makers, involved and aligned around a core vision (to put pedestrians first) made controversial code adoption (to limit auto uses in Downtown) much more straightforward.

Team Crossover: SERA and ECONorthwest



Transportation System Plan | Camas, WA

DKS Associates is currently working to update the City of Camas Transportation System Plan. The objective of this project is to create a Transportation System Plan that is aimed at proving a cost-effective, multimodal long-range plan that serves the future needs of all network users. The TSP serves as the source for the Transportation Element of the Comprehensive Plan. The Camas TSP includes an evaluation of the downtown area to identify deficiencies and needs and identifies several transportation multimodal improvements including corridor reconfigurations, bicycle facilities and pedestrian crossings. The project is currently in progress and estimated to be adopted by Camas City Council by the end of 2023.

Successes: The Camas TSP planning process included several public online open houses with over 300 participants that provided valuable feedback on local concerns and opportunities for improvement. The TSP projects and funding priorities were developed to reflect community goals and priorities.

Important Learnings: The analysis of future conditions determined that several key roadways, such as NE 3rd Avenue, NE 6th Avenue and NE Pacific Rim Blvd, can be reconfigured by reducing the number of vehicle lanes to allow for enhanced pedestrian and bicycle facilities. These projects will promote safety and fill in important system gaps that were community priorities.



Town Center & Urban Renewal Plan | Cornelius, OR

Cornelius, a multi-cultural city on the western edge of the Portland metropolitan area, is experiencing a population boom, and a new plan for its Town Center was needed to guide public and private investments towards the downtown core's vibrant and prosperous future. As part of a multi-disciplinary consultant team, including 3J Consulting, SERA provided lead urban design expertise. The project hinged on creating a comprehensive Town Center based on an analysis of existing and desired land use. The work also included a code audit and subsequent update to the development code. To capture and reflect the community's vision, the consultant team carried out an extensive engagement effort that included a three-day workshop and open house. The Town Center Plan is complemented by an Urban Renewal Plan and was enthusiastically adopted by City Council in the summer of 2019. With this plan, the community has a broadly-supported, clear roadmap for realizing a town center that will be unique to the region. Additionally, the Town Center & Urban Renewal Plan was recognized by the Oregon Chapter of the American Planning Associates (OAPA) with the "2019 Public Involvement and Participation Award."

Successes: Developed a Town Center Plan that restored and revitalized the historic core of Downtown, while also finding opportunities to reinvigorate the surrounding areas with a more modern approach, balancing old and new.

Important Learnings: Integrating local community leaders, in this case a local Latinx TV celebrity, into the process can be the key to reaching groups who typically shy away from public involvement processes..

Team Crossover: SERA and 3J Consulting.



Comprehensive Plan | White Salmon, WA

From 2019-2021, WSP and 3J worked together to update the City of White Salmon's comprehensive plan. The work included a city-wide visioning effort led by 3J, followed by technical analysis and a full update to the city's plan led by WSP. New and revised findings and plan policies were developed to meet the vision for a thriving fast-growing community, with special attention to supporting compatible infill and mixed-use development in and near downtown, developing green streets, and other sustainable infrastructure components, and targeting infrastructure investments to support economic policy objectives. The project engaged scores of community members, and included extensive planning commission and city council workshops, culminating in adoption in 2021.

Successes: Tabling events and community conversation kits allowed us to extend our outreach and support. These events successfully drew citizens into the project, set the vision and expectations for maintaining community character, and guided plan and policy updates.

Important Learnings: Impacted by COVID 19 and city staff shortages, we pivoted to virtual meetings and extended the timeframe for successful project delivery. Project delays and delivery method changes required close coordination with the client to communicate schedule and budget implications.

Team Crossover: WSP and 3J Consulting.

Comprehensive Plan Elements:

| | |
|--|--|
|  Housing + Land Use |  Transportation |
|  Facilities + Capital Improvement Plans |  Parks and Recreation |

Key Team Members



Brian Carrico | Principal-in-Charge, Comprehensive Plan Principal, WSP

Brian has provided professional planning services in Washington for over 29 years, all but four of which were in Clark County. Brian has extensive experience in public sector planning and project management, including development of comprehensive and subarea plans, implementing regulations and land use codes as well as practical experience applying those codes to development and complying with SEPA. Brian played a key role in developing the land use concepts established in the first GMA comprehensive plan in Clark County.

- Project Manager/Task Lead, Waterfront Concept Development Plan (Terminal 1 Master Plan Finalization and Permitting) (Vancouver, WA)
- Project Manager, City of Vancouver Comprehensive Plan Update (Vancouver WA)
- SEPA Lead, Heights District Plan (Vancouver WA)

Key Team Member Experience



Nicole McDermott, AICP | Comprehensive Plan Project Manager, WSP

Nicole McDermott is an experienced community planner and project manager who has successfully led long-range planning and community visioning projects throughout Southwest Washington. She is skilled at working effectively with multidisciplinary project teams to develop creative and innovative project solutions that address the unique needs of communities. Nicole has established relationships with City staff and stakeholders and has a comprehensive understanding of community concerns. Nicole has worked on six comprehensive planning and subarea planning projects in Southwest Washington.

- Deputy Project Manager, City of Vancouver Comprehensive Plan Update (Vancouver, WA)
- Lead Planner, Camas 2035, City of Camas Comprehensive Plan Update (Camas, WA)
- Project Manager, North Shore Subarea Plan (Camas, WA)



Emma Johnson, AICP, LEED | Land Use Planning Lead, WSP

Emma Johnson has provided professional planning services to private and public sector clients for over ten years. Emma has worked on projects throughout the Pacific Northwest, with a focus on Washington State, and her project history includes comprehensive plans, environmental assessments and impact statements, community engagement, and local, state and federal permitting. Emma is skilled at assisting communities with the development of implementation tools to guide future development in a way that is consistent with the community's vision.

- Deputy Project Manager, North Shore Subarea Plan (Camas, WA)
- Planner, Carty Road Subarea Plan (Ridgefield, WA)
- Planner, City of Vancouver Comprehensive Plan Update (Vancouver, WA)





Matthew Arnold, AICP | Downtown Plan Principal, SERA

Matthew is SERA’s Director of Urban Design and Planning, and has been with the firm since 2003. He is a planner and GIS specialist with 23 years of professional experience. His project experience includes campus planning, neighborhood and downtown concept plans for large and small cities, revitalization plans for areas in decline, sustainable streetscape design, and alternative-mode transportation planning. Matthew is highly experienced in project management, design, and public involvement processes, and has presented his work at conferences across the nation. Matt is skilled at engagement and facilitation, and takes pride in helping diverse groups reach consensus.

- Principal-in-Charge, Downtown Design Project (Beaverton, OR)
- Principal-in-Charge, Downtown Community Plan & Code Update (Hillsboro, OR)
- Project Manager, Downtown Preliminary Development Plan (Redmond, OR)



Erin Reome, AICP, LEED AP BD+C | Downtown Plan Project Manager, SERA

Erin is an enthusiastic urban designer and planner who thrives at the intersection of land use, transportation, and open-space planning. Since 2005, she has worked on projects for private, public, and institutional clients at a variety of scales: regional, district, downtown, campus, neighborhood, and corridor. Erin is driven by a strong desire to create more equitable, healthy, and livable places with a commitment to sustainable and regenerative solutions. She is a skilled project manager, who is able to lead clients, stakeholders, and consultant teams through tailor-made collaborative processes that answer complex planning questions with authority.

- Project Manager, Downtown Design Project (Beaverton, OR)
- Project Manager, Downtown Tigard Reimagined (Tigard, OR)
- Project Manager, Waterfront Gateway Visioning Concepts (Vancouver, WA)



Martin Glastra van Loon, LEED Green Associate | Lead Urban Designer, SERA

Martin has been practicing urban design and town planning, nationally and internationally, since 1992. Educated and trained in Dutch and European urbanism, he applies his expertise to a variety of projects encompassing the ranging scales of regions, cities, towns, downtowns, and neighborhoods. Committed to community-based placemaking, Martin has a strong theoretical interest and practical expertise in complex urban projects that integrate mixed-use, pedestrian-friendly, and transit-oriented design components, in concert with local geomorphic features.

- Urban Designer, Downtown Design Project (Beaverton, OR)
- Urban Designer, Downtown Tigard Reimagined (Tigard, OR)
- Urban Designer, Town Center and Urban Renewal Plan (Cornelius, OR)





Steve Faust, AICP | Community Engagement + Visioning Lead, 3J Consulting

Steve is a land use planner with nearly 20 years' experience as a facilitator and community engagement specialist. As a public engagement specialist, Steve has led dozens of public involvement processes for diverse audiences. He is responsible for the oversight of all public involvement tasks from developing public involvement plans, to designing and coordinating implementation of public outreach activities, to documenting and evaluating the effectiveness of those efforts. Steve is an experienced designer of community questionnaires and manager of online tools designed to gather comments from people who prefer virtual forms of participation.

- Camas Comprehensive Plan Vision (Camas, WA)
- Camas North Shore Subarea Plan (Camas, WA)
- White Salmon Comprehensive Plan Vision (White Salmon, WA)



Tyler Bump | Housing + Economic Development Lead, ECONorthwest

Tyler Bump is a Project Director at ECONorthwest with a professional focus on the intersection of land use planning and real estate investment that advances equitable housing, economic development, and sustainable development goals. Tyler has been working with cities, business districts, and community organizations to support community economic development efforts for over 16 years. To support these goals, he works with clients to develop and implement creative strategies that leverage public and private sector investment through changes to land use and development standards, regulatory requirements, and economic development strategies.

- Vancouver Comprehensive Plan Update (Vancouver, WA)
- Heights District Equitable Development Strategy (Vancouver, WA)
- Clark County Housing Options Study and Action Plan (Clark County, WA)



Reah Flisakowski, PE | Transportation Planning Lead, DKS Associates

Reah has provided transportation planning and engineering services to public agencies throughout the Pacific Northwest. Reah has experience in transportation system planning, capacity and operations analysis, pedestrian/bicycle analysis, neighborhood traffic calming, intersection safety improvement evaluations, cost estimating, and on-call services for public agencies. Reah's work focuses on improvements to enhance a community's livability that can be readily implemented. As a senior project manager, she has presented transportation issues and findings to the public through community open houses, citizen advisory meetings, and planning commission/city council hearings.

- Camas Transportation System Plan (Camas, WA)
- Camas North Shore Subarea Plan (Camas, WA)
- Ridgefield Capital Facilities Plan (Ridgefield, WA)



Approach to Inclusive Community Engagement

The core philosophy of our strategy for public engagement is to “meet people where they are.” This means engaging people in the spaces where they already spend their time and to do so using culturally and linguistically appropriate methods. Each community we work with is unique, so strategies will vary, but may include requesting time at a regular meeting of an organization, conducting intercept interviews at a park or grocery store, and/or using social media, Engage Camas, or other online platforms. For non-native English speakers, this often means locating the meeting in a restaurant or cultural center, providing appropriate foods, and hiring native speakers to facilitate the meeting.

For Camas, our community engagement process will be designed to ensure that the benefits of the Comprehensive Plan and Downtown Subarea Plan are shared equitably by the whole community. To do so, we must understand the community’s assets, needs, and aspirations so we can develop strategies that ensure new development brings desired amenities to the community and supports existing families and businesses. To build enduring community support for the plans, public participation activities will be inclusive, transparent, and build the community’s capacity to help implement the plans over time. This includes building and/or strengthening partnerships with local organizations like the Downtown Camas Association and the Camas Parks Foundation.

A first step in the engagement process will be the development of a Public Participation Plan (PPP), which is a requirement of the GMA and critical to a successful Comprehensive Plan Update and Downtown Subarea Plan process and is a requirement of the GMA. The PPP will

outline community engagement objectives and key messages that will be used to communicate important themes throughout the duration of the project. The PPP also lists stakeholder groups identified through demographic research and conversations with staff. We use this information to design stakeholder-specific activities in addition to broad engagement efforts. Community members will have numerous opportunities to participate in ways that are comfortable for them.

A successful Vision and Comprehensive Plan process must create a shared sense of ownership among the Camas community. We recommend convening a Community Advisory Committee (CAC) that represents a broad cross-section of community interests. The CAC will review and comment on work products, guide engagement efforts and help our team host public outreach events and activities, act as liaisons to specific constituencies or interest groups, encourage community members to participate in the process, and act as champions of the ultimate Camas Vision, Comprehensive Plan, and Downtown Plan that emerge from this process. In our experience, administering an open application process to fill interest-based positions (e.g., business, education, youth) on the CAC yields the best results.

At the project outset, we will launch a multi-faceted, ongoing outreach campaign to promote awareness. The overall effort will be branded as an exciting opportunity for residents to shape their community. The initial outreach campaign will include information about both the Comprehensive Plan and the Downtown Plan. When outreach activities begin in earnest, we will have the networks in place to reach a broad spectrum of the community. While our team has worked extensively in Camas, we still recommend beginning with a series of interviews with key interested parties to build relationships with trusted community leaders as the first line



The Downtown Tigard Reimagined Project is the latest of SERA’s ongoing work with the City of Tigard, Oregon to help advance the vision for their Downtown. This Project builds on the vision expressed by the community to create a Downtown that is the “vibrant, active, and welcoming city center at the heart of our community.” SERA, in partnership with ECONorthwest, is currently creating the land use and transportation plans to move this vision closer to implementation. Leveraging a currently thriving Main Street and looking to extend that vibrancy into the larger Downtown area, SERA has developed concepts that explore the types of improvements that the community would like to see in their Downtown. These concepts have been vetted through a robust series of focus groups and community open houses, facilitated in English, Arabic, Spanish, and Vietnamese, to inform the final recommended plan. The team will also be providing code updates and a list of prioritized projects for short and long term implementation.

of communications. We use these interviews to identify important issues, challenges, and assets.

Outreach during the initial Vision Phase of the project will include a balance of education and careful listening. We will answer foundational questions (*What is a comprehensive plan? What is a downtown town subarea plan? What is the Washington Growth Management Act?*) so community members are informed participants in the process. We will ask community members about their opinions and aspirations for Camas (*What do you love about Camas today? What would you like to see change in the future?*) and use the responses to develop the community vision. A central component of the vision will be a vision specific to downtown to inform the downtown subarea plan development. Conduct a joint visioning process for both plans will ensure we are using people's time efficiently and effectively.

The visioning process will include a series of Community Conversations with schools, faith-based organizations, youth, business associations and other community-based organizations. We will schedule time on their meeting agendas rather than asking them to attend additional community meetings. CAC members will be asked to conduct at least one Community Conversation to extend the reach of staff and the consultant team. In addition, community members can host their own conversations using a Community Conversation Kit we prepare with all of the pertinent information and tools they will need. For those who prefer to participate virtually, we will provide an online open house or survey through Engage Camas with the same information.

Community events, such as Camas Days, the Camas Farmers Market, and National Night Out provide a unique opportunity to engage a large number of people in one place. We will design activities that can be used at community events to create awareness and engage people of all ages in the Visioning process.

Youth engagement is another key component of our outreach efforts. For the Camas North Shore process, we conducted a vision workshop with a class at Discovery High School. When preparing the Milwaukie Comprehensive Plan Vision, we supported a group of local high school students to act as community liaisons for the city's youth. They assisted in outreach efforts to reach students and local businesses through canvassing, surveys, and staffing support at events and activities. They helped facilitate a meaningful representation of Milwaukie youth and their interests within a community-wide public process.

An important element of an inclusive engagement process is reaching out to historically underserved communities. As described previously, we research community demographics at the project outset to better understand our audiences, languages spoken and potential engagement activities. In many instances, we work with community-based organizations (CBOs), specialized consultant partners, or translation and interpretation vendors to reach specific ethnic, cultural, language demographic or geographic communities. The City should consider using stipends, such as gift cards, to incentivize participation of people from these communities.

All of the information gathered through activities described above will be compiled, coded, and used to create vision "themes." These themes will be presented at the first of several Community Summits and serve as the foundation of the Comprehensive Plan and Downtown Plan Visions. These fun and engaging community events are the main opportunities for Camas community members to engage and share ideas with their neighbors face-to-face. The Community Vision will guide development of the Comprehensive Plan and include an element related to Camas' downtown.



To help stakeholders and the larger community visualize the Missoula Midtown Master Plan, SERA, in partnership with ECONorthwest, has developed a video to communicate key elements of the plan. To view: <https://f.io/8BWJWRUQ>



Visioning for the White Salmon Comprehensive Plan Update was rooted in extensive community outreach led by WSP and 3J.

A comprehensive public engagement program must have an associated communications plan to be successful. The goal of our communications efforts is to create a shared understanding of the project purpose and desired outcomes. We will work closely with Camas' Director of Communications to use a variety of methods to notify residents about public events and other opportunities to be involved in the process and communicate how community input is being used to shape the plans and process. We seek a proper balance between these tools in order to achieve maximum engagement:

Comprehensive Plan logo. At the outset of the project, we will create a project identity that is unique and compelling. This "look" will appear on all project materials and provide continuity and visibility for the Comprehensive Plan and Downtown Subarea Plan.

Project Page on Engage Camas. We will design and administer an informative and accessible project page on Engage Camas, including project overview and timeline, important contacts, schedules for public events, opportunities for public engagement, updates on the project's status, and the ability to view or download documents. We will also use this page to conduct online outreach throughout the project, using the various tools available through Engage Camas, such as an interactive map or idea board for visioning.

Social media. Our team is well acquainted with social media services that supplement traditional public relations and media approaches. We will provide City staff with content for their social media platforms, such as Facebook and Twitter accounts to increase project awareness and provide multiple avenues for community input.

Media contacts. We will prepare media releases to the Camas-Washougal Post Record and other local media outlets for the City to distribute.

Public information materials. We will prepare flyers, newsletters, facts sheets and other materials to educate and inform the public.

Electronic mailing list. The City will maintain a database of e-mail addresses of people who express interest in the planning process. We will prepare e-blasts for the City to distribute to help notify people about events and activities. Interested parties will have several opportunities to join the mailing list, such as on the Engage Camas project page and at public meetings and events.



OUR VANCOUVER

OUR FUTURE 2045

LET'S PLAN THE FUTURE OF OUR CITY!

The City of Vancouver is updating its Comprehensive Plan, and we want your help! Your participation will guide decisions on how we invest in our future, including parks, housing and transportation and how we make our City more equitable, sustainable, resilient and livable - a place we are proud to call home.

What is a Comprehensive Plan?

The **OUR VANCOUVER** Comprehensive Plan will guide City planning, growth, development, and resources for the next 20 years, and beyond. The City realizes that our demographics are changing, and new policies need to repair past harm and provide opportunities for an equitable future. To do so, we plan to elevate the voices of Black, Indigenous, People of Color and others who have been historically underrepresented in planning processes.

Your input is critical to create policies that reflect the needs of your community.

Let's dream together! Use this fact sheet and conversation kit to brainstorm the future of Vancouver with your friends, family and neighbors!



Get to know your neighbors!

- 37 years old** is the median age of Vancouver's population
- 29.2%** of residents hold a bachelor's degree
- 9.7%** of residents live with a disability
- 10.7%** of adults in Vancouver identify as LGBTQ
- 12.7%** speak a language other than English at home

How does everyone get around?

- 47,679 residents** live within .25 miles of the Mill Plain BRT and the Vine BRT
- 14.5 miles** the average amount a person travels daily
- 2%** walk to work
- 10%** carpool to work

What is there to do outside?

- 1,600 acres** is the amount of parks - over 90 parks in the City
- 20 miles** of trails for walkers, runners, bicyclists, and others to enjoy

Check out the conversation kit on the back!

WSP is leading a multidisciplinary consultant team, with support from ECONorthwest, to complete the periodic update of the City of Vancouver's Comprehensive Plan and corresponding Title 20 land development code updates.

Approach to Ensuring Work of Subconsultants

Productive, multi-disciplinary collaboration is the natural outcome of an inclusive, well-structured, and thoughtfully organized team. Both SERA and WSP have a successful history of collaboration with 3J Consulting, ECONorthwest, and DKS on numerous projects. Those long-standing relationships establish the trust and effective communication that keep teams running smoothly.

The following are tools we frequently use to foster efficient collaboration across our teams:

- **Project Kick-off / Site Tour.** We have found that few things help to anchor a team better at the outset of a project than convening the full team, including City stakeholders, on-site for a site walking/driving tour as part of the project kickoff. Upon selection, we propose a walking and driving tour of Camas with key City stakeholders to visit and discuss key locations and issues as a group. This allows for the team to see the existing conditions through the lens of the stakeholders participating in the process. It also gives us an opportunity to ask questions and outline project goals together.
- **Team Work Sessions.** We have found that the best way to leverage the skills of a talented multi-disciplinary team, like the WSP/SERA team for Camas, is to meet regularly to keep everyone informed of project progress. Accordingly, we will allocate time and budget for biweekly consultant team meetings to keep everyone updated and in the loop.

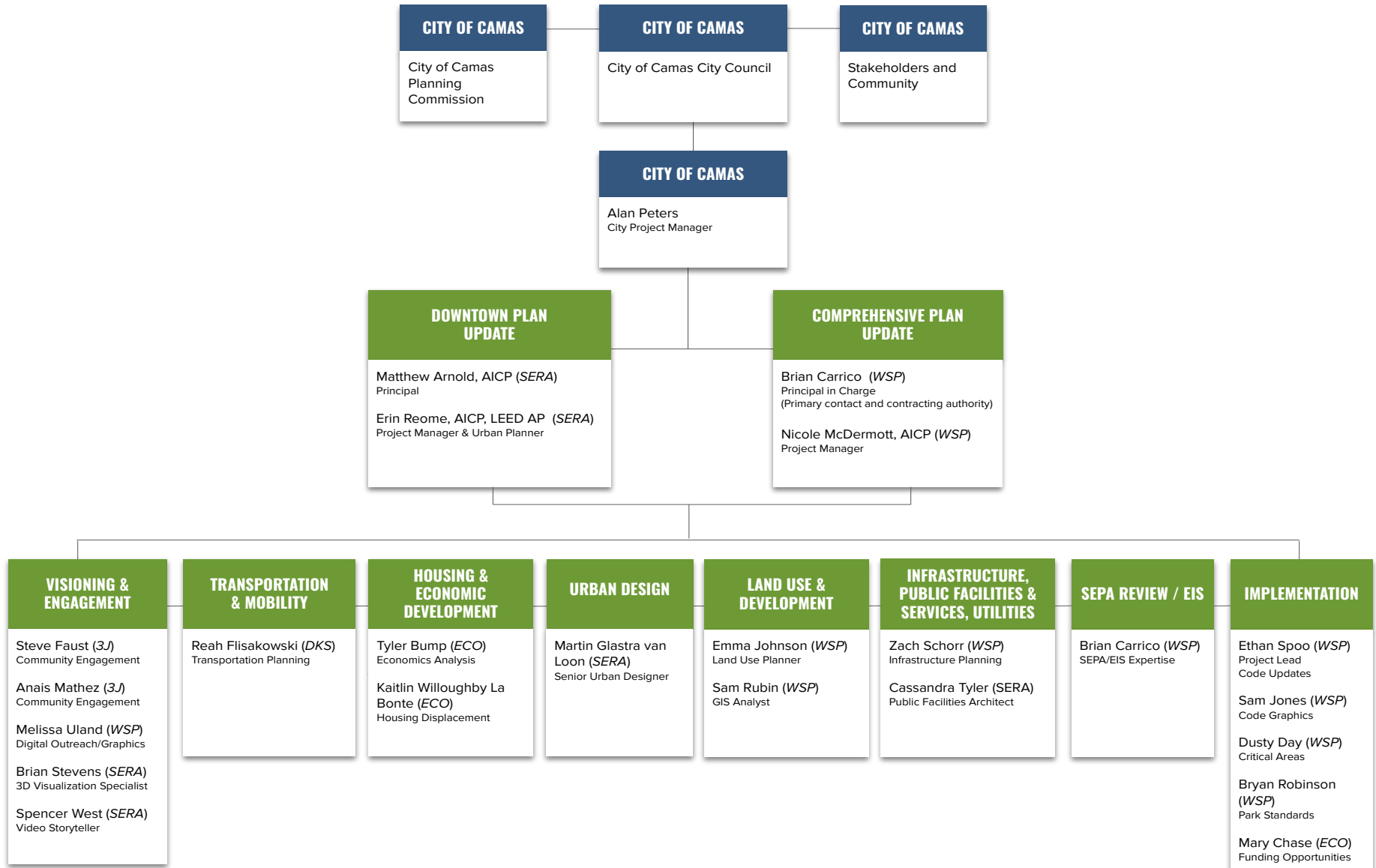
- **Team Work Sessions.** Additionally, we propose 2-3 in-person work sessions, potentially on-site in Camas, at key milestones within the project process. Bringing the full team together to workshop solutions at these key decision moments allows us to best leverage the talent and skills of the entire team. We have found that these team work sessions allow the team to progress ideas more quickly and more efficiently.
- **Cloud-Based Collaboration.** Through our experience managing multi-disciplinary teams, we have found the use of cloud-based document creation, sharing, and storage services to be essential. It allows the team to work dynamically within the same documents, share draft iterations quickly with partners and clients, and overall makes for more seamless communication and collaboration on deliverables.
- **Schedule Transparency.** Keeping a multi-disciplinary team working efficiently requires keeping them well informed of project tasks, expectations, and deadlines. Throughout the process, we will maintain a detailed schedule of project tasks and deadlines, that will be shared with the entire team and updated as necessary. We will review the schedule at our biweekly consultant team meetings to ensure that the entire team is aware of project status and upcoming tasks.

We look forward to working together as a team and with the City of Camas to explore an array of design improvements and options, define a path forward for the current comprehensive plan, and establish an informed and implementable downtown subarea plan.



Team Organization

The WSP/SERA team is structured to use combined resources and expertise to efficiently and effectively deliver an implementable comprehensive plan and downtown subarea plan. During the scoping process, the team will identify a contract project manager who will be the primary point of contact for the contract that will cover both projects. The contract project manager can be the SERA project manager or the WSP project manager and will be based on discussions and direction from City staff.





September 8, 2023

Alan Peters, Community Development Director
 City of Camas
 616 NE 4th Avenue
 Camas, WA 9860

Subject: Comprehensive Plan Update and Downtown Subarea Plan – Scope of Work for Professional Planning Services

Dear Alan:

Thank you for selecting WSP USA, SERA Architects, 3J Consulting, DKS, and EcoNorthwest (herein the Consultant Team) to assist the City of Camas (City) with your comprehensive plan update and downtown subarea plan. This scope of work specifies the planning, engineering, transportation, natural resources, public involvement, and economic development services the Consultant Team will provide to the City to complete the two plans.

PROJECT UNDERSTANDING

The City is developing a comprehensive plan update and new subarea plan for downtown Camas. The goal of this scope of work is to produce two separate plans while taking advantage of opportunities for overlap and synergy in the planning processes (e.g., joint open houses, efficiencies in team members, etc.). Each plan should be thoughtful and intentional in responding to the shifting development, demographic, economic, and social trends facing the community, as well as both realistic and creative in their implementation.

The comprehensive plan must be updated consistent with the periodic update requirements of the Washington State Growth Management Act (GMA) (RCW 36.70A.130). The City's last periodic update was completed in 2016, with some minor amendments in subsequent years. While some elements in the existing plan may only require minor updates, others will require more substantial revisions. For example, the housing element will need to be updated to reflect the City's recent Housing Action Plan. The plans will also need to be responsive to recent legislative changes, including House Bill (HB) 1220, HB 1110, and HB 1181.

OVERALL ASSUMPTIONS

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

- The 21-month project is estimated to be complete by June 2025.

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- Meetings between the City and Consultant Team will be conducted virtually, except where noted otherwise. Community and stakeholder meetings will be conducted in-person or virtually as described in the scope of work.
- The City is responsible for in-person meeting logistics, including securing venue(s), public notices, related fees, and coordinating the attendance of other groups and outside agencies as applicable.
- The City will prepare and issue required public notices and comply with applicable notices and review periods required by the Washington Department of Commerce and other agencies as needed.
- One consolidated review of all project materials and deliverables by the City unless otherwise specified per task.
- All work products will be provided in Microsoft Word or PDF format. Mapping products will be provided in PDF and ESRI shapefile format.
- All baseline data, information, and existing planning reports and policies, for example GIS data or the existing comprehensive plan, will be provided by the City.
- The City will be responsible for the preparation of a SEPA checklist to cover all actions included in this scope.
- The City will be responsible for printing all project materials to be distributed physically to the public, committees, commissions, and elected officials. Printing of large-format boards and maps for workshops and public events will be done by the Consultant.
- Material translation into languages other than English, is not included. Written and in-person translation can be provided at an additional cost.
- The analysis completed throughout the project and the updated plan policies and elements will be developed to be consistent with applicable Washington State requirements under the GMA. However, the Consultant is not responsible for review of the plan by state agencies or others or for potential legal challenges to the City's actions taken to update the plan or development regulations.
- All materials prepared in support of adoption will be consistent with applicable City plans, policies, and ordinances; however, the consultant cannot guarantee adoption of the comprehensive plan, zoning code, or design standard amendments.

SCOPE OF WORK

Following is the scope of work for the Consultant Team to complete the work products and processes for both the comprehensive plan update and downtown subarea plan. **Task 1** addresses the comprehensive plan update, **Task 2** addresses work and deliverables specific to the downtown subarea plan, and **Task 3** addresses work specific to preparation of a Climate Element. Where a deliverable or process overlaps (e.g., a joint open house), the bulk of the scope is described under Task 1 (e.g., selecting a meeting venue, preparing an event plan, etc.), with

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downtown specific or climate deliverables identified under Tasks 2 and 3 (e.g., preparation of display boards about the downtown subarea).

TASK 1. COMPREHENSIVE PLAN UPDATE

Task 1.1 Project Management and Kickoff

For project management specific to the downtown subarea plan, see **Task 2.1**.

1.1.1 Project Management

This task will be led by WSP, who will perform the following project management tasks:

- Prepare a project management plan, project risk plan, and safety plan.
- Conduct biweekly project management team meetings with the City and Consultant Team to review progress, scope, schedule, communication protocols, etc.
- Conduct biweekly internal Consultant Team coordination meetings.
- Prepare a brief email agenda and summary for each of the biweekly project management meetings.
- Complete the subcontracting process
- Manage subconsultant invoicing and general management of subconsultants.
- Provide monthly invoices.

1.1.2. Project Kickoff Meeting

The Consultant 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 advisory committee members, and review and confirm approach and deliverables. The consultant will provide the following to complete this task:

- Prepare a kickoff meeting agenda.
- Facilitate a kickoff meeting with City staff and the project team.
- Obtain City feedback on advisory committee membership, confirm scope understanding, schedule, key assumptions, and deliverables.
- Discuss roles for City staff, the consulting team, planning commission, city council, and interested parties.
- Prepare brief summary notes of the meeting.

Task 1.1 Assumptions

- Up to two staff will attend up to 44, 1-hour biweekly project management team meetings.
- Up to 44 agendas and action item lists will be provided by email for the project management meetings.
- The comprehensive plan project manager will attend up to 44, 1-hour biweekly Consultant Team coordination meetings.
- Kickoff meeting will be in-person and up to 2 hours in length. One kickoff meeting will be held to cover both the comprehensive plan and downtown subarea plan.

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- Up to six consultant staff will attend the project kickoff meeting for the comprehensive plan. Staff attendance for the downtown subarea plan is covered in Task 2.1.
- Summary meeting notes for the kickoff meeting will cover both projects and include key discussion points and action items.
- Project schedule will be updated up to six times throughout the project.

Task 1.1 Deliverables

- Monthly progress reports and invoices (22)
- Email agendas and action items for project management meetings
- Project schedule and six updates
- Kickoff meeting agenda and summary

Task 1.2 Existing Conditions Analysis and Equity Framework

1.2.1 Existing Conditions Analysis

It is imperative to begin the process with a clear understanding of the work that has been done, the underlying fundamentals of the community and a clear understanding of how the comprehensive plan can best address critical issues and opportunities. The Existing Conditions Analysis will be designed as a standalone document to be appended to the comprehensive plan. The existing condition analysis for the downtown subarea plan is covered under **Task 2.2**. For this task, the Consultant Team will complete the following:

- An inventory of past and current plans and studies.
- An existing conditions overview of housing, parks and opens spaces, infrastructure and transportation, and the built and natural environment, including identification of wetlands, habitats, threatened and endangered species, streams, riparian areas, geologic hazards, aquifer recharge areas, and frequently flooded areas. The natural environment section will identify areas best suited for development, preservation, or mitigation.
- The public infrastructure and facilities section will summarize the existing water, stormwater, and sewer systems and provide an inventory of existing capital facilities. The public services section will summarize existing parks, schools, fire, police, and emergency medical services that serve the city.
- The transportation section will identify key considerations and existing constraints as documented in the City's Transportation System Plan.
- A community profile, including population and demographic data.
- A summary of existing comprehensive plan policies and associated documents that should be considered during the planning process, including the Countywide Planning Policies and current GMA requirements.
- Complete the Department of Commerce Periodic Update Checklist to identify components of the comprehensive plan and development regulations that may need updating to reflect the latest local conditions or to comply with GMA changes since the last periodic update.

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- An evaluation of economic development trends.
- An evaluation of available climate change information (i.e., reports and studies applicable to Camas), anticipated existing and future conditions, and planning considerations (this section will be prepared under Task 3).
- Participate in one meeting with City staff to review the existing conditions analysis.

1.2.2 Equity Framework

An equity framework is important to guide the City's desired equitable outcomes and to provide a means to measure how the city is advancing equity. The equity framework will be developed in coordination with the project committees as described in Task 1.3.2. The framework will define what equity means for the project and identify equitable outcomes and specific measures of success. The equity framework will be used throughout the project to guide the development of each plan element, including equity-specific goals and policies.

Task 1.2 Assumptions

- Community profile will be based on existing data sources (American Community Survey, Census, etc.) and no additional demographic information will be collected via survey or other method.
- Existing conditions analysis will be based on existing plans and data sources. No field work will be conducted as part of the existing condition analysis.
- Transportation analysis will be based on the City's Transportation System Plan. No additional traffic counts or data will be collected.
- The natural resources database will use Clark County, Washington Department of Fish and Wildlife, Washington State Department of Natural Resources, and U.S. Department of Fish and Wildlife data.
- The City will provide background public infrastructure information, including, but not limited to, the Water System Plan, Stormwater Plan, and General Sewer System Plan (currently being updated), information on existing stormwater infrastructure, and the Park, Recreation, and Open Space Plan.
- The City will facilitate communications with the existing local utility providers, including Clark Public Utilities.
- The evaluation of existing public services will generally rely on publicly available information (e.g., the school district website, the fire department's annual report).
- Analysis of existing cultural resources and historic preservation will be based on publicly available data. No field reconnaissance or testing will be completed.
- The technical work completed for the existing conditions analysis will be used to support the SEPA compliance and environmental review, to be completed by the City.
- Up to 2 Consultant Team staff will participate in one, 2-hour meeting with the City to review the findings of the existing conditions analysis. Additional meetings to prepare and review the existing conditions analysis and equity framework are covered under other tasks.

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Task 1.2 Deliverables

- Draft and final existing conditions analysis report, including up to 12 maps, summarizing land use, market and funding assessment, transportation, natural resources, cultural resources, and public infrastructure and services.
- Draft and final equity framework
- Draft and final Department of Commerce Periodic Update Checklist

Task 1.3 Visioning and Community Outreach

1.3.1 Public Participation Plan

The Consultant Team will prepare a Public Participation Plan (PPP) to guide outreach efforts throughout the vision and comprehensive plan process and encourage community-wide participation by providing many opportunities for public exchange in a variety of formats and locations. The PPP will capitalize on existing City mechanisms for community engagement; establish community engagement objectives; identify the diverse set of stakeholders; and describe the array of tools and activities best suited to inform and engage stakeholders. The PPP will be consistent with GMA requirements (RCW 36.70A.035) as well as applicable City objectives for engagement. The PPP will provide an approach for engaging Camas' youth. The PPP also will identify methods of communication to keep community members up-to-date with the project, and notify residents, businesses and other interested parties about opportunities to be actively involved in the comprehensive plan and downtown plan processes. The PPP will cover both the comprehensive plan and the downtown subarea plan.

1.3.2 Advisory Committees and Commissions

The Consultant Team will lead two committees to support the comprehensive plan update and will participate in ongoing planning commission and city council briefings.

Community Advisory Committee

The Consultant Team will lead up to eight (8) meetings of a Community Advisory Committee (CAC) that represents a broad cross-section of community interests. The CAC will review and comment on work products, guide public outreach and engagement efforts, act as liaisons to specific constituencies or interest groups, help host public events, encourage community members to participate in the process, and act as champions of the ultimate Camas Vision, Comprehensive Plan, and Downtown Plan that emerge from this process. To facilitate this group, the Consultant Team will develop a CAC charter that establishes roles, shared ground rules and decision-making procedures. The anticipated purpose and outcome of each CAC meeting will be as follows:

CAC #1: Learn about the Comprehensive Plan and Downtown Plan process, discuss key issues, provide input into the Equity Framework, and review draft Public Participation Plan

CAC #2: Review Existing Conditions Analysis and Equity Framework, report back on interviews and visioning activities

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CAC #3: Report back on visioning activities, Identify Vision Themes

CAC #4: Review Draft Vision Statement, Feedback from Community Summit #1, Identify goals and priorities

CAC #5: Review Project Charter and Compass, Review land use alternatives for Comprehensive Plan

CAC #6: Review preferred land use alternative for the Comprehensive Plan, Feedback from Community Summit #2, review updated Comprehensive Plan elements

*CAC #7: Review land use alternatives for the Downtown Plan (**work for this meeting is included under Task 2.3.2**)*

*CAC #8: Review preferred land use alternative for the Downtown Plan, Feedback from Community Summit #3 (Downtown Plan Design Charette), review draft Downtown Plan (**work for this meeting is included under Task 2.3.2**)*

Project Advisory Committee

The Consultant Team will facilitate up to eight (8) meetings of a Project Advisory Committee that engages technical stakeholders, agency partners and service providers to work alongside the CAC, review project materials and advise on technical issues. PAC meetings may be scheduled on the same day as CAC meetings and review similar materials, but with a greater focus on technical details and members' areas of expertise.

Planning Commission and City Council Briefings

The Consultant Team will support the City with up to five (5) Planning Commission and five (5) City Council briefings at key points throughout the project. These briefings are important touchpoints to ensure elected and appointed officials are engaged in the process and receive report-backs on outreach activities. These briefings are in addition to the adoption workshops and hearings included in Task 1.6.

1.3.3 Interested Party Interviews

The Consultant Team will prepare for and conduct up to six (6) interviews with interested parties at the outset of the project. Interviews will help build relationships with trusted community leaders and identify important issues, challenges, and assets. Additional interviews specific to the downtown subarea process are covered under task 2.3.

1.3.4 Community Conversations and Events

The Consultant Team will prepare a Community Conversation Kit and conduct Community Conversations in a shared effort with the project team, City staff and CAC members. Community Conversation Kits will be structured in a manner that provides community members with information about the project and engages them in discussion about what they value about Camas today and what could make it a better place to live in the future.

In addition to community conversations, the Consultant Team will support City staff to identify and design activities for community events, like an informational booth or intercept surveys.

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Visioning activities are anticipated to occur in late 2023/early 2024 and could include participation in Boo Bash Trick or Treat, Holiday Sip & Shop, and Hometown Holidays. Visioning activities will be designed to create awareness of the project and engage youth and adults in identifying what they love about Camas today and what they would change to make Camas an even better place to live, work and play in the future. City staff and CAC members will be the primary staff at these events.

Review of land use scenarios are anticipated in the summer of 2024 and could include participation in Camas Days, the Camas Farmers Market, and others. Activities associated with the land use scenarios will engage the community in review of the different scenarios and seek feedback on how the scenarios meet the community's vision.

1.3.5 Surveys and Online Engagement

Develop up to four (4) online community forums or surveys to gather the general interests and positions of the public throughout the Visioning and Comprehensive Planning process. Digital surveys will be provided through Engage Camas, and paper surveys may be distributed or conducted as intercept surveys at strategic locations around the city. The data from these surveys will be aggregated and used to inform the development of the Camas Vision and the goals and priorities to be captured in the project charter and compass. Surveys will coincide with each of the (4) rounds of public involvement and provide an alternative opportunity to comment for those who may not come to a meeting or event or feel comfortable voicing their opinions among others. These engagement opportunities will be advertised in Camas community Facebook groups, City communication channels, and in-person in aforementioned "third places."

1.3.6 Community Summits

Work with City staff and the CAC to host four (4) Community Summits throughout the course of the project. These fun and engaging community events are the main opportunities for Camas community members to engage and share ideas with their neighbors face-to-face regarding the Vision, Comprehensive Plan and Downtown Plan. Community Summits may include a variety of activities, such as multiple stations around a room, breakout discussion groups and/or real-time polling. Additionally, staff and officials will be available to answer questions and discuss ideas with participants. In order to encourage participation, snacks/beverages and activities for children will be provided.

- Community Summit #1 (2024 Q1): *Community members will review and comment on the draft Vision Statement and participate in discussions to identify goals and priorities (to inform the project charter and compass).*
- Community Summit #2 (2024 Q2): *Validate project charter and compass, Review draft land use alternatives and identify the elements of each alternative that best serves the community's vision*
- Community Summit #3 (Downtown Plan Design Charette) (2024 Q4): *Review draft land use alternatives for the Downtown Plan and identify the elements of each alternative that best serves the community's vision (work for this meeting is included under Task 2.3.6)*

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- Community Summit #4 (2025 Q1): *Review draft Comprehensive Plan and Downtown Plan*

1.3.7 Communication Tools

Work with City staff to use a variety of methods to notify residents about events and other opportunities to be involved in the process. Seek a proper balance between these tools in order to achieve maximum engagement:

- *Project Website.* We will support staff in utilizing the Engage Camas platform to design and administer an informative and accessible project page that includes a project overview and timeline, important contacts, schedules for public events, surveys and other online engagement activities, updates on the project’s status, and the ability to view or download documents.
- *Social media.* Our team is well acquainted with social media services that supplement traditional public relations and media approaches. We will provide City staff with content for their social media platforms, such as Facebook and Instagram accounts to increase project awareness and provide multiple avenues for community input.
- *Media contacts.* We will prepare media releases to the Camas-Washougal Post Record and other local media outlets for the City to distribute.
- *Public information materials.* We will prepare flyers, newsletters, facts sheets and other materials to educate and inform the public.
- *Electronic mailing list.* The City will maintain a database of e-mail addresses of people who express interest in the planning process. We will prepare e-blasts for the City to distribute to help notify people about events and activities. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.

1.3.8 Camas Community Vision and Project Charter

Concurrent with the collection and analysis of background/technical information, the first round of outreach activities will focus on the Camas Community Vision. The community will be asked open-ended questions about what they like about Camas today and what could be improved in the future. Input will be compiled and summarized into major themes or “topic areas” for the entire city, including a theme for Downtown Camas. To further reflect community priorities, these themes will be refined into goals and priorities to be included in a project charter. This information will be carried forward into Plan Development (Task 1.4).

Task 1.3 Assumptions

- City will convene CAC and PAC members and handle all communications with the committees.
- Consultant Team will prepare content for committee communications.

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- City will send calendar invites for advisory committee meetings, including in-person meeting logistics or Zoom links as applicable.
- City will prepare staff reports for Planning Commission and City Council briefings.
- City will identify key stakeholders for interviews and send interview invitations.
- Consultant Team will prepare invitations and questions and conduct up to 6 stakeholder interviews.
- Up to two consultant staff will participate in the interviews.
- Up to four consultant staff will participate in each advisory committee meeting.
- For the Community Conversations and Events, the City will:
 - Identify key groups, organizations, committees etc. for Community Conversations
 - Conduct community conversations as needed (1-2 staff).
 - Identify Community events for tabling.
 - Staff table/booth at community events (1-2 staff at each event)
 - Coordinate event/tabling logistics and setup
- For the Community Conversations and Events, the Consultant Team will:
 - Prepare one (1) Community Conversations Kit that CAC members, staff, and the general public can use to facilitate community conversations. The kit will consist of one fillable PDF or Word document with instructions on how to facilitate a discussion and submit notes, key project messages/soundbites to convey, as well as the discussion questions and prompts.
 - Prepare a tracking log and a submission mechanism for notes from community conversations.
 - Support CAC members in tracking and logging community conversations.
 - The Consultant Team will conduct up to ten (10) community conversations. Up to two (2) staff will attend each community conversation to support and take notes.
 - Design one (1) outreach activity for tabling at community events
 - Prepare outreach materials for community events, consisting of one (1) project flyer, two (2) poster boards, and two (2) fact sheets.
 - Support city staff/CAC members in staffing a table/booth at up to five (5) community events.
- The City will print and distribute paper copies of surveys at key locations around the city (e.g. city hall, Camas library, Lacamas Lake Lodge, etc.).
- The City will monitor and collect paper copy submissions, and provide scanned copies to the consultant team.
- Consultant Team will prepare up to 4 online surveys and create a printable Word version for each.
- Consultant Team will prepare draft and final survey summary of each survey.
- Consultant Team will receive log in credentials for Engage Camas and post content and surveys to Engage following City approval.
- Each Community Summit will last up to 5 hours, including setup, breakdown, and a 1.5- to 2-hour event.
- For the Community Summits, the City will:

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- Participate in (4) summits, with 2-4 City staff attending each event, depending on the activity.
- Review and comment on draft summit materials (agendas, comment forms, and boards)
- Coordinate logistics for the summit venue (reservation, setup, technology) and provide refreshments.
- Promote the summits through the City's communication channels (see Task 1.3.8 Communication Tools).
- For the Community Summits, the Consultant Team will:
 - Participate in (4) summits, with up to 4 Consultant Team staff attending each event.
 - Design one (1) outreach activity for each summit (three activities total with one additional activity specific to the downtown and covered under Task 2.3).
 - Prepare materials (agendas, comment forms, and up to four boards) for up to (3) summits. Materials for one additional summit is included in Task 2.3.
 - Summarize engagement results for each summit (four summaries total).
- Consultant Team will prepare up to five (5) posts for Facebook and Instagram and up to 5 media releases, to coincide with the project kickoff and each summit.
- Consultant Team will prepare one (1) project flyer, one (1) 1-2 page fact sheet/infographic community profile, and one (1) postcard mailer.
- Consultant Team will prepare up to five (5) e-blasts, to coincide with the media releases and social media posts about the kickoff and summits. The City will send the e-blasts to the project listserv using EngageCamas.
- At the conclusion of the outreach activities, the Consultant Team will compile outreach results and summarize by key theme (raw dataset).

Task 1.3 Deliverables

- Draft and Final Public Participation Plan
- Up to eight (8) CAC meeting summaries
- Summary of stakeholder interviews
- Community Conversation Kit, Community Event materials
- Up to four (4) online community forum or survey summaries
- Up to four (4) Community Summit summaries
- Outreach and communications materials
- Draft and final Camas Community Vision
- Draft and Final project charter and compass

Task 1.4 Plan Development and Refinement

The purpose of the comprehensive plan update task is to create a plan that reflects the communities' vision, addresses current and future needs, and leads to a future that reflects Camas' small-town charm. The Consultant Team will work with the City to create a living document that is user-friendly, provides a clear and concise vision of the future, reflects the

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ideals of the community, integrates all plan elements, is data-driven, graphic- forward, and implementable.

Development and refinement of the downtown subarea plan would occur under **Task 2.4**.

1.4.1 Draft Comprehensive Plan

The Consultant Team will meet with City staff to discuss the format and layout of the draft comprehensive plan document and outline the required and optional elements. The document will be a digitally based PDF document. The document will generally follow the format of Camas 2035 with additional elements as necessary to address new legislation and the updated community vision. Based on input received on the document format, the Consultant Team will provide a preliminary draft template and table of contents outline of the document for review and approval.

The comprehensive plan will address all required plan elements and will contain a combination of written narrative, infographics, and other supporting visuals. The document will reflect the values and desires of the community as defined through the planning process and will clearly articulate the community's vision, values, and aspirations for Camas. It is anticipated the comprehensive plan will include the following elements:

- Community Character (new)
- Land Use
- Housing
- Natural Environment
- Climate (new) (see Task 3)
- Transportation
- Public Facilities and Services
- Economic Development
- Technical Appendices, including the existing conditions report, market assessments, and community outreach summaries (new)

A separate equity element is not anticipated, but equity will be woven within each plan element with equity-specific goals and policies that correspond to the individual element. Additional details are included in the element descriptions below.

COMMUNITY CHARACTER

The Community Character element will describe the key characteristics of the built and natural environment that make Camas feel like Camas. The purpose of this element is to establish the sense of place that should be retained and created through new development over the planning horizon. The Community Character element will provide context for the comprehensive plan and sets the scene for other elements. This element influences every aspect of the City, from defining the physical built environment to the livability of natural places within the City's sphere of influence. This task will build on the information gathered during the community visioning task

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to develop a community character element that defines the physical and social character of Camas and establishes the means of protecting and supporting the community's character as growth occurs. This may include retaining the "small town feel" that makes Camas a unique place to live and work, open spaces and tree coverage, and supporting livability through thoughtful design. Preparation of the community character element will include the following key activities:

- Summarize existing design guidelines and standards in Camas and develop a list of recommendations for additional standards to guide future development in a way that is consistent with the community's character.
- Prepare a map of key community resources, corridors, and neighborhoods, and short profiles of key areas (or districts) in the City, identifying the district's history, existing character, and opportunities for enhancing community character.
- Develop a list of goals and policies to retain and create community character through thoughtful placemaking and design, organized by category (e.g., public and community gathering places, streetscapes and corridors, buildings and site design, and open spaces/parks).
- Incorporation of feedback received from the public through broad community outreach (described in Task 1.3).
- Prepare a new community character element

LAND USE

The Land Use element is the heart of the comprehensive plan and establishes the vision for the urban form and future development in the city. This task will build on the information gathered during the community visioning task to update the land use and development element to reflect the community's land use vision. The Consultant Team will work closely and collaboratively with the City and community to develop land use scenarios and solutions that meet the unique needs of Camas and integrate housing, parks and open space, transportation, infrastructure, and equitable outcomes.

During this task, the Consultant Team will prepare three land use and growth scenarios that will support the City's population and employment projections and establish appropriate residential densities to meet the requirements of recent Growth Management Act (GMA) legislation, including HB 1110 and HB 1220. Preparation of the land use element will include the following key activities:

- Preparation of a land use analysis memorandum that includes the methodology for creating the land use scenarios, builds off the existing conditions analysis and informs the preparation and evaluation of land use scenarios.
- Consideration of any need for urban growth area (UGA) expansion.
- Preparation for and facilitation of a land use scenario workshop with City staff and the project team.

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- Preparation of three land use scenarios to represent the community’s vision for Camas.
- Preparation for and facilitation of workshops with the advisory groups (included in Task 1.3) to evaluate the land use scenarios and make recommendations for a preferred scenario.
- Incorporation of feedback received from the public through broad community outreach (described in Task 1.3).
- Preparation of visualizations and graphics for each land use scenario.
- A meeting with the City to review the feedback from the public and advisory groups and identify a preferred land use scenario.
- Preparation of updated land use policies that reflect the integration of all other plan elements with specific policies focused around the land use vision, policies specific to downtown, policies that enhance the urban form, create interesting places, and complete, connected neighborhoods.
- Preparation of an updated land use element that includes an updated comprehensive plan map and incorporates the land use analysis, scenario process, input, and updated policies.
- Identification of draft implementation measures to support the updated land use policies, including strategies to achieve growth and density targets, as well as recommended zoning map and code updates. Implementation measures will be finalized in Task 1.5.

HOUSING

The Consultant Team will assist the City in developing goals and policies to meet the housing needs of the whole community and comply with GMA requirements. The team understands the critical need to provide more housing options, innovative housing types, and low barrier housing all while supporting equitable outcomes and maintaining the quality of life in Camas. The team’s housing policy approach will focus on effectively bridging the gap in housing needs, customized to the unique community conditions and desires in Camas.

The Housing element will include the following key activities:

- **Housing Element and Housing Action Plan Audit:** Evaluate the City’s Housing Element (2016) and the Housing Action Plan (2021) to gauge the current plans’ effectiveness in light of today’s housing market and the post-COVID-19 trends across the region. The Consultant Team will evaluate the effectiveness of the existing comprehensive plan policies (focused on the housing element and related sections) through a focused audit. This step of our work might require interviews/focused conversations with City staff. This audit will help identify areas of the housing element in need of updates to be more consistent and reflective of the area’s current vision, housing needs, and recent amendments to the GMA.

- **Housing Needs Assessment:** Assess the best available information regarding the housing inventory and future housing demand for the next two decades to update the Housing Needs and Supply data in the Housing Action Plan and identify ways to better address housing needs across income levels and housing types. This analysis will also integrate Camas' share of countywide housing targets developed by Clark County including identifying housing needs by all income categories consistent with recent amendments to the GMA through HB1220 and aligned with the County's adopted 1.4% annual growth rate through 2045.
- **Housing Market Evaluation:** Improve the understanding of the dynamics of the housing market and how to calibrate policies, programs, and incentives to work with - rather than against- the market to support community desired housing outcomes and advance housing policies, programs and actions needed to achieve housing availability for the identified housing targets by income category. The team can also help support this work by conducting development feasibility testing of various housing types to understand how policies, regulations, and programs meet GMA requirements to make adequate provision for housing for existing and projected housing needs for all economic segments of the community including moderate, low, very low and extremely low income, as well as emergency housing and permanent supportive housing.
- **Prepare Updated Housing Policies and Housing Element.** Based on community and stakeholder feedback, housing analysis findings, and best practices research, the Consultant Team will provide updated housing policies that reflect the housing vision defined through the public involvement process, the housing analysis described above, and incorporate new state requirements. include strategies, a timeline for implementation, and performance metrics to help the City gauge progress toward achieving their housing goals and objectives.

The Consultant Team will also provide recommendations regarding code and development standard updates associated with the Housing Element policies, including new state requirements of HB1110. These will inform the code updates in Task 1.5.2.

- **Provide Input into the Land Use Growth Scenarios.** The housing analysis will directly inform the housing inputs and alternatives considered in the land use growth scenarios. The Consultant Team will coordinate with the city to identify scales and types of development that should be evaluated in the scenarios analysis.

NATURAL ENVIRONMENT

The updated comprehensive plan must provide a path that elevates environmental and community health and resiliency for a livable, sustainable Camas. To prepare the Natural Environment Element, the Consultant Team will complete the following steps:

- Prepare updated Natural Environment goals and policies that advance environmental and community health.

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- Prepare an updated Natural Environment element that includes the updated goals and policies and addresses consistency with the City's current Shoreline Master Program and critical areas regulations.
- Update goals and policies related to landscape enhancement and tree preservation.

CLIMATE

Tasks and deliverables to prepare a climate element are identified in Task 3.

TRANSPORTATION

The Transportation element will be based on the data, analysis and findings in the City's Transportation System Plan (TSP) that is in progress, planned for adoption in early 2024. The team will not complete additional traffic analysis or data collection as part of the comprehensive plan update. For this task, the Consultant Team will:

- Prepare a summary memorandum of the draft Camas TSP and related planning documents.
- Participate in two, virtual 1-hour meetings with City staff to review the summary memorandum and draft Transportation element.
- Prepare updated transportation goals and policies related to transportation demand management, concurrency and performance standards, and revenue. Incorporate goals and policies from the draft Camas TSP.
- Prepare an updated Transportation element.

PUBLIC FACILITIES AND SERVICES

This element is necessary to support the anticipated growth and development and to implement the community's vision. The GMA requires that capital facilities be in place or planned and funded to support the growth identified in the comprehensive plan. This element will set the stage for the next 20 years of budgetary decisions (minimum), as the GMA requires that capital budget decisions are made in conformance with the plan. To prepare an updated Public Facilities and Services element consistent with RCW 36.70A.070(3), the Consultant Team will complete the following subtasks:

- Conduct public facilities and services analysis that builds off the existing conditions analysis and identifies opportunities and constraints related to public facilities and services, and parks. This task will include coordination with local service providers.
- Provide a forecast of future public facility needs, including the proposed locations and capacities of expanded or new capital facilities.
- Prepare a six-year finance plan for the proposed public facilities.
- The water and sewer master plans have growth predictions that may be different than the findings from the land use and population evaluation. If the previous reports and the findings are different, it is anticipated that additional hydraulic evaluation be conducted to evaluate

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future potential deficiencies within the system. In the case that these need to be updated, it is assumed that WSP will coordinate with the City's modeling consultant to update the model, as required. The City's modeling consultant will provide updated model simulations in GIS format with the model results attached for WSP's use in the evaluation. WSP will develop a technical memorandum that describes the differences between the report and any modeling updates that were conducted.

- Prepare updated public facilities and services goals and policies. The goals and policies will address the improvements needed over the next 20-years to implement the preferred land use scenario.
- Prepare an updated Public Facilities and Services element.
- Identify draft implementation measures. This task will include identification of specific implementation actions the City and others will need to take to meet the goals and policies identified in the updated plan element. Potential actions include additional planning and updates of supporting plans, targeted investment strategies, funding opportunities, and evaluating different service methods.

ECONOMIC DEVELOPMENT

The Consultant Team will work with the City to develop an Economic Development Element that revises the City's goals, policies and objectives around economic development. The team's extensive recent experience working in Clark County will help us identify feasible contextualized policies to advance Camas's economic development objectives. Our approach focuses on the following primary areas:

- **Policy Review and Recommendations:** The Consultant Team will evaluate the City's Economic Development Element in comparison to identified economic development goals to gauge the current plan's effectiveness and how well it addresses current trends. This review will result in recommendations for policies, programs and tools for the Economic Development Element to ensure that Camas provides access to opportunity for all residents in the community.
- **Economic Conditions Analysis:** The Consultant Team will conduct an Economic Conditions Analysis using the best available information from public and private data sources to assess the city and region's economic trajectory. This task will include a quantitative analysis of economic conditions and competitiveness, including measures of employment, growth and productivity, business creation and retention, entrepreneurship, investment flows, access to capital, distribution of wealth and income, and racial and geographic inclusion.
- **Prepare Updated Economic Development Policies and Element:** The Consultant Team will develop a strategic plan to guide the City's economic development actions, include tangible next steps and recommendations highlighting how city staff can support small businesses and entrepreneurs. We will evaluate current actions in the CREDC Strategic Plan and coordinate with CREDC staff and other economic development

stakeholders to integrate regional economic development actions with the Economic Development Element and identify how city staff and leadership can support implementation through partnership with organizations like CREDC, the Downtown Camas Association, and the Port of Camas-Washougal.

- **Provide Input into Land Use Growth Concepts.** Like the analysis completed for the other plan elements, the economic development analysis will inform the land use scenarios, including the integration of uses and the location, scale, and function of commercial and employment centers. The Consultant Team will work with City staff to evaluate existing employment lands and their viability for economic development potential. This subtask will include an assessment of industry trends and future employment land needs, considering land availability, available data on employment land capacity and employment projections, and current policies and standards that impact development of employment lands.

1.4.2 Final Comprehensive Plan Document

Following review by the City, project committees, and the community, the Consultant Team will prepare a final adoption-ready comprehensive plan. The document will be a digitally based PDF, including all technical appendices.

Task 1.4 Assumptions

- The comprehensive plan document will generally follow the same format as the Camas 2035 Comprehensive Plan, but will be updated to be consistent with a project brand established by the City and will include the new Community Character and Climate elements.
- Input from outreach activities described in Task 1 will inform all element updates.
- Community Character Element:
 - Consultant Team will prepare draft element based on the existing condition analysis (Task 1.2) and visioning meetings (Task 1.3).
- Land Use Element:
 - Consultant Team will prepare three land use scenarios.
 - Regular meetings will be held with City staff to review and refine the land use scenarios and prepare for advisory group and public outreach activities.
 - Up to 6 Consultant Team staff will participate in a 2-hour workshop with City staff to develop land use scenarios.
 - Public, stakeholder, agency, and advisory group meetings to review the land use scenarios are included in Task 1.3.
 - Consultant Team will prepare up to 5 visualizations or graphics to represent each land use scenario.
 - Up to 3 Consultant Team staff will participate in a 2-hour meeting with City and County staff to discuss the annexation plan.
 - The City will prepare the updated zoning map based on Consultant recommendations and to correspond with the updated comprehensive plan map.

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- The City will lead coordination with the County related to UGA expansion.
- Housing Element:
 - Up to 4 Consultant Team staff will participate in two, 2-hour meetings with City staff to review the Housing Audit and Housing Needs Assessment findings.
- Natural Environment Element:
 - Input from the Existing Conditions Analysis in Task 1.2 will inform the Natural Environment element updates.
 - The City will provide information on their open space conservation plan, being prepared under a separate contract, to inform tree preservation goals and policies.
- Transportation Element:
 - Transportation element updates will be based on the current TSP, no additional traffic analysis or data collection will be completed.
 - Up to 3 Consultant Team staff will participate in two 1-hour meetings with City staff.
- Public Facilities and Services Element:
 - The Consultant will rely on existing capital facilities plans to complete this element. Updated plans are not included in this scope of work.
 - Cost estimates to support 6-year finance planning will be planning-level.
 - A separate Ports element per RCW 36.70A.085 is not included in this scope of work.
 - No stormwater modeling will be conducted at a city-wide level. Desktop analysis using spreadsheets and other available stormwater information from the city will be incorporated into the evaluation.
 - No hydraulic modeling will be conducted for water and sewer. It is anticipated that if a model simulation is required that the City’s modeling team will coordinate with WSP to provide the required model outputs in a GIS format. Coordination with the City’s modeling team is included in Task 1.4 and Task 3.
 - Additional analysis of public facilities and services related to the impacts of climate change are included in Task 3.
- Economic Development Element:
 - Up to 4 Consultant Team staff will participate in two, 2-hour meetings with City staff to review the economic development policy review and recommendations and the Economic Conditions Analysis.
 - Up to 2 Consultant Team staff will participate in up to two, 1-hour meetings with CREDC staff.

Task 1.4 Deliverables

- Community Character Element:
 - One map showing key community resources, corridors, and neighborhoods, and character “districts”.
 - Profiles of five districts, describing the district’s history, existing character, and opportunities for enhancing community character.
 - Draft and final community character goals, policies, and plan element

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- Land Use Element:
 - Land Use Analysis Memorandum
 - Three (3) Land Use Scenarios
 - One map showing two-dimensional land uses and street networks, and up to 4 perspective sketches for each scenario
 - Preferred Land Use Scenario, including map and visualizations
 - Updated Comprehensive Plan Map and Future Land Use Designations
 - Updated Land Use Policies and New Plan Element
- Housing Element:
 - Housing needs assessment and housing market memorandum (draft and final)
 - Updated housing policies, code update recommendations, and plan element
- Natural Environment Element:
 - Health impact assessment memorandum
 - Updated natural environment goals, policies, and plan element
- Climate Element:
 - Draft and final climate workbook
 - Draft and final climate goals, policies, and plan element
- Economic Development Element:
 - Economic conditions analysis memorandum
 - Updated economic development goals, policies, and plan element
- Transportation Element:
 - TSP summary memorandum
 - Updated transportation goals, policies, and plan element
- Public Facilities and Services Element:
 - Public Facilities and Services Analysis Memorandum
 - Updated Policies and Plan Element
 - Draft Implementation Measures
- Draft and final comprehensive plan document template and outline
- Draft and final comprehensive plan document in PDF format

Task 1.5 Implementation

The following work is proposed to support the implementation of the final comprehensive plan. For implementation of the downtown subarea plan, see **Task 2.6**.

1.5.2 Action Plan

Following development of the final comprehensive plan document (**Task 1.4.2**), the Consultant Team will develop an action plan that will provide a list of projects, priorities, planning-level

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costs, and a schedule to implement the plan. These actions may include a range of activities, including, but not limited to, updates to City regulations and capital facility plans; pursuing funding opportunities; and developing infrastructure and public services to incentivize development. The action plan will assign responsibility for the update and propose a method for tracking the actions to ensure the City is able to track future progress. To complete the action plan, the Consultant Team will:

- Develop a draft action plan in tabular format listing actions, responsibility, priority, and estimated, planning-level costs to complete each item (first draft)
- Provide the draft action plan to City staff for review and comment, including scheduling one up to 2-hour meeting to discuss the draft action plan
- Revise the action plan based on City staff comment (second draft)

1.5.2 Code Updates

The Consultant Team will update the Camas Municipal Code, focusing on Title 18, Zoning, to implement the goals and policies in the updated comprehensive plan and address the requirements of the new GMA legislation. Title 16, Environment, will also be updated as needed to comply with periodic update requirements and new comprehensive plan goals and policies. To complete the Title 18 updates, the Consultant Team will complete the following tasks:

- Meet with the City to review the existing code and develop a list of known opportunities and constraints within the code.
- Prepare a Title 18 audit to identify regulatory and process barriers to implementation of the updated comprehensive plan policies and new legislation.
- Meet with the City to review the audit and workshop potential code updates and inform Draft 1 of the code updates.
- Meet with the City to review Title 18 Update Draft 1.
- Prepare Title 18 Update Draft 2.
- Meet with the City, project advisory committees, and conduct workshops with the Planning Commission and City Council to review Draft 2.
- Prepare Title 18 Update Draft 3 to reflect comments from City staff, advisory committees, Planning Commission and City Council. Draft 3 will be used by the City to prepare the SEPA checklist and presented to the Planning Commission as part of the adoption process.
- Draft 4 will be completed after the review process addressing updates through the Planning Commission hearing. The draft will be presented to the City Council for adoption.

Task 1.5 Assumptions

- The action plan will be provided in tabular format with explanatory text and is anticipated to be approximately 5 to 10 pages in length.
- The existing CMC Title 18 will be the baseline starting point for the update.
- City staff will provide a list of known opportunities and constraints within the existing code.

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- Up to 3 Consultant Team staff will participate in 4, 1-hour meetings with city staff to prepare the audit and review draft code updates.
- Meetings with the advisory committees are covered under Task 1.3
- Planning Commission and City Council workshops are covered under Task 1.3.
- Planning Commission and City Council hearings are covered under Task 1.6.
- Updates in response to the review of Drafts 2 and 3 will be minor in nature and will not require the development of new sections or changes in overall approach.
- The City will be responsible for evaluation of the Title 18 update for legal sufficiency.

Task 1.5 Deliverables

- Draft and final action plan
- Draft and final code audit
- City staff meeting agendas, presentations, and summary notes.
- 3 Drafts of Updated Title 18
- Final Draft Updated Title 18

Task 1.6 Adoption

The Consultant Team and City staff will inform the Planning Commission and City Council throughout the planning process. In addition to giving updates at strategic points, such as the completion of the existing conditions analysis, after community events, and during plan development, the team will solicit Commission and Council feedback to vet land use and transportation alternatives and to help select a preferred alternative for the comprehensive plan. With assistance from City staff, our process will keep decision-makers vested and engaged throughout the process to promote buy-in. Prior to adoption, notice would be given to the Washington Department of Commerce for a 60-day review. It is anticipated that adoption of the comprehensive plan would happen concurrently with adoption of the downtown subarea plan. For the scope of work for adoption of the downtown subarea plan, see **Task 2.7**. To support the City through the adoption process, the Consultant Team will:

- Participate in 1 workshop and 1 public hearing before the Planning Commission and 1 workshop and 1 public hearing before the City Council.
- Prepare a presentation summarizing the comprehensive plan update and code updates.

Task 1.6 Assumptions

- Planning Commission and City Council workshops throughout the project are covered under Task 1.3. Workshops specific to the adoption process are covered in this task.
- Up to 2 Consultant Team staff will participate in 1 workshop and 1 public hearing before the Planning Commission and 1 workshop and 1 public hearing before the City Council.
- Adoption workshops and hearings will be in person.
- Continued public hearings and/or additional work sessions are not included in this scope of work.

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- City staff will lead the adoption work sessions and hearings with support from the Consultant Team.
- The City will coordinate with the County for all updates to the County’s GIS database resulting from adoption.

Task 1.6 Deliverables

- One initial draft and final presentation for the adoption process and 3 minor revisions to address comments received through the workshops and hearings.

TASK 2. DOWNTOWN SUBAREA PLAN

Task 2 identifies the scope of work and deliverables needed to complete the downtown subarea plan. Notes are provided where Task 2 ties back to the comprehensive plan update (e.g., joint open houses) and advisory committee meetings. Staff hours specific to the downtown subarea plan work as part of those joint tasks are assigned throughout Task 2 as described further below.

Task 2.1 Project Management and Kickoff (Downtown Subarea Plan)

For tasks and deliverables specific to the comprehensive plan update, see **Task 1.1**.

2.1.1 Project Management

Project management specific to the downtown subarea plan will include:

- Participation by the Consultant Team downtown subarea plan project manager at biweekly project management team meetings with the City.
- Participation by the Consultant Team downtown subarea plan project manager at biweekly internal Consultant Team coordination meetings.
- Preparation of a schedule for the downtown subarea plan.
- Monthly invoices for the downtown subarea plan work will be prepared and included in the invoice submitted to the city as identified in Task 1.1.1.

2.1.2 Project Kickoff Meeting and Site Tour

Project kickoff meeting and site tour tasks specific to the downtown plan will include:

- Participation by the Consultant Team downtown subarea plan project manager in the project kickoff meeting identified in Task 1.1.2.
- Preparation of a downtown subarea plan focus area map following the kickoff meeting.

Task 2.1 Assumptions

- The downtown subarea plan project manager will attend up to 44, 1-hour biweekly project management team meetings.
- The downtown subarea plan project manager will attend up to 44, 1-hour biweekly Consultant Team coordination meetings.
- Up to 2 downtown subarea plan staff will attend the project kickoff meeting.
- Agenda and notes for the meetings included in this task are covered in Task 1.1.

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Task 2.1 Deliverables

- Downtown subarea plan schedule
- Downtown subarea plan focus area map

Task 2.2 Downtown Site Assessment

To complete a downtown site assessment, downtown subarea plan staff will conduct the following tasks:

- Participate in a site tour with city staff and key stakeholders immediately following the project kickoff meeting.
- Conduct interviews with downtown stakeholders, developers, and property owners; prepare summary notes. Individuals to be interviewed will be identified by the City with assistance from the Consultant Team.
- Complete an existing conditions material review including analyzing current policies by reviewing previous planning documents and other background materials relevant to the project.
- Prepare a base map using the City's GIS data.
- Participate in one existing conditions review meeting.
- Prepare a slide deck presentation of the downtown site assessment findings.
- Conduct a market and demographic analysis as part of the comprehensive plan effort (included in Task 1.2 and 1.4) with a focus on understanding market conditions and positioning of the downtown relative the City of Camas and the region. This task will create a deeper understanding of current market conditions, opportunities for economic growth, and unique attributes of the downtown subarea in order to inform the Opportunities and Constraints Memorandum that will be development in Task 2.4.
- Conduct infrastructure assessment as part of the comprehensive plan effort (included in Task 1.2 and 1.4) with a section focused on downtown. It is understood that aging infrastructure is currently one of the significant challenges for property and business owners in the downtown area. The timing for any infrastructure improvements will directly inform recommendations for surface improvements in the public right of way. Improvement recommendations will be captured in the action plan covered in Task 1.5 and the Downtown Subarea Plan (Task 2.7).
- Conduct a bike and pedestrian safety and connectivity assessment for downtown. The assessment will include a summary of the walking and biking system, available data, needs and recommended improvements from the Camas Transportation System Plan. A safety evaluation will identify potential safety concerns based on crash data from the last 5 years. This task will inform the Opportunities and Constraints Memorandum that will be development in Task 2.4.
- Conduct an audit of the applicable codes and regulations that apply to Downtown Camas, including an assessment of the potential updates to the 2014 Downtown Design Manual that will be completed as part of task 2.6. The audit will supplement the audit prepared for the comprehensive plan under tasks 1.2 and 1.5. The goal of the downtown plan and

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code audit will be to provide a summary starting point of the current regulations to better understand how the Plan Framework Concepts (task 2.5) for the area could build upon, improve, or replace these regulations.

Task 2.2 Assumptions

- Site tour will be up to 4 hours and include up to 3 downtown subarea plan staff.
- Up to 6 one (1) hour interviews with Developers and Property Owners.
- Up to 6 one (1) hour interviews with Downtown stakeholders
- The City will provide the Consultant Team with previous studies relevant to the project area, along with summaries of the plan content. The Consultant Team will research and analyze information related to the cultural, ecological, and settlement history of the project area to establish a place-based foundation for the subsequent Opportunities & Constraints Assessment (See Task 2.4).
- Two downtown subarea plan staff will participate in the existing conditions review meeting identified in Task 1.2.
- Downtown site assessment will be presented as a slide deck.

Task 2.2 Deliverables

- GIS base maps
- Downtown site assessment slide deck

Task 2.3 Visioning and Community Outreach (Downtown Subarea Plan)

See **Task 1.3** for visioning and outreach tasks and deliverables that apply to both the comprehensive plan update and downtown plan. Visioning and outreach specific to the downtown subarea plan are identified below.

2.3.1 Public Participation Plan

Information specific to the downtown subarea plan will be included in the PPP (**Task 1.3**). This will include the identification of stakeholders for downtown Camas and the outreach and visioning activities identified below.

2.3.2 Advisory Committees and Commissions

The CAC established as part of Task 1.3 will review plans and materials specific to the downtown subarea plan as part of CAC meetings 7 and 8. Preparation of an agenda, presentation, and summary for these two CAC meetings is included in this task.

CAC #7: Review land use alternatives for the Downtown Plan

CAC #8: Review preferred land use alternative for the Downtown Plan, Feedback from Community Summit #3 (Downtown Plan Design Charette), review draft Downtown Plan

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A downtown-specific advisory committee is not included in this scope of work. To continually engage downtown stakeholders, the Consultant Team will attend Downtown Camas Association (DCA) meetings at key project milestones. The Consultant Team will attend up to eight (8) meetings with the DCA board or subcommittees throughout the project.

Planning Commission and City Council Briefings

One downtown subarea plan staff member will attend the Planning Commission and City Council briefings identified in task 1.3.

2.3.3 Stakeholder Interviews

Interviews with downtown developers, property owners, and stakeholders is included in Task 2.2. Input received through the comprehensive plan stakeholder interviews (Task 1.3) relevant to the downtown subarea plan will be called out in the stakeholder interview summaries. No additional deliverables or staff hours are included for the downtown subarea plan for this task.

2.3.4 Community Conversations and Events

One downtown subarea plan staff member will attend the community conversations and events identified in Task 1.3.4. Information related to the downtown subarea plan will be incorporated into event materials. Downtown subarea plan staff time is included in this task to provide input into the event materials. Additional materials specific to downtown will be prepared in other tasks.

2.3.5 Surveys and Online Engagement

Information and questions specific to downtown will be included in the surveys and online engagement identified in Task 1.3.5. Downtown subarea plan staff time is included in this task to provide input into the surveys and engagement materials.

2.3.6 Community Summits

The Community Summits identified in Task 1.3.6 will all include information about the downtown subarea plan process. Two summits will have more focus on downtown as described below. Preparation of materials, including meeting plans, comment forms, and project boards, for these two summits is included in this task.

- Community Summit #3 (Downtown Plan Design Charette) (2024 Q4): *Review draft land use alternatives for the Downtown Plan and identify the elements of each alternative that best serves the community's vision. This summit will include an activity to engage participants in the evaluation of the downtown plan framework concepts (Task 2.5).*
- Community Summit #4 (2025 Q1): *Review draft Comprehensive Plan and Downtown Plan*

2.3.7 Communication Tools

Information and communication materials specific to downtown will be included in the communication tools identified in Task 1.3.7. Downtown subarea plan staff time is included in

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this task to provide input into the communication materials. Additional materials specific to downtown will be prepared in other tasks.

2.3.8 Downtown Vision and Project Charter

The Vision and Project Charter developed under Task 1.3.8 will include a Downtown Camas vision theme and downtown-specific charter. Downtown subarea plan staff time is included in this task to provide input into the vision and charter.

Task 2.3 Assumptions

- Downtown subarea plan staff time to develop the PPP, engagement materials, communications, and to participate in is included in Task 2.3. Deliverables are included in Task 1.3.
- One downtown subarea plan staff member will attend the Planning Commission and City Council briefings identified in Task 1.3.2.
- One downtown subarea plan staff member will attend the community conversations and events identified in Task 1.3.4.
- Consultant Team will design one activity for the Downtown Design Charette summit, and support material development, including agendas, comment forms, and project boards.
- Assumptions associated with the Community Summits identified in Task 1.3 apply to the summits included in this task.

Task 2.3 Deliverables

- Draft and final agenda, presentation, and summaries for CAC meetings 7 and 8.
- Draft and final meeting plan, comment forms, and project boards for Community Summit 3.
- Draft and final Downtown Goals and Priorities
- Draft and final Downtown Charter
- Draft and final Downtown Vision

Task 2.4 Opportunities & Constraints Assessment

Task 2.4.1 Opportunities & Constraints Diagram

This task builds upon the earlier assessment of baseline conditions to explore opportunities and challenges and to identify preliminary recommendations for improving key systems in the Study Area. The Opportunities & Constraints Analysis diagram and corresponding table will describe both the possibilities and the challenges that must be overcome in order to realize those opportunities. This analysis will consider urban design, land use, potential (re)development sites, transportation connectivity and mobility systems, site history and historic features, cultural heritage, parking and access, activity nodes and gateways, infrastructure, and open space systems.

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Task 2.4.2 Existing Conditions, Opportunities & Constraints Summary

An Opportunities & Constraints memorandum will summarize the work in Task 2.2 related to existing conditions and provide the opportunities and constraints analysis. This will help to set the foundation for the approach to the development of the Plan Framework Concepts in Task 2.5.

Task 2.4 Assumptions

- Discussion and review of the Opportunity & Constraints Summary with City staff will occur as part of regular project check ins.

Task 2.4 Deliverables

- Draft and final Opportunities & Constraints Memorandum

Task 2.5 Plan Framework Concept Alternatives and Site Concepts

The Framework Plan Concept Alternatives will consider the high-level urban design elements for Downtown Camas: sub-districts, activity centers, land use and density, gateways, connectivity and mobility systems, and potential (re)development sites. To prepare Plan Framework Concept Alternatives, the Consultant Team will:

- Participate in a two-day work session with city staff and downtown stakeholders. The work session will start with the Project Charter and Opportunities & Constraints Assessment to support the development of the Plan Framework Concept Alternatives sketch diagrams for up to three (3) Framework Alternatives, to be illustrated with plan diagram sketches, perspective sketches, section diagrams, and/or precedent imagery.
- Refine the 3 Plan Concept Framework Alternatives generated during the work session to incorporate feedback gathered from City staff, stakeholders, and the public. Refined plans will be digitized and presented with pros/cons listed for evaluation by City staff.
- With input from City staff, identify up to three (3) Opportunity Sites that typify development opportunities and challenges within the Downtown area. The Consultant will generate high-level development massing and site concepts to test the existing policy/development feasibility context.
- Conduct a development feasibility pro forma analysis for 3 opportunity sites. This analysis will integrate development feasibility analysis to the design, massing, and site concepts. This analysis will allow city staff and stakeholders to understand how land use/zoning designations, design standards, development standards, use requirements, and any regulatory and financial incentives interact to support the vision of desired development outcomes in Downtown.
- Conduct a high level assessment of the 3 opportunity sites based on land use/zoning destinations, and estimate daily, AM and PM peak hour trip generation. Conduct a traffic analysis of up to 6 intersections for year 2045 PM peak hour conditions to identify potential off-site transportation system improvements needed to support the pro forma analysis. The analysis will refine the SWRTC regional travel demand model in the downtown area to forecast future 2045 volumes and overlay estimated new growth generated by each opportunity site.

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- Prepare Final Opportunity Site Concepts incorporating feedback from the City, property owners, and developers.

Task 2.5 Assumptions

- Up to 3 Consultant Team staff will participate in the two-day Plan Framework Concept Alternatives work session to be held in Camas.
- City staff will identify the staff and stakeholders to be included in the two-day work session.
- Up to 3 Framework Alternatives will be prepared, including plan diagram sketches, perspective sketches, section diagrams, and/or precedent imagery.
- Up to 3 Opportunity Site Concepts will be prepared.

Task 2.5 Deliverables

- Three plan framework alternatives
- Draft and final Opportunity Site Concepts with associated pro formas.

Task 2.6 Draft and Final Downtown Subarea Plan

The Consultant Team will incorporate City, stakeholder, and public feedback into a final Framework Plan Concept that will establish high-level guidance for site and building design in Downtown Camas. The plan will include direction for sub-districts, land use and density, connectivity and mobility systems, potential (re)development sites, gateways, and activity centers. The Draft Downtown Subarea Plan will consist of the framework, a series of plan diagrams and supporting illustrations, such as perspective sketches and section diagrams, with accompanying narrative descriptions. In addition, the Downtown Subarea Plan will include:

- Preparation of a list of short and long-term implementation recommendations that will support the goals and objectives of the Downtown Subarea Plan. The Consultant Team will facilitate one, 2-hour workshop with staff and downtown stakeholders to review implementation items, priorities, and champions.
- Conduct a traffic analysis of the final Framework Plan Concept based on land use/zoning destinations and estimated PM peak hour trip generation. Analysis conducted for up to 6 intersections for year 2045 PM peak hour conditions to identify potential off-site transportation system improvements needed to support the concept plan.
- Preparation of a final Downtown Subarea Plan Report to summarize all work completed under Task 2.

Task 2.6 Assumptions

- Up to 3 Consultant Team staff will participate in the 2-hour implementation recommendations workshop to be held in Camas.

Task 2.6 Deliverables

- Final Plan Framework Concept
- Draft Downtown Subarea Plan

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- Final Downtown Subarea Plan
- Implementation Recommendations Matrix and Summary Report

Task 2.7 Downtown Subarea Code and Design Guidelines Update

The Consultant Team will prepare code language and updated design guidelines to implement the recommendations included in the Downtown Subarea Plan. This task will include:

- Preparation of code concepts to illustrate the code mechanisms for achieving the vision articulated in the Downtown Subarea Plan in order to gather public feedback.
- Prepare an initial draft of the code updates for review with the CAC, City staff, and downtown stakeholders.
- Prepare a draft update to the Downtown Design Manual for review with the CAC, City staff, and downtown stakeholders.
- Participate in one meeting with City staff to review the code updates and draft design manual.
- Prepare final code updates that reflects feedback from the CAC, staff, and downtown stakeholders.
- Prepare final Downtown Design Manual that reflects feedback from the CAC, staff, and downtown stakeholders.

Task 2.7 Assumptions

- Staff time and material preparation for CAC meetings are included in Task 2.3.
- Code concepts will be presented in slide deck format.
- Meeting to review the code concepts will occur as part of a regularly scheduled check in meeting.
- Up to 3 Consultant Team staff will participate in an up to 2-hour virtual meeting with city staff to review the initial draft code and draft design manual.

Task 2.7 Deliverables

- Code concepts.
- Draft and final code updates
- Draft and final Downtown Design Manual

Task 2.8 Downtown Subarea Plan Adoption

Downtown Subarea Plan staff will participate in the adoption process included in Task 1.6.

Task 2.8 Assumptions

- Material preparation for Planning Commission and City Council meetings is included in Task 1.6.
- One Downtown Subarea Plan staff member will participate in the adoption process.
- City staff will prepare the SEPA checklist to cover the downtown subarea plan, code updates, and design manual.

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Task 2.8 Deliverables

- No deliverables associated with this task.

TASK 3. CLIMATE PLANNING

Task 3 identifies the tasks and deliverables to prepare a climate element for the comprehensive plan. The City intends to pursue a grant from the Department of Commerce to fund the City's climate planning. It is assumed in this scope of work and budget that a grant will be obtained to cover all of the work and deliverables included under Task 3.

Task 3.1 Project Management of Climate Tasks

This task will cover project management needed to prepare and coordinate the climate tasks with the overall project management of the comprehensive plan and downtown plan (Task 1.1 and Task 2.1). This includes management of climate planning task budgets and schedules, coordinating with subconsultants and the City, and contributions to project management team meetings and progress reports.

Task 3.2 Climate Conditions and Considerations

This task will prepare a climate section of the existing conditions analysis and equity framework (Task 1.2). In order to provide the project team and community with a common understanding of climate planning, the Consultant Team will prepare a climate section for the existing conditions analysis that summarizes current climate conditions, predicted future trends applicable to Camas, existing data sources, and State climate planning requirements.

This task will also provide input from a climate perspective for the equity framework, including consideration of frontline communities and climate justice.

Task 3.3 Climate Outreach

This task will provide staff time needed to prepare climate planning materials for the outreach activities identified for the comprehensive plan and downtown plan (Task 1.3 and Task 2.3). This may include, but is not limited to, review of and contribution to the PPP to include climate outreach work and to confirm consistency with Commerce's guidance for establishing a public engagement strategy and tribal engagement strategy for climate elements; developing written materials about climate planning for fact sheets and the project website; open house boards about climate planning; and survey questions specific to climate planning.

Task 3.4 Climate Policy Advisory Team

WSP will work with the City to establish a Climate Policy Advisory Team (CPAT). The CPAT will be a climate-focused interdisciplinary team and will coordinate with the primary planning and public-engagement tasks conducted under Task 1.3. The anticipated purpose and outcome of each CPAT meeting will be as follows:

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CPAT #1: Learn about the State and federal climate planning requirements, discuss key climate issues and opportunities in Camas, provide input into the Equity Framework, and review draft Public Participation Plan

CPAT #2: Review key findings from Clark County's climate technical analysis, and review audit of City plans

CPAT #3: Review draft findings from other comprehensive plan elements and develop draft climate goals and policies

CPAT #4: Review draft climate element, identify recommendations for future climate planning actions (e.g., develop a climate action plan)

For the CPAT, WSP will:

- Work with the City to identify and recruit team members. Members may include planners, public works professionals, representatives of community-based organizations, community members, and agency partners.
- Facilitate up to four meetings with the CPAT to develop and review the climate planning deliverables described in Task 3. The CPAT will also provide guidance and insight on the climate nexus with other elements, such as land use and the natural environment.
- Prepare meeting agendas, presentations, and summaries.

Task 3.5 Climate Infrastructure Assessment

The Consultant Team will build off the infrastructure assessment included within Task 1.4 for the Public Facilities and Services Element. In this task, the team will assess the required need for infrastructure improvements based on the future land use map and identify the potential for climate-related impacts. The team will also develop a stormwater model for the downtown area to evaluate climate change impacts related to stormwater collection and future development in downtown. The Consultant Team will develop the stormwater model using PCSWMM or a similar software. The City will provide GIS information for the existing stormwater system in the downtown area as well as the desired design standard for stormwater to be used (alternatively, the existing design standard for stormwater may be used).

Task 3.6 Climate Element and Adoption

House Bill 1181 calls for the development of two sub-elements: a greenhouse gas (GHG) emissions reduction sub-element that identifies actions to reduce overall GHG emissions, and a resiliency sub-element that improves the community's resilience to identified hazards. Clark County is developing technical analysis for their climate element and the County offered to coordinate their climate change analysis with cities. The City anticipates collaborating with Clark County (and through them other county jurisdictions) and utilizing the analysis prepared by the County for baseline GHG emissions, vehicle miles traveled (VMT), climate impacts, health disparity and vulnerable community data, resiliency plan audits of County or regionwide plans, and a vulnerability assessment.

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The Consultant Team will prepare the City’s new climate element by conducting the following, which are consistent with Commerce’s guidance for climate element planning for local governments. The County’s technical analysis will be incorporated into the City’s climate element as appropriate.

- For the **GHG reduction sub-element**:
 - Attend two meetings with the City and Clark County staff to discuss the County’s scope and timeline for their technical analysis and confirm how this analysis may be incorporated into the City’s climate element.
 - Review the County’s GHG and/or VMT analysis and vulnerability assessments for applicability to Camas, and refine if needed to focus on conditions in Camas (e.g., update the transportation assumptions in the VMT analysis to reflect current and future traffic conditions in Camas)
 - Work with the City and CPAT to establish GHG and/or VMT reduction measures for the City based on the modeling results provided by Clark County (and refined by the project team).
- For the **resiliency sub-element**:
 - Use the University of Washington Climate Impacts Group's (UW CIG) Climate Mapping for a Resilient Washington (CMRW) webtool to identify anticipated hazards and changes in climate applicable to the city.
 - Use Commerce’s Climate Element Workbook to identify community assets, document climate hazards identified as local priorities, and identify potential priority climate hazards. The priority climate hazards will be vetted with the CPAT.
 - Audit up to ten existing City or regional plans for climate resilience opportunities, gaps, and barriers, and to identify goals and policies that explicitly or implicitly build resilience to the identified climate hazards and impacts. Plans to be audited include the existing comprehensive plan and shoreline master program (SMP), and others to be identified in coordination with the City (e.g., the Clark Regional Emergency Services Agency Natural Hazard Mitigation Plan, the Lacamas Lake Management Plan, etc.).
 - Work with the City and CPAT to review and refine the deliverables identified above.
- Develop a draft list of new climate goals and policies, using Commerce’s “menu of measures” repository, for review and workshop with the CPAT.
 - Coordinate with the other project elements to incorporate climate policies and information into other elements where appropriate (e.g., policies to reduce VMT in the transportation element, policies to reduce flooding risks in the public facilities element, etc.).
- Incorporate feedback received from the public through CPAT meetings as well as broader public outreach events (described in Task 1.3).

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- Prepare a new Climate Element, organized into a GHG reduction sub-element and resiliency sub-element.
- Provide input to the project team for the inclusion of climate planning considerations during the implementation and adoption tasks (Task 1.5 and Task 1.6).
- Coordinate with the Downtown Subarea Plan team to incorporate climate planning considerations specific to downtown Camas.

Task 3 Assumptions

- The City will apply to Commerce for a climate planning grant in October 2023 to cover all activities in Task 3. It is assumed that all Task 3 activities are grant eligible. Consistent with grant requirements, all final grant deliverables and final invoices will be submitted to Commerce by June 15, 2025.
- The climate element will be prepared and written consistent with Commerce’s June 2023 guidance. Commerce intends to publish an “intermediate version” of their guidance by December 31, 2023; if the next iteration markedly changes the approach or requirements, then a contract amendment may be required.
- The climate element will include one climate resilience goal for each of the climate element’s 11 sectors (i.e., transportation, zoning and development, etc.). Each goal will have up to five supportive policies.
- Stormwater model will be developed using PCSWMM or a similar software.
- The City will provide GIS information for the existing stormwater system in the downtown area.
- The City will provide the desired design standard for stormwater to be used or the existing design standard for stormwater will be used.
- It is assumed that the stormwater system is not metered and the calibration of the model will be done to known City information such as existing flooding locations during similar size storms.

Task 3 Deliverables

- Draft and final climate section for existing conditions analysis
- GIS map with existing modeled stormwater conditions
- Stormwater model for downtown with bulleted list documentation of stormwater assumptions
- Up to two (2) stormwater model simulations
- Agendas, presentations and summaries for (4) CPAT meetings
- Draft and final climate workbook
- Draft and final climate goals, policies, and plan element

COMPENSATION

The following professional fees will be billed as incurred and will not exceed \$1,204,339, including \$3,140 in expenses, without written authorization.

Task 1.0: Comprehensive Plan Update

\$ 606,955

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| | |
|--|---------------------------|
| Task 1.1: Project Management and Kickoff | \$36,669 |
| Task 1.2: Existing Condition Analysis and Equity Framework | \$23,192 |
| Task 1.3: Visioning and Community Outreach | \$245,215 |
| Task 1.4: Plan Development and Refinement | \$249,483 |
| <i>Element budgets are provided below and add up to the total Task 1.4 budget.</i> | |
| <i>Community Character</i> | <i>\$15,604</i> |
| <i>Land Use</i> | <i>\$50,336</i> |
| <i>Housing</i> | <i>\$56,937</i> |
| <i>Natural Environment</i> | <i>\$14,095</i> |
| <i>Transportation</i> | <i>\$30,315</i> |
| <i>Public Facilities and Services</i> | <i>\$14,034</i> |
| <i>Economic Development</i> | <i>\$55,258</i> |
| <i>Comprehensive Plan Document</i> | <i>\$12,904</i> |
| Task 1.5: Implementation | \$42,084 |
| Task 1.6: Adoption | \$10,312 |
| Task 2.0: Downtown Subarea Plan | \$424,986 |
| Task 2.1: Project Management and Kickoff | \$37,152 |
| Task 2.2: Downtown Site Assessment | \$51,249 |
| Task 2.3: Visioning and Community Outreach | \$43,747 |
| Task 2.4: Opportunities & Constraints Assessment | \$22,748 |
| Task 2.5: Plan Framework Concept Alternatives | \$104,632 |
| Task 2.6: Draft and Final Downtown Subarea Plan | \$47,563 |
| Task 2.7: Downtown Subarea Code and Design Guidelines Update | \$113,592 |
| Task 2.8: Downtown Subarea Plan Adoption | \$4,303 |
| Task 3.0: Climate Planning | \$169,258 |
| Task 3.1: Project Management of Climate Tasks | \$4,445 |
| Task 3.2: Climate Conditions and Considerations | \$43,873 |
| Task 3.3: Climate Outreach | \$22,551 |
| Task 3.4: Climate Policy Advisory Team | \$12,921 |
| Task 3.5: Climate Infrastructure Assessment | \$24,119 |
| Task 3.6: Climate Element and Adoption | \$61,349 |
| Expenses | \$3,140 |
| Total | <u>\$1,204,339</u> |

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CLOSING

If you wish to accept this proposal for the services described above, please provide a contract for review and signature. 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 us at 360-823-6100.

Sincerely,

Nicole McDermott, AICP
Vice President, Planning

Brian Carrico
Senior Vice President – Director Vancouver
Planning and Environmental

EJ:NM:BC:nb



Staff Report

September 18, 2023 Council Workshop Meeting

POLICY SYSTEM SERVICE FOR CAMAS POLICE DEPARTMENT

Presenter: Tina Jones, Chief of Police

Time Estimate: 10 minutes

| Phone | Email |
|--------------|-----------------------|
| 360.817.1502 | tjones@cityofcamas.us |

BACKGROUND: Policy provides the foundation for guidance to our employees at the Camas Police Department and there is a critical need to stay current with on-going legislative updates and case law. Currently there are 130 policies plus another 100 plus addendums that need to be reviewed, revised and approved by the Chief. This is a significant undertaking, especially without having in-house staff dedicated to this project full-time and without in-house legal counsel.

Historically, the department Chiefs have created policy with an organic methodology in-house. While this is one viable method, it presents some risk in missing important updates for legislative updates and case law. This additionally presents challenges for on-going training that is effective and results in employees truly understanding and remembering policy during sometimes dynamic and rapidly unfolding situations.

SUMMARY: The Lexipol policy platform provides a solution for law enforcement agencies across the Nation. Over 70% of the law enforcement agencies in Washington State utilize this platform for their policy solution. The Lexipol solution is a subscription-based service that provides the following:

- Annual law enforcement policy manual and daily training bulletins
- Annual law enforcement supplemental manual (Standard Operating Procedures)
- Law Enforcement Accreditation Workbench

Lexipol provides baseline policies that are vetted by legal experts and include leading practices. These policies can be revised so they are adaptable for individual agencies. Lexipol sends out continuous updates throughout the year as case law and legal requirements change so agencies can alter the policies rapidly and push out training to the team.

To be most successful at implementing the project, Camas PD is interested in having technical assistance with two tiers of policies, including the Tier 1 High Risk and Tier 2 High Liability policies (see attached document outlining details on which policy categories these Tiers include). Lexipol cites agencies who utilize the implementation team service as completing their policies 5 times faster than agencies who do not. The implementation team service includes individuals who are

experienced in public safety and policy development. Refer to attached documents for more in depth detail about the services.

BENEFITS TO THE COMMUNITY:

There are numerous benefits to the community, including:

- Having a police department that is current and timely with policy that reflects the ever-changing legislative and case-law requirements,
- Reducing legal liability for the City by having policy that is adequately vetted and easily understood by those utilizing the policies in daily work. Lexipol agencies experienced a 45% reduction in frequency of litigation claims and a 48% reduction in the severity of claims paid out post-implementation,
- Avoids having to hire additional staff to manage policy needs for the agency,
- Reducing staff time dedicated to researching legislative change and drafting and vetting future policies.

POTENTIAL CHALLENGES: There are always challenges with changing current practices, which is why the implementation team is such a critical piece of the package. Educating staff on the new platform will take time and energy. It is a large undertaking to review and revise over 130 policies, but with a team of experts assisting this is a more manageable challenge to face.

BUDGET IMPACT: The budget impact is \$15,249.40 for the annual subscription plus the One-time implementation fee of \$8,244.00 (This includes the technical assistance to implement Tiers 1 and 2 policies). Tax is estimated to be \$700.74. The 2023 cost is anticipated to be a total of \$24,193.74. In consultation with our Financial Department and reviewing our CPD budget to-date, we can absorb this expense in our current budget. After 2023, the cost is the annual subscription fee only.

RECOMMENDATION: This information is being shared for Council awareness.

- Taser
- Handle with care
- Administration of nasal naloxone
- Handcuffing
- Specialty impact munitions
- Firearms
- Use of force
- Juveniles
- Found property
- Body worn camera
- Physical force definition and terry stops with duty of reasonable care
- Use of force involving involuntary commitments or behavioral health issues
- Pursuit policy
- Report wrong doing
- Open carry at permitted demonstrations
- Impound vehicles
- Possession of controlled substance state vs. blake
- Guidelines for when PC exists and you cannot locate defendant or they will not comply with directives to be served a citation
- N-Dex
- Prisoner monitoring
- Booking procedures
- Emergency mobilization plan
- Bias based profiling
- Vascular neck restraint
- Domestic violence
- Eyewitness identification
- Criminal records system
- Disposition of property
- Department equipment
- Personal appearance
- Department jurisdiction and authority
- Written directive system
- Protective sweeps
- Traffic stop clearance process
- LETCSA
- Ammo for destruction
- Patrol shifts and schedules
- Civil disturbances
- Mutual aid in other jurisdictions
- Show ups

- Safekeeping of marijuana
- Records privacy and security
- Evacuation plan
- Uniforms
- Personal pets
- Prescription drug disposal
- Officer compensation
- Medical stamp
- Holding facility equipment
- Damage to city property
- Social media
- LE assisting county jail
- Investigating elder abuse
- Serving court orders
- County panhandling ordinance
- Subpoena tracking system
- Seizure and forfeiture
- Inventory searches
- PC affidavit required
- Insurance and registration documents
- Warning use of chemical agents
- Civil standbys
- DUI procedures
- Search and seizure state vs. snapp
- Interviewing child victims at school
- Adjusting crime values
- Smith affidavit
- School bus violations
- CRESA drill
- Private streets
- Legal issues
- Amending citations
- Bombs and explosives
- Natural and manmade disasters
- Mass arrests
- Managing unusual occurrences
- DV investigations involving LE
- Fatigue management
- Identity theft
- Malicious harassment
- Death investigations

- Missing persons/runaways
- Investigating child abuse
- Responding to suicidal subjects
- Vice and organized crime
- Crime analysis
- Local labor disputes and strikes
- Landlord-tenant disputes
- Brady policy
- Report writing and case management system
- Calls for service
- Use of informants
- Arrest and detainment of foreign nationals
- Court appearances
- Law enforcement activities on school property
- Protective custody
- Mobile data computers
- Use of canine
- Junk vehicle enforcement
- Traffic accident investigation
- Traffic enforcement
- Specialized units
- FTO program
- Sexual offender registration
- Records-clerical function
- Animal control
- Employee expenses
- Fiscal management
- Grievance procedures
- Post traumatic incident procedures
- Concealed weapons permit
- Training
- SRO
- Appointment and retention of personnel
- Retirement programs
- Absenteeism and other leaves
- Special police officer commissions
- Off duty employment
- Blood borne pathogen
- Media relations an P.I.O functions
- Fitness and health
- Legal services

Camas PD Policies for Review and Updating
September 2023

Item 3.

- Use of city owned vehicles
- Organization structure
- Internal investigations
- Performance evaluations
- Discipline
- Recruitment
- Recognition of labor agreements
- Department purpose and mission

REDUCE RISK AND COSTS WITH PROVEN POLICIES

Are Your Policies Putting You At Risk?

Operating a law enforcement agency brings countless challenges. Law enforcement leaders must keep up with frequent changes in laws and regulations, maintain positive community relations and ensure officer safety – all with reduced funding.

Many agencies rely on outdated, inadequate policies for guidance on these complex issues. And that in turn leaves them vulnerable to physical, financial and political risks.

Achieve Peace Of Mind With Lexipol

Lexipol’s Law Enforcement Policies and Training solution provides:

- State-specific policies vetted by law enforcement professionals and public safety attorneys
- Updates in response to legislation, case law and evolving best practices
- Daily, scenario-based training to bring policy to life
- 24/7 access to your policies via a web-based platform and mobile app

Proven Results

After implementing Lexipol, Oregon agencies experienced....

45%



Reduction in frequency of litigated claims

48%



Reduction in severity of claims paid out

(Source: Citycounty Insurance Services)

Colorado member agencies that implemented Lexipol had....

37%



Fewer claims

67%



Lower incurred costs

(Source: Colorado Intergovernmental Risk Sharing Agency)

Experience The Benefits Of Lexipol's Law Enforcement Services



Keep your personnel safe

Easy-to-understand policies and training provide consistent, clear guidance for officers to follow



Save time and money

Comprehensive, continuously updated policy content means you'll spend fewer resources on creating and maintaining your policies



Reduce liability

Policies that reflect federal and state laws and law enforcement best practices provide a strong legal defense



Improve access to policy content

Your policy content is available anytime, anywhere through an online platform and mobile app



Improve policy understanding

Daily scenario-based training helps your personnel learn and apply your policies



Enhance accountability

Reporting features let you track policy acknowledgment and training

Policies Designed To Protect

170+ policies covering high-risk areas for your department, including:

- Use of force
- Vehicle pursuits
- Body-worn cameras
- Social media
- Biased-based policing
- Standards of conduct
- Officer-involved shootings
- Search and seizure
- Mentally ill subjects
- Traffic operations
- Public recording of law enforcement activity

Trusted By More Than 3,000 Public Safety Agencies In 35 States



"Lexipol is the only provider that has policy that has been vetted by other chiefs, industry experts and lawyers. All you have to do is tailor the policies to your agency's needs."

Chief Steven Vaccaro
Mokena (IL) Police Department



"Calling Lexipol an insurance policy doesn't do it justice, because it doesn't capture the enormous power that partnering with Lexipol provides."

Sergeant Bryan Ward
Cumberland County (PA)
Sheriff's Office



IMPLEMENTATION POLICY TIERS

LAW ENFORCEMENT

Lexipol's Implementation Policy Tiers provide a proven, systematic approach to implementing policies. Each tier represents about 20% of the manual and includes one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively. Choose one or more tiers to jumpstart your new manual or combine all five for maximum efficiency.

TIER 1 - HIGH-RISK POLICIES

Foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents.

- Chief's Preface
- Code of Ethics
- Mission Statement
- Law Enforcement Authority
- Chief Executive Officer
- Oath of Office
- Policy Manual
- Organizational Structure and Responsibility
- Departmental Directives
- Emergency Management Plan
- Training
- Supervision Staffing Levels
- License to Carry a Firearm
- Retiree Concealed Firearms
- Accreditation/Certification Standards
- Budget Management
- Use of Force
- Use of Force Review Boards
- Handcuffing and Restraints
- Control Devices
- Conducted Energy Device
- Officer-Involved Shootings and Deaths
- Firearms
- Vehicle Pursuits
- Foot Pursuit Policy
- Officer Response to Calls
- Standards of Conduct
- Mandatory Employer Notification
- Off-Duty Law Enforcement Actions
- Crisis Response Unit
- Foreign Diplomatic and Consular Representatives
- Brady Information
- Reporting of Arrests, Convictions and Court Orders
- Personnel Complaints
- Employee Speech, Expression and Social Networking
- Line-of-Duty Deaths

TIER 2 - HIGH-LIABILITY POLICIES

Policies that relate to common day-to-day calls for service that have a higher level of potential liability.

- Domestic Violence
- Child Abuse
- Adult Abuse
- Discriminatory Harassment
- Missing Persons
- Public Alerts
- Victim and Witness Assistance
- Hate Crimes
- Report Preparation
- Registered Offender Information
- Major Incident Notification
- Death Investigation
- Identity Theft
- Private Person's Arrest
- Limited English Proficiency Services
- Communications with Persons with Disabilities
- Child and Dependent Adult Safety
- Bias-Based Policing
- Crime and Disaster Scene Integrity
- Criminal Organizations
- Suspicious Activity Reporting
- Investigation and Prosecution
- Sexual Assault Investigations
- Asset Forfeiture
- Informants
- Eyewitness Identification
- Unmanned Aerial System
- Crime Analysis
- Property Bureau
- Anti-Retaliation
- Drug- and Alcohol-Free Workplace
- Sick Leave
- Personnel Records
- Meal Periods and Breaks
- Payroll Records
- Overtime Compensation
- Work-Related Illness and Injury Reporting

TIER 3 - DAILY OPERATIONS POLICIES

Policies needed for orderly daily operations of your organization.

- Search and Seizure
- Part-Time Officers
- Reserve Officers
- Auxiliary Personnel
- Outside Agency Assistance
- Biological Samples
- Chaplains
- Service Animals
- Volunteers
- Native American Graves Protection and Repatriation
- Community Relations
- Patrol
- Briefing
- Ride-Alongs
- Hazardous Material Response
- Hostage and Barricade Incidents
- Response to Bomb Calls
- Rapid Response And Deployment
- Utility Service Emergencies
- Aircraft Accidents
- Field Training
- Air Support
- Contacts and Temporary Detentions
- Watch Commanders
- Public Recording of Law Enforcement Activity
- Bicycle Patrol Unit
- Medical Marijuana
- Medical Aid and Response
- First Amendment Assemblies
- Civil Disputes
- Traffic
- Traffic Collisions
- Traffic Collision Review Board
- Impaired Driving
- Warrant Service
- Operations Planning and Deconfliction
- Explorers

TIER 4 - PERSONNEL PROTECTION POLICIES

Policies essential to protecting community members' rights and the safety of personnel.

- Anti-Reproductive Rights Crimes Reporting
- Police Facility Security
- Crisis Intervention Incidents
- Civil Commitments
- Citation Releases
- Immigration Violations
- Homeless Persons
- Service of Court Documents
- Vehicle Towing
- Vehicle Tow Hearings
- Traffic and Parking Citations
- Disabled Vehicles
- Department-Owned and Personal Property
- Personal Communication Devices
- Vehicle Maintenance
- Vehicle Use
- Cash Handling, Security and Management
- Personal Protective Equipment
- The Communications Center
- Records Bureau
- Records Maintenance and Release
- Protected Information
- Animal Control
- Jeanne Clery Campus Security Act
- Temporary Custody of Adults
- Temporary Custody of Juveniles
- Custody Searches
- Prison Rape Elimination
- Transporting Detainees
- Recruitment and Selection
- Performance Evaluations
- Special Assignments and Promotions
- Grievances
- Communicable Diseases
- Smoking and Tobacco Use
- Seat Belts
- Body Armor
- Fitness for Duty
- Performance History Audits
- Illness and Injury Prevention
- Fitness and Wellness

TIER 5 - OPERATIONAL CONSISTENCY POLICIES

Policies needed to ensure operational consistency across your organization.

- Electronic Mail
- Administrative Communications
- Information Technology Use
- Department Use of Social Media
- Media Relations
- Subpoenas and Court Appearances
- Public Safety Video Surveillance System
- Mobile Audio/Video
- Mobile Digital Computer Use
- Portable Audio/Video Recorders
- Automated License Plate Readers (ALPRs)
- Request for Change of Assignment
- Commendations and Awards
- Lactation Breaks
- Outside Employment and Outside Overtime
- Personal Appearance Standards
- Uniforms and Civilian Attire
- Conflict of Interest
- Badges, Patches and Identification
- Temporary Modified Duty Assignments
- Leave Benefits

REDUCE RISK AND COSTS WITH PROVEN POLICIES

Are Your Policies Putting You At Risk?

Operating a law enforcement agency brings countless challenges. Law enforcement leaders must keep up with frequent changes in laws and regulations, maintain positive community relations and ensure officer safety – all with reduced funding.

Many agencies rely on outdated, inadequate policies for guidance on these complex issues. And that in turn leaves them vulnerable to physical, financial and political risks.

Achieve Peace Of Mind With Lexipol

Lexipol’s Law Enforcement Policies and Training solution provides:

- State-specific policies vetted by law enforcement professionals and public safety attorneys
- Updates in response to legislation, case law and evolving best practices
- Daily, scenario-based training to bring policy to life
- 24/7 access to your policies via a web-based platform and mobile app

Proven Results

After implementing Lexipol, Oregon agencies experienced....

45%



Reduction in frequency of litigated claims

48%



Reduction in severity of claims paid out

(Source: Citycounty Insurance Services)

Colorado member agencies that implemented Lexipol had....

37%



Fewer claims

67%



Lower incurred costs

(Source: Colorado Intergovernmental Risk Sharing Agency)

Experience The Benefits Of Lexipol’s Law Enforcement Services



Keep your personnel safe
Easy-to-understand policies and training provide consistent, clear guidance for officers to follow



Save time and money
Comprehensive, continuously updated policy content means you’ll spend fewer resources on creating and maintaining your policies



Reduce liability
Policies that reflect federal and state laws and law enforcement best practices provide a strong legal defense



Improve access to policy content
Your policy content is available anytime, anywhere through an online platform and mobile app



Improve policy understanding
Daily scenario-based training helps your personnel learn and apply your policies



Enhance accountability
Reporting features let you track policy acknowledgment and training

Policies Designed To Protect

170+ policies covering high-risk areas for your department, including:

- Use of force
- Vehicle pursuits
- Body-worn cameras
- Social media
- Biased-based policing
- Standards of conduct
- Officer-involved shootings
- Search and seizure
- Mentally ill subjects
- Traffic operations
- Public recording of law enforcement activity

Trusted By More Than 3,000 Public Safety Agencies In 35 States



“Lexipol is the only provider that has policy that has been vetted by other chiefs, industry experts and lawyers. All you have to do is tailor the policies to your agency’s needs.”

Chief Steven Vaccaro
Mokena (IL) Police Department



“Calling Lexipol an insurance policy doesn’t do it justice, because it doesn’t capture the enormous power that partnering with Lexipol provides.”

Sergeant Bryan Ward
Cumberland County (PA)
Sheriff’s Office



MASTER SERVICE AGREEMENT

Agency's Name: Camas Police Department
Agency's Address: 2100 NE 3rd Ave
Camas, Washington 98607
Agency's Sourcewell Member ID: 106292
Attention: Chief Tina Jones
Sales Rep: Bennett Wixon
Lexipol's Address: 2611 Internet Boulevard, Suite 100
Frisco, Texas 75034

Effective Date: (to be completed by Lexipol upon receipt of signed Agreement)

This Master Service Agreement (the "Agreement") is entered into by and between Lexipol, LLC, a Delaware limited liability company ("Lexipol"), and the department, entity, or organization referenced above ("Agency"). This Agreement consists of:

- (a) this Cover Sheet
(b) Exhibit A - Selected Services and Associated Fees
(c) Exhibit B - Terms and Conditions of Service

This Agreement is entered into subject to the terms and conditions contained in Sourcewell Contract Number 011822-LXP (the Sourcewell Contract). In the event of any conflict between the terms and conditions of this Agreement and the terms and conditions set forth in the Sourcewell Contract, the terms and conditions of the Sourcewell Contract shall control.

Each individual signing below represents and warrants that they have full and complete authority to bind the party on whose behalf they are signing to all terms and conditions contained in this Agreement.

Camas Police Department

Lexipol, LLC

Signature:
Print Name:
Title:
Date Signed:

Signature:
Print Name:
Title:
Date Signed:

SELECTED SERVICES AND ASSOCIATED FEES

Agency is purchasing the following:

Annual Subscription

| QTY | DESCRIPTION | UNIT PRICE | SOURCEWELL DISC | DISC AMT | EXTENDED |
|---|---|---------------|-----------------|-------------------|----------------------|
| 1 | Annual Law Enforcement Policy Manual & Daily Training Bulletins (12 Months) | USD 14,478.00 | 5% | USD 723.90 | USD 13,754.10 |
| 1 | Annual Law Enforcement Supplemental Manual(s) (12 Months) | USD 1,574.00 | 5% | USD 78.70 | USD 1,495.30 |
| 1 | Law Enforcement Accreditation Workbench Basic (12 Months) | USD 0.00 | | USD 0.00 | USD 0.00 |
| Subscription Line Items Total | | | | USD 802.60 | USD 15,249.40 |
| | | | | USD 802.60 | USD 15,249.40 |
| Annual Subscription Sourcewell Discount: | | | | | USD 802.60 |
| Annual Subscription TOTAL: | | | | | USD 15,249.40 |

One-Time Implementation

| QTY | DESCRIPTION | UNIT PRICE | SOURCEWELL DISC | DISC AMT | EXTENDED |
|---|--|--------------|-----------------|---------------------|---------------------|
| 1 | Law Enforcement Tier I Implementation | USD 5,399.00 | 20% | USD 1,079.80 | USD 4,319.20 |
| 1 | Law Enforcement Tier II Implementation | USD 4,906.00 | 20% | USD 981.20 | USD 3,924.80 |
| One-Time Line Items Total | | | | USD 2,061.00 | USD 8,244.00 |
| | | | | USD 2,061.00 | USD 8,244.00 |
| One-Time Implementation Sourcewell Discount: | | | | | USD 2,061.00 |
| One-Time Implementation TOTAL: | | | | | USD 8,244.00 |

*Law Enforcement pricing is based on 30 Law Enforcement Sworn Officers.

Discount Notes

5% Multi-Product Discount

Exhibit B
Terms and Conditions of Service

Item 3.

These Terms and Conditions of Service (the “Terms”) govern the rights and obligations of Lexipol and Agency under this Agreement. Lexipol and Agency may each be referred to herein as a “party” and collectively as the “parties.”

1. Definitions. Each of the following capitalized terms will have the meaning included in this Section 1. Other capitalized terms are defined within their respective sections, below.

1.1 “Agency” means the department, agency, office, organization, company, or other entity purchasing and/or otherwise subscribing to the Lexipol Services set forth in Exhibit A.

1.2 “Agency Data” means data, information, and content owned by Agency prior to the Effective Date, or which Agency provides during the Term of this Agreement for purposes of identifying authorized users, confirming agency or department information, or other purposes that are ancillary to receipt of the Service.

1.3 “Agreement” means the combination of the cover sheet (signature page); Exhibit A (“Selected Services and Associated Fees”); this Exhibit B; and any other documents attached hereto and expressly incorporated herein by reference.

1.4 “Effective Date” means the date specified on the cover sheet (signature page), or as otherwise expressly set forth and agreed upon by Lexipol and Agency in a writing and defined as the “Effective Date.”

1.5 “Initial Term” means the period commencing on the Effective Date and continuing for the length of time indicated on Exhibit A. If not so indicated, the default Initial Term is one (1) year from the Effective Date.

1.6 “Lexipol Content” means all content in any format including but not limited to: written content, images, videos, data, information, and software multimedia provided by Lexipol and/or its licensors via the Services.

1.7 “Services” means all products and services, including but not limited to all software subscriptions, professional services, and ancillary support services, as may be offered by Lexipol and/or its affiliates from time to time.

2. Term; Renewal. This Agreement becomes enforceable upon signature by Agency’s authorized representative, with an Effective Date as indicated on the cover page. Unless expressly stated in the “Custom Agreement Terms” section of Exhibit A, this Agreement shall automatically renew in successive one-year periods (each, a “Renewal Term”) on the anniversary of the Effective Date unless a party provides written notice of non-renewal to the other party at least sixty (60) days prior to such renewal. The Initial Term and all Renewal Terms collectively comprise the “Term” of this Agreement.

3. Termination.

3.1 For Convenience; Non-Appropriation. This Agreement may be terminated at any time for convenience (including due to lack of appropriation of funds) upon sixty (60) days written notice.¹

3.2 For Cause. This Agreement may be terminated by either party, effective immediately, (a) in the event the other party fails to discharge any obligation, including payment obligations, or remedy any default hereunder for a period of more than thirty (30) calendar days after it has been provided written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

3.3 Effect of Expiration or Termination. Upon the expiration or termination of this Agreement for any reason, Agency’s access to Lexipol’s Services shall immediately cease unless Lexipol has, in its sole discretion, provided for their limited continuation. Termination or expiration of this Agreement shall not, however, relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration, including payment obligations.

¹ Note: fees paid for Online Services are not eligible for refund, proration, or offset in the event of Agency’s termination for convenience as Online Services are delivered in full as of the Effective Date. Fees pre-paid for Professional Services are eligible for refund, proration, or offset to the extent such Services have not been delivered or utilized by Agency.

4. **Fees; Invoicing.** Lexipol will invoice Agency at the commencement of the Initial Term and at the commencement of the Renewal Term. Agency agrees to remit payment within thirty (30) calendar days following receipt of Lexipol's invoice. Payment Item 3. be made electronically or by mailing a check to Lexipol at 2611 Internet Blvd, Ste. 100, Frisco, TX 75034 (Attn: Accounts Receivable). Lexipol reserves the right to increase fees for Renewal Terms. All fee amounts stated in Exhibit A are exclusive of taxes and similar fees now in force or enacted in the future. Agency is responsible for all third-party fees (e.g., wire fees, bank fees, credit card processing fees). Unless otherwise exempt, Agency is responsible for and will pay in full all taxes related to its receipt of Lexipol's Services, except for taxes based on Lexipol's net income.

5. **Terms of Service.** The following terms and conditions govern access to and use of Lexipol's Services:

5.1 **Online Services.** Lexipol's Online Services include all cloud-based services offered by Lexipol and its partners, affiliates, and licensors. Online Services include, without limitation, Lexipol's Knowledge Management System ("KMS") for policy, Learning Management System ("LMS")², GrantFinder, and Cordico wellness applications (collectively, the "Online Services"). Lexipol's Online Services are proprietary and, where applicable, protected under U.S. copyright, trademark, patent, and/or other applicable laws. By subscribing to Lexipol's Online Services, Agency receives a personal, limited, non-sublicensable and non-assignable license to access and use such Services in conformity with these Terms.

5.2 **Professional Services.** Lexipol's Professional Services include all Services that are not part of Lexipol's Online Services, and which require the professional expertise of Lexipol personnel and/or contractors, including implementation support for policy manuals, technical support for online learning, accreditation consulting, grant writing and consulting³, and projects requiring regular input from Lexipol's subject matter experts (collectively, "Professional Services"). Lexipol shall provide all Professional Services in accordance with industry best practices.

5.3 **Intellectual Property; License.** Lexipol's Services and all Lexipol Content are the proprietary intellectual property of Lexipol and/or its licensors, and are protected where applicable by copyright, trademark, and patent laws. Nothing contained in this Agreement or these Terms shall be construed as conferring any right of ownership or use to Lexipol's Services or Lexipol Content. Notwithstanding the foregoing, Agency may, in limited circumstances (e.g. creation, modification, and updating of Agency's policy manuals) create Derivative Works based on Lexipol's Content and shall retain a personal, non-commercial, non-sublicensable and non-assignable license to use such Derivative Works, including beyond the expiration or termination of this Agreement. "Derivative Works" include all work product based on or which incorporates any Lexipol Content, including any revision, modification, abridgement, condensation, expansion, compilation, or any other form in which Lexipol Content, or any portion thereof, is recast, transformed, or adapted. Agency acknowledges and agrees that Lexipol shall have no responsibility to update Lexipol Content used by Agency beyond the Term of this Agreement and shall have no liability whatsoever for Agency's creation or use of Derivative Works.

5.4 **Account Security.** Access to Lexipol's Services is personal and unique to Agency. Agency shall not assign or otherwise transfer any such rights to any other person or entity. Except as set forth herein, Agency remains responsible for maintaining the security and confidentiality of Agency's usernames and passwords and the security of Agency's accounts. Agency will immediately notify Lexipol if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's account or Agency's usernames and/or passwords.

5.5 **Agency Data.** Lexipol will use commercially reasonable efforts to ensure the security of all Agency Data. Lexipol's Services use the Secure Socket Layer (SSL) protocol, which encrypts information as it travels between Lexipol and Agency. However, data transmission on the internet is not always 100% secure and Lexipol cannot and does not warrant that information Agency transmits to or through Lexipol or the Services is 100% secure. Lexipol's use of Agency Data is limited to providing the Services, retaining records in the regular course of business, and complying with valid legal obligations.

6. **Confidentiality.** During the Term of this Agreement, each party may disclose information to the other party that would be reasonably considered confidential, including Agency Data (collectively, "Confidential Information"). The receiving party will: (a) limit disclosure of any such Confidential Information to the receiving party's authorized representatives; (b) advise its personnel and agents of the confidential nature of the Confidential Information and of the obligations set forth in this Agreement; and (c) not disclose any Confidential Information to any third party unless expressly authorized by the disclosing party. A party may disclose Confidential Information pursuant to a valid governmental, judicial, or administrative order, subpoena, regulatory request, Freedom of

² LMS Services include, but are not limited to: PoliceOne Academy, FireRescue1 Academy, EMS1 Academy, Corrections1 Academy, and LocalGovU.

³ Agency is responsible for submitting all information reasonably required by Lexipol's grant writing team in a timely manner and always at least five (5) days prior to each grant application submission date. Agency is responsible for submitting final grant applications by grant deadlines. Failure to timely submit required materials to Lexipol's grant writing team will result in rollover of project fees to next grant application cycle, not a refund of fees. Requests for cancellation of grant writing services which have already begun will result in a 50% fee of the total value of the service.

Information Act (FOIA) request, Public Records Act (PRA) request, or equivalent, provided that the disclosing party promptly notify the other party to the extent practicable, the other party in writing prior to such disclosure so that the other party may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. Each party shall be responsible for any breach of this section by any of such party's personnel or agents. The parties may also disclose the fact that they are working together, including for promotional purposes, and include each other's name and logo(s) for such purposes. Item 3.

7. Warranty. LEXIPOL WARRANTS THAT ITS SERVICES ARE PROVIDED IN A PROFESSIONAL AND WORKMANLIKE MANNER IN ACCORDANCE WITH PREVAILING INDUSTRY STANDARDS, THAT THEY SHALL BE FIT FOR THE PURPOSES SET FORTH HEREIN, AND THAT SUCH SERVICES SHALL NOT INFRINGE THE RIGHTS OR INTELLECTUAL PROPERTY OF THIRD PARTIES. NOTWITHSTANDING THE FOREGOING, LEXIPOL'S SERVICES ARE PROVIDED "AS-IS" AND LEXIPOL DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, AS WELL AS ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE.

8. Indemnification. Lexipol will indemnify, defend, and hold harmless Agency from and against any and all loss, liability, damage, claim, cost, charge, demand, fine, penalty, or expense arising directly and solely out of Lexipol's gross negligence or willful misconduct in providing Services pursuant to this Agreement. Agency shall likewise indemnify, defend, and hold Lexipol harmless from and against any and all loss, liability, damage, claim, cost, charge, demand, fine, penalty, or expense arising out of acts or omissions by Agency, Agency's personnel, or any party acting on Agency's behalf.

9. Limitation of Liability. Each party's cumulative liability resulting from any claims, demands, or actions arising out of or relating to this Agreement, the Services, or the use of any Lexipol Content shall not exceed the larger of: the aggregate amount of fees paid to Lexipol by Agency during the twelve-month period immediately prior to the assertion of such claim, demand, or action; or \$10,000.00. In no event shall either party be liable for any indirect, incidental, consequential, special, exemplary damages, or lost profits, even if such party has been advised of the possibility of such damages.

10. General Terms.

10.1 Entire Agreement. This Agreement embodies the entire agreement between the parties and supersedes all prior agreements with respect to the subject matter hereof. No representation, promise, or statement of intention has been made by either party that is not embodied herein. Terms and conditions set forth in any purchase order or other document that are inconsistent with or in addition to the terms and conditions set forth in this Agreement are rejected in their entirety and void, regardless of when received, without further action. No amendment, modification, or supplement to this Agreement shall be binding unless it is made in writing and signed by both parties.

10.2 General Interpretation. The terms of this Agreement have been chosen by the parties hereto to express their mutual intent. This Agreement shall be construed equally against each party without regard to any presumption or rule requiring construction against the party who drafted this Agreement or any portion thereof.

10.3 Invalidity of Provisions. Each provision contained in this Agreement is distinct and severable. A declaration of invalidity or unenforceability of any provision or portion thereof shall not affect the validity or enforceability of any other provision. Should any provision or portion thereof be held to be invalid or unenforceable, the parties agree that the reviewing authority should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

10.4 Compliance; Governing Law. Each party shall maintain compliance with all applicable laws, rules, regulations, and orders relating to its obligations pursuant to this Agreement. This Agreement shall be construed in accordance with, and governed by, the laws of the state in which Agency is located, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

10.5 Assignment. This Agreement may not be assigned by either party without the prior written consent of the other. Notwithstanding the foregoing, this Agreement may be assumed by a party's successor in interest through merger, acquisition, or consolidation without additional notice or consent.

10.6 Waiver. Either party's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

10.7 Notices. Any notice required hereunder shall be in writing and shall be made by certified mail (postage prepaid) to known, authorized recipients at such address as each party may indicate from time to time. In addition, electronic mail (email) to established and authorized recipients is acceptable when acknowledged by the receiving party.

ACCELERATE YOUR NEW POLICY SOLUTION

Assistance Tailored For Your Agency

You're committed to adopting a new policy manual. But are you prepared?

A policy rewrite and update project requires dedicated time and effort. You'll be faced with difficult questions about your current policies and procedures, and you'll need to conduct a critical analysis of every aspect of your operations.

At the same time, adopting and customizing new policies is an opportunity to bring your personnel together around a shared vision, and redefine your organizational culture.

You want to get it right. But many departments can't do it alone.

Optimize Your Policy Investment

Lexipol's Professional Services provide:

- Flexible policy customization assistance designed to fit your specific needs
- Guidance from policy consultants who average 30 years of experience in public safety
- A proven structure of policy review & approval developed from our experience with more than 575 implementation projects
- Project management assistance to help you meet your timeline & avoid common policy adoption pitfalls

5X FASTER

Customers who take advantage of our help typically complete their manuals 5 times faster than those who go it alone.

With Lexipol Professional Services, you'll:

- Spend less time and fewer resources on policy review and customization
- Avoid the frustration of making foreseeable mistakes and having to redo work
- Benefit from efficient project management strategies
- Lay a foundation for policy consistency and accountability

Lexipol’s Professional Services Options Include:



Policy Cross-Reference

An annotated analysis of your existing policies against the Lexipol master content, identifying gaps in your current policies and agency-specific content you’ll want to retain.



Implementation Policy Tiers

Benefit from our proven, systematic approach to implementing policies. Each tier represents about 20% of the manual and includes one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively. Choose one or more tiers to jumpstart your new manual or combine all five for the quickest implementation.

- Tier 1 – High-Risk Policies:** Foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents.
- Tier 2 – High-Liability Policies:** Policies that relate to common day-to-day calls for service that have a higher level of potential liability.
- Tier 3 – Daily Operations Policies:** Policies needed for orderly daily operations of your organization.
- Tier 4 – Defensibility Policies:** Policies essential to agency and agency member defensibility, including civil liability-related topics.
- Tier 5 – Operational Consistency Policies:** Policies needed to ensure operational consistency across your organization.



Full Policy Implementation

Start-to-finish, comprehensive policy adoption assistance, including the Policy Cross-Reference and collaborative implementation of Tiers 1-5. We work hand-in-hand with you to meet your agency’s unique needs, philosophy and project timeline.

Not sure what service is right for your agency?

Lexipol can develop an implementation package to fit your budget and time constraints.

What Our Customers Are Saying:



“I had a dedicated person, one point of contact, who worked side by side with me while we reviewed and modified the policies. With other vendors in law enforcement, that kind of support is almost unheard of.”

Capt. Quinn Averett
Mesquite (NV) Police Department



“A lot of departments are operating in a black hole when it comes to the policy review process. Lexipol has it figured out; they have great tools they can give you. Chiefs don’t have to reinvent the wheel; they can just follow the step-by-step process.”

Assistant Chief Scott Neal
Bullhead City (AZ) Fire Department

LEXIPOL SECURITY & PRIVACY CONTROLS

Lexipol takes the security of our enterprise and Software-as-a-Service (SaaS) products (KMS policy management solution, Cordico wellness solution and Academy learning management systems) very seriously.

We hold ourselves to compliance with the **NIST 800-53 R5** Security and Privacy Controls for Information Systems and Organizations. This standard was produced by a joint task force for the National Institute of Standards and Technology in the U.S. Department of Commerce. Following is an overview of the significant elements of our security and privacy controls.

TESTING & ANALYSIS

- Annual security audit against **NIST 800-53 R5**, conducted by an outside firm.
- Annual pen testing of all SaaS products, performed by an outside, independent firm that employs “white hat hacker” cybersecurity tactics.
- Continuous vulnerability testing by an independent firm.
- Continuous network and system vulnerability testing using software that Lexipol licenses.
- Static analysis of our software, looking for vulnerabilities every time it is built.

ACCESS CONTROLS

- Lexipol’s SaaS products utilize a proprietary **Oauth2 Identity Access Management (IAM)** system that supports **SAML2** for integration with customer AD implementation (which inherits the customer’s authentication security requirements). While Lexipol SaaS products run in a variety of environments (private cloud, Azure and AWS), the IAM runs in the **AWS GovCloud**. Passwords are stored using PBKDF2 with 180,000 iterations that utilize SHA256 Hash.
- All interactions with Lexipol SaaS products pass through **Web Access Firewalls**, using https, encrypted using **TLS 1.1+**. At rest, all data storage and backups are encrypted with **AES256** and conform to **FIPS 140-2**.
- User and Admin access (all data transmission) is through browser-based encrypted interfaces. Lexipol’s mobile apps use the same browser-based interfaces, using **https**.
- Lexipol complies with **CCPA** as well as **GDPR** for user data privacy.
- Lexipol uses partners that comply with **PCI** and does not keep credit card information on hand.
- Lexipol never utilizes or stores Social Security numbers or personal health information.

SECURITY POLICIES

Lexipol maintains and annually reviews internal policies pertaining to the following topics:

- Acceptable Use Policy
- Audit & Accountability Policy
- Certification & Accreditation Policy
- Configuration Management Policy
- Contingency Planning Policy
- Data Breach Policy
- Data Encryption Policy
- Company Data Protection Policy
- Lexipol Disaster Recovery Plan
- Identification & Authentication Policy
- Incident & Data Breach Response Plan
- Incident Response Policy
- Maintenance Policy
- Media Protection Policy
- Network & Server Standards
- Password Policy
- Personnel Security Policy
- Physical & Environmental Protection Policy
- Right to Erasure Policy
- Risk Assessment Policy
- Security Awareness & Training Policy
- Security Planning Policy
- System & Communications Protection Policy
- System & Information Integrity
- System & Services Acquisition Policy



PUBLIC WORKS DEPARTMENT

REQUEST FOR QUOTES

AND

CONTRACT DOCUMENTS

FOR

2023-2026 COMMERCIAL SEWER TANK PUMPING

AUGUST 2023

**ADDENDUM NO. 1
TO THE
REQUEST FOR QUOTES**

for

2023-2026 COMMERCIAL SEWER TANK PUMPING

August 2, 2023

IMPORTANT: *This addendum must be signed and submitted with the proposal.*

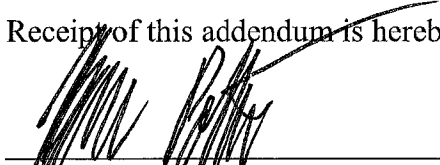
TO ALL PLANHOLDERS:

The following changes, additions, and/or deletions are made a part of the Request for Quotes for the construction of the *2023-2026 Commercial Sewer Tank Pumping* as fully and completely as if the same were set forth therein:

ADD THE FOLLOWING LANGUAGE:

Eligible Contractors shall be listed with MSRC Rosters on the City of Camas Small Works Roster under Sanitary Sewer Cleaning **and Tank Cleaning** as of August 1, 2023.

Receipt of this addendum is hereby acknowledged:



Authorized Signature

PUBLIC WORKS DEPARTMENT

SCOPE OF WORK

2023-2026 COMMERCIAL SEWER TANK PUMPING

Eligible Contractors shall be listed with MSRC Rosters on the City of Camas Small Works Roster under Sanitary Sewer Cleaning as of August 1, 2023.

QUOTE PROPOSAL

Please submit a quote for all labor, time and materials necessary to complete project.

There will be two (2) Commercial Sewer Tank Pumping intervals scheduled each year, as defined in the Scope of Work.

All bids must be submitted via email to rcharles@cityofcamas.us, and are due on August 15, 2023, by 3:00 p.m. Any bids received after this date/time. will not be accepted. The email subject line must clearly state the following:

QUOTE FOR COMMERCIAL SEWER TANK PUMPING

SCOPE OF WORK

Contractor will pump the following sewer tanks in the Fall of each year between the months of October and November. All Work is to be complete by November 30, unless the schedule is altered by the City of Camas Utilities Manager:

- o Stoneleaf Two (2) 25,000 gallon tanks
- o Windust One (1) 50,000 gallon tank
- o Two Creeks Two (2) 30,000 gallon tanks
One (1) 20,000 gallon tank
One (1) 6,000 gallon tank

For a total of 186,000 gallons – Tank Schematics included herein.

Contractor will pump the following sewer tanks in the Spring of each year between the months of March and April. All work is to be complete by April 30, unless the schedule is altered by the City of Camas Utilities Manager:

- o Lacamas PRD Three (3) 20,000 gallon tanks
Two (2) 25,000 gallon tanks
- o Parker Village One (1)50,000 gallon tank
- o Hills at Round Lake One (1) 20,000 gallon tank

For a total of 180,000 gallons – Tank Schematics included herein.

Mandatory Pre-Bid Meetings will be held on August 8 and August 10, 2023, at 9:00 a.m. The meetings will begin at the City of Camas Operations Center, 1620 SE 8th Ave. Camas, WA 98607. **Prospective Bidders must attend one of the two scheduled meetings.** Meeting participants are to drive their respective vehicles to each job site. The City will provide address information for each site at the meeting.

Contractor will:

- Supply their own personal protective equipment, parts, labor and equipment to perform and complete the work.
- Remove all solids and sludge from each tank to the satisfaction of the City and dispose of at the City of Camas Wastewater Treatment Plant (WWTP), 1129 SE Polk Street, Camas WA 98607, with a maximum of 20,000 gallons per day, Monday through Friday excluding City holidays.
- Have completed all daily offloading efforts at WWTP prior to 3:00 p.m.
- Clean any filters involved with system to the satisfaction of the City.
- Contain and clean up any sewer spillage on site after pumping.
- Provide water for equipment cleaning and clean up.
- Complete project during the time frame cited under Scope of Work for each scheduled pumping interval.

City of Camas will:

- Accept all removed septage at the City of Camas Wastewater Treatment Plant (1129 SE Polk Street) at no cost to contractor.
- Open and close all sewer tank lids.
- Provide any traffic control at contractor's request.

BIDDING REQUIREMENTS

- It is the bidder's responsibility to verify that the official City of Camas clock corresponds with their company's time clock. Late quotes will not be accepted.
- A Bid Bond is not required for this project.
- The bidder's attention is especially called to the following information and required forms, which must be executed in-full, as required, and submitted with their quote:
 - **Did you complete and include the Contractor's Information Page?**
 - **Did you Sign your Quote?**
 - **Did you complete and include the Mandatory Bidder Responsibility Criteria form?**
 - **If applicable, did you acknowledge receipt of addendums?**

CONTRACT REQUIREMENTS

A Contract Bond in the amount of 100% of the total quote shall be required from the awarded Contractor.

The Contractor is obligated to pay Washington State Department of Labor and Industries Prevailing Wages, Rates for Clark County, effective August 15, 2023. Wage rates are not included in this packet. A printed copy of the wages rates is available for viewing at Camas City Hall. The City of Camas will mail a hard copy upon request. Rates applicable to this project can be looked up at the Washington State Department of Labor and Industries web site at: www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp

Contract Term

The period of this Contract shall be for a period of one year from its effective date. The City may, at its option, extend the Contract for up to two additional one (1) year extensions, provided, however, that either party may at any time during the life of this Contract, or any extension thereof, terminate this Contract by giving thirty (30) days' notice in writing to the other party of its intent to cancel. Quoted prices shall remain firm for the first twelve month period of the Contract.

Price Increase

Any increase proposed shall be submitted to the City, thirty (30) calendar days before the proposed effective date of the price increase and shall be limited to fully documented cost increases to the Contractor which are demonstrated to be industry wide.

Pricing shall be prepared with the following terms. The City may exempt these requirements for extraordinary conditions that could not have been known by either party at the time of bid or other circumstances beyond the control of both parties, as determined in the opinion of the City. Prices shall remain firm for the first twelve-month period of the contract.

Requests for Rate Increases must be delivered to the Utilities Manager. No other employee may accept a rate increase request on behalf of the City. Any invoice that is sent to the City with pricing above that provided in the Quote by the Contractor or specified within an official written change order issued by the City, shall be invalid. Payment of an erroneous invoice does not constitute acceptance of the erroneous pricing, and the City would seek reimbursement of the overpayment or will withhold such overpayment from future invoices.

In submitting a bid, Contractor shall set forth the amount they will accept for the first year (12-months) in payment for the work on the Proposal Form in accordance with the contract.

Insurance Requirements

- The Contractor shall deliver to the Contracting Agency a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. The certificate and endorsements must conform to the following requirements:
 - An ACORD certificate or a form determined by the Contracting Agency to be equivalent.
 - Any other amendatory endorsements to show the coverage required herein.
 - All insurance policies, with the exemption of Professional Liability and Workers Compensation, shall name the following entities as additionally insured(s):
 - **Contracting Agency and its officer, elected officials, employees, agents, and volunteers.**
 - The listed entities above shall be additional insured(s) for the full available limits of liability maintained by the Contractor, whether primary, excess, contingent or otherwise, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 1-07.18(3) describes limits lower than those maintained by the Contractor.
 - The insurance shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve the Contractor from liability in excess of such limits. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Contracting Agency. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.

Commercial General Liability

- Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall

be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Public Entity shall be named as an additional insured under the Contractor’s Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

Per project aggregate

Premises/Operations Liability

Products/Completed Operations – for a period of one year following final acceptance of the work.

Personal/Advertising Injury

Contractual Liability

Independent Contractors Liability

Stop Gap / Employers’ Liability

Explosion, Collapse, or Underground Property Damage (XCU)

Blasting (only required when the Contractor’s work under this Contract includes exposures to which this specified coverage responds)

Such policy must provide the following minimum limits:

\$2,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$2,000,000 Products & Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury, each offence

Stop Gap / Employers’ Liability

\$1,000,000 Each Accident

\$1,000,000 Disease - Policy Limit

\$1,000,000 Disease - Each Employee

Automobile Liability

- o Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be at least as broad as ISO form CA 00 01. For Construction and Services Contracts add: Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

\$1,000,000 Minimum combined single limit for bodily injury and property damage per incident

Workers’ Compensation

- o The Contractor shall comply with Workers’ Compensation coverage as required by the Industrial Insurance laws of the state of Washington.

CONTRACTOR INFORMATION PAGE

2023-2026 COMMERCIAL SEWER TANK PUMPING

Proposal Submitted By:

A-Action Group Utilities Inc.
CONTRACTOR

620 93rd Ave SE aactiongroup@yahoo.com
CONTRACTOR MAILING ADDRESS EMAIL

Olympia WA 98501 (360) 943-9200
CITY STATE ZIP CODE PHONE NO.

AACTIGU9900M 05/14/2024
WASHINGTON STATE CONTRACTORS LICENSE # EXPIRATION

QUOTES DUE: August 15, 2023, at 3:00 p.m. via email to rcharles@cityofcamas.us

The email subject line must clearly state the following:
QUOTE FOR COMMERCIAL SEWER TANK PUMPING

Contacts: **City of Camas**
Rob Charles
Phone: (360) 817-1563
E-mail: rcharles@cityofcamas.us

QUOTE

2023-2026 Commercial Sewer Tank Pumping

To the Office of the City Clerk A simple mathematical calculation was used to
Camas, Washington convert the Total into a Unit Price.

The undersigned hereby certifies that they have examined the location of:

2023-2026 COMMERCIAL SEWER TANK PUMPING

and that the Plans, Specifications and contract governing the work embraced in this improvement, and the method by which payment will be made for said work is understood. The undersigned hereby proposes to undertake and complete the work embraced in this improvement, or as much thereof as can be completed with the money available in accordance with the said Plans, Specifications and contract, and the following schedule of rates and prices:


(Note: Unit prices for all items, all extensions, and total amount of bid should be shown. All entries must be typed or entered in ink.)

QUOTE FOR ANTICIPATED ANNUAL COSTS

| Item | Quantity | Description | Unit | Unit Price | Total |
|------|----------|--------------------------------------|--------------|-------------------|---------------------|
| 1 | 186 | Fall Commercial Sewer Tank Pumping | 1,000 Gallon | \$ <u>.21</u> 210 | \$ <u>39,060.00</u> |
| 2 | 180 | Spring Commercial Sewer Tank Pumping | 1,000 Gallon | \$ <u>.21</u> 210 | \$ <u>37,800.00</u> |

Subtotal Base Quote \$ 76,860.00
0 % Fuel Surcharge \$ 0.00
8.5% Sales Tax \$ 6,533.10
Total Quote \$ 83,393.10

Basis of Award



Signature of Owner or Authorized Corporate Officer
(This is required for a valid quote.)

By signing the Bid Proposal, the bidder hereby declares, under penalty of perjury under the laws of the United States that the Non-Collusion Declaration and Notice to All Bidders statements, as provided in these Bid Specifications and Contract Documents, are true and correct.

The City of Camas expressly reserves the right to reject any or all Proposals and to waive minor irregularities or informalities and to Award the Project to the lowest responsible bidder as it best serves the interests of the City. The City of Camas also reserves the right to delete any or all portions of individual bid items.

MANDATORY BIDDER RESPONSIBILITY CRITERIA INFORMATION:

Per RCW 39.04.350 Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must provide the following:

A-Action Group Utilities Bennett Potter
CONTRACTOR NAME OF OWNER OR CORPORATE OFFICER

[Signature] 08/15/2023 Olympia, WA
SIGNATURE OF OWNER OR CORPORATE OFFICER DATE AND PLACE

AACTIGU9900M
DEPARTMENT OF LICENSING CONTRACTOR LICENSE REGISTRATION NUMBER

602 141 783
UNIFIED BUSINESS IDENTIFIER (UBI)/WA STATE TAX REGISTRATION NUMBER

573 926 - 01
LABOR AND INDUSTRIES WORKERS' COMPENSATION NUMBER

000163790-002
EMPLOYMENT SECURITY DEPARTMENT NUMBER (UNEMPLOYMENT NUMBER)

91-2147989
EXCISE TAX REGISTRATION NUMBER (FEDERAL ID NUMBER)

ELECTRICAL CONTRACTOR'S LICENSE NUMBER (if applicable)

PLUMBING CONTRACTOR'S LICENSE NUMBER (if applicable)

BIDDER IS IN COMPLIANCE WITH L&I PREVAILING WAGE TRAINING REQUIREMENT : YES NO

By signing this page, the bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

NOTE TO BIDDER: Complete and sign this page and submit it with your bid. Incomplete bid packages will be considered non-responsive and may be rejected. Mandatory Bidder Criteria information will be verified immediately for compliance to ensure that all accounts are current. Non-compliance with any of the above agency requirements may be considered grounds for a non-responsive bid.

CONTRACT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, between the City of Camas under and by virtue of Title 35A RCW (cities and towns), as amended

And, _____, hereinafter called the Contractor.

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall do all work and furnish all tools, materials and equipment for **2023-2026 Commercial Sewer Tank Pumping**, in accordance with and as described in the attached plans and specifications, and the standard specifications of the Washington State Department of Transportation which are by the reference incorporated herein and made part hereof and, shall perform any changes in the work in accord with the Contract Documents.

The Contractor shall provide and bear the expense of all equipment, work and labor, of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in these Contract Documents except those items mentioned therein to be furnished by the City of Camas. In all respects, the Contractor is an independent Contractor, and not an employee of the City of Camas.

II. The City of Camas hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same in accord with the attached plans and specifications and the terms and conditions herein contained and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices at the time and in manner and upon the conditions provided for in this contract.

III. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

IV. The Contractor shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor’s liability hereunder shall be only to the extent of the Contractor’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor’s waiver of immunity under Industrial Insurance, Title 51 RCW,

solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

V. The Contractor shall provide a material, labor, and equipment guarantee for the work performed under this contract for a period of one year from the Date of Acceptance as shown on the Notice of Completion for Public Works Projects. All work shall be free of defect in workmanship or materials. Upon notice, the Contractor shall make all repairs promptly at no cost to the City. Failure to repair or replace defects in a manner satisfactory to the Engineer will constitute a breach of this contract.

VI. As provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987, the contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment.

City of Camas, Washington in accordance with the provisions of Title VI of the Civil Rights Act of 1964 {78 Stat. 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notified all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.

VII. The Contractor is obligated to pay Washington State Department of Labor and Industries Prevailing Wage Rates for Clark County effective August 15, 2023.

VIII. The Contractor further acknowledges the following provisions and agrees to comply with the conditions as set forth therein:

THIS PROJECT REQUIRES A CONTRACT BOND FOR 100% OF THE CONTRACT AMOUNT.

IX. The Contractor shall certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any State or Federal department or agency.

X. The Contractor shall not propose or contract with any person or entity that is currently debarred, suspended, and ineligible contractors and grantees.

XI. It is further provided that no liability shall attach to the City of Camas by reason of entering into this contract, except as provided herein.

XII. The Contractor shall maintain its records and accounts so as to facilitate audit requirements as established by the Office of the State Auditor and shall require subcontractors to do the same.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor of the City of Camas has caused this instrument to be executed by and in the name of the said City of Camas the day and year first above written.

Executed by the Contractor _____, 20__.

Contractor

Executed by the Local Agency _____, 20__.

Mayor

Approved as to Form

City of Camas Attorney

CONTRACT BOND

KNOW ALL PERSONS BY THESE PRESENTS, That

of _____, as Principal, and _____

as Surety, are jointly and severally held and bound unto the City of Camas, Washington,

in the penal sum of Dollars _____, for the payment of which we jointly and severely bind ourselves, our heirs, executors, administrators, and assigns, and successors and assigns, firmly by these presents.

THE CONDITION of this bond is such that whereas, on the _____ day of _____ A.D., 20____, the said _____,

Principal, herein, executed a certain contract with the City of Camas, Washington,

by the terms, conditions and provisions of which contract the said _____,

Principal, herein, agree to furnish all material and do certain work, to wit: That

_____ will undertake and

complete the construction of these **2023-2026 Commercial Sewer Tank Pumping**, according to the maps, plans and specifications made a part of said contract, which contract as so executed, is hereunto attached, is now referred to and by reference is incorporated herein and made a part hereof as fully for all purposes as if here set forth at length. The bond shall cover all approved change orders as if they were in the original contract.

NOW, THEREFORE, if the Principal herein shall faithfully and truly observe and comply with the terms, conditions and provisions of said contract in all respects and shall well and truly and fully do and perform all matters and things as identified in the Scope of Work requiring tank pumping during the Fall and Spring or each contract year, undertaken to be performed under said contract, upon the terms proposed therein, and within the time prescribed therein, and until the same is accepted, and shall pay all laborers, mechanics, subcontractors and material men, and all persons who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work, and shall in all respects faithfully perform said contract according to law, then this obligation to be void, otherwise to remain in full force and effect.

WITNESS our hands this _____ day of _____, 20__

PRINCIPAL

ATTORNEY-IN-FACT, SURETY

NAME AND ADDRESS, LOCAL OFFICE OF AGENT

APPROVED:

CITY OF CAMAS, WASHINGTON

BY: _____
Mayor

DATE: _____, 20__

SURETY BOND NUMBER _____

The United States Department of Transportation
Appendix A of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or Limited English Proficiency (LEP) in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, Age, disability, income-level or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

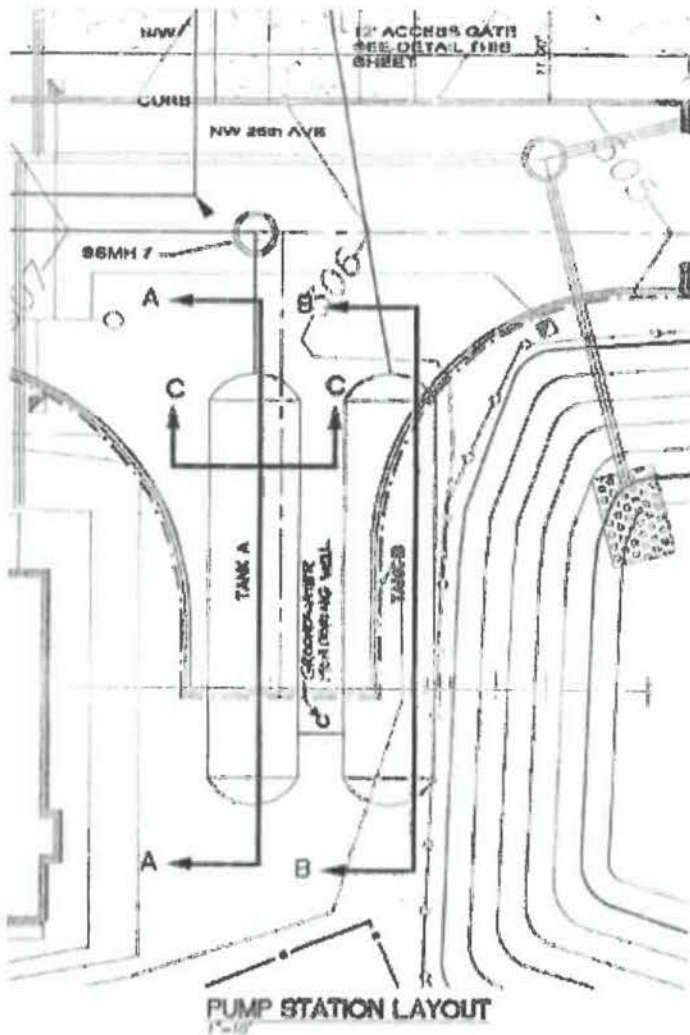
The United States Department of Transportation
Appendix E of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

Pertinent Non-Discrimination Authorities:

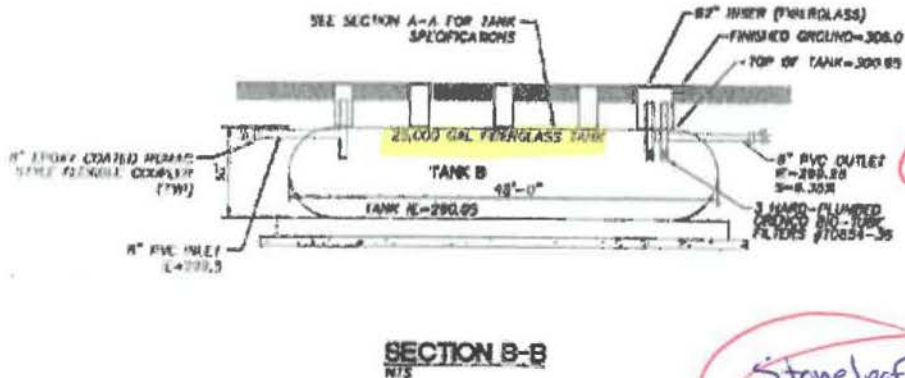
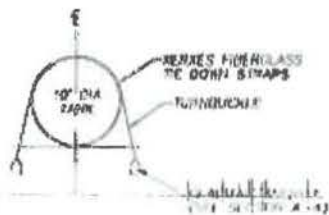
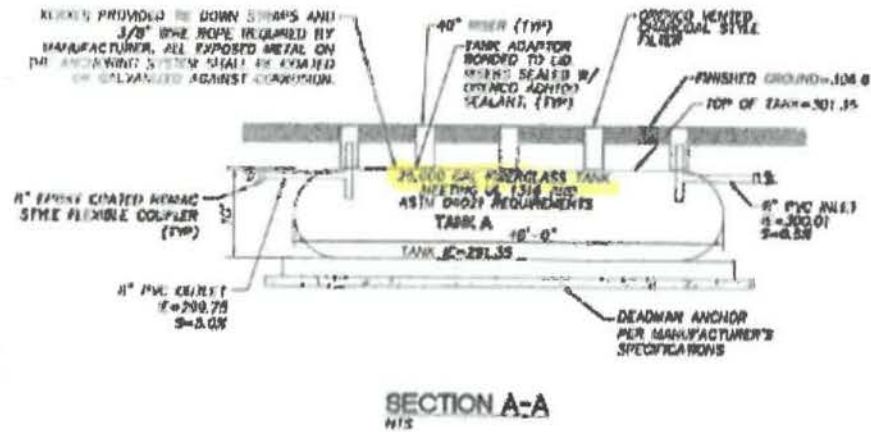
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat.252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), prohibits discrimination on the basis of sex);
 - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, prohibits discrimination on the basis of disability; and 49 CFR Part 27;
 - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), prohibits discrimination on the basis of age);
 - Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123, as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
 - The Civil Rights Restoration Act of 1987, (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
 - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38.
 - The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*)

TANK SCHEMATICS



NOTES
 1. SEE MONTEC PUMP STATION DESIGN PACKAGE SHEETS 1012 AND 3012
 2. DIESEL GENERATOR SHALL BE CATERPILLAR MODEL 3406P BEARING DIESEL FUELED GENERATOR UNIT WITH SOUND ATTENUATION CABINET, UL 2200 LISTED, RATED @ 30KW, 277/480 VAC, THREE PHASE, 3 WIRE, 4.8PF, 1812, 1800RPM, CONFIGURED WITH OUTDOOR MOUNTING.

NOTES:
 1. SAND CUT EX SURFACE TO F
 2. EXPOSED IN
 3. EXPOSED IN MECHAN BEING IT CONTINUE



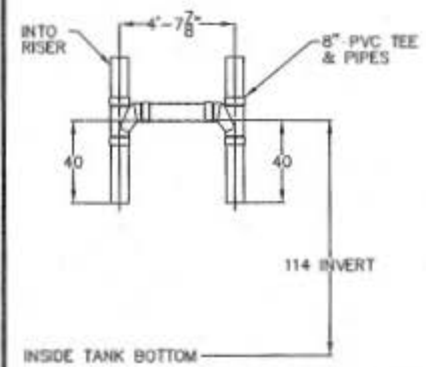
(2) 25,000 GAL

Stoneleaf



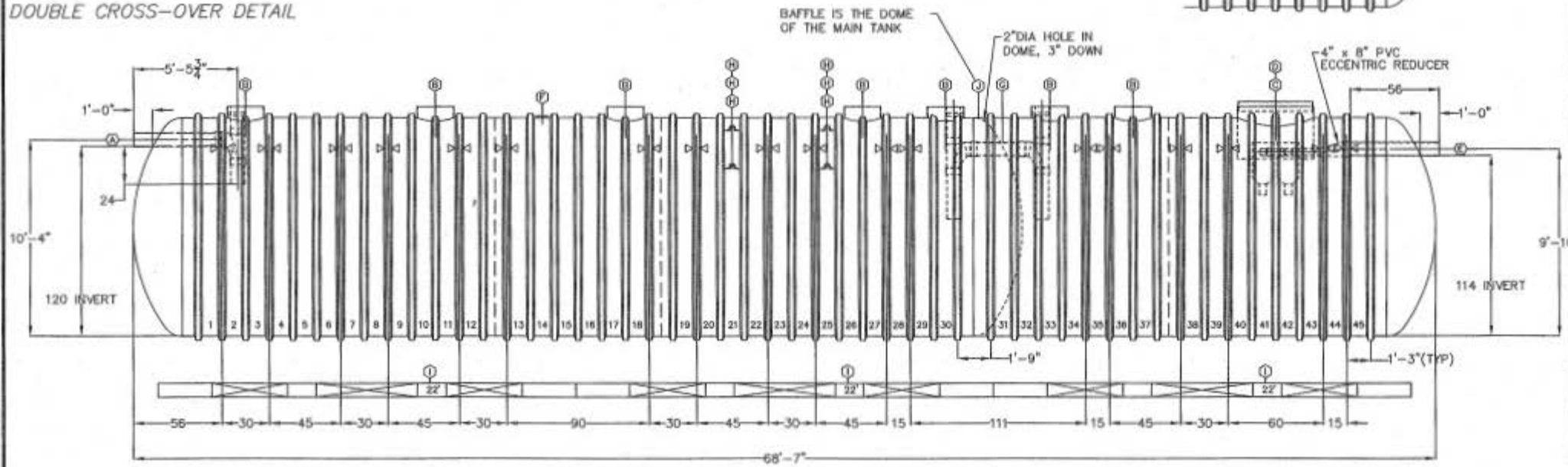
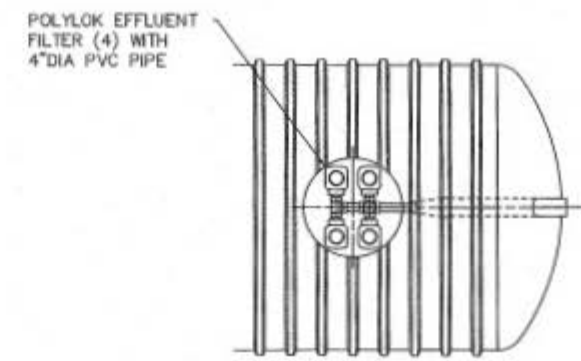
WINDUST
SEPTIC TANK
12' DIAMETER, 50,000 GALLON

DETAIL



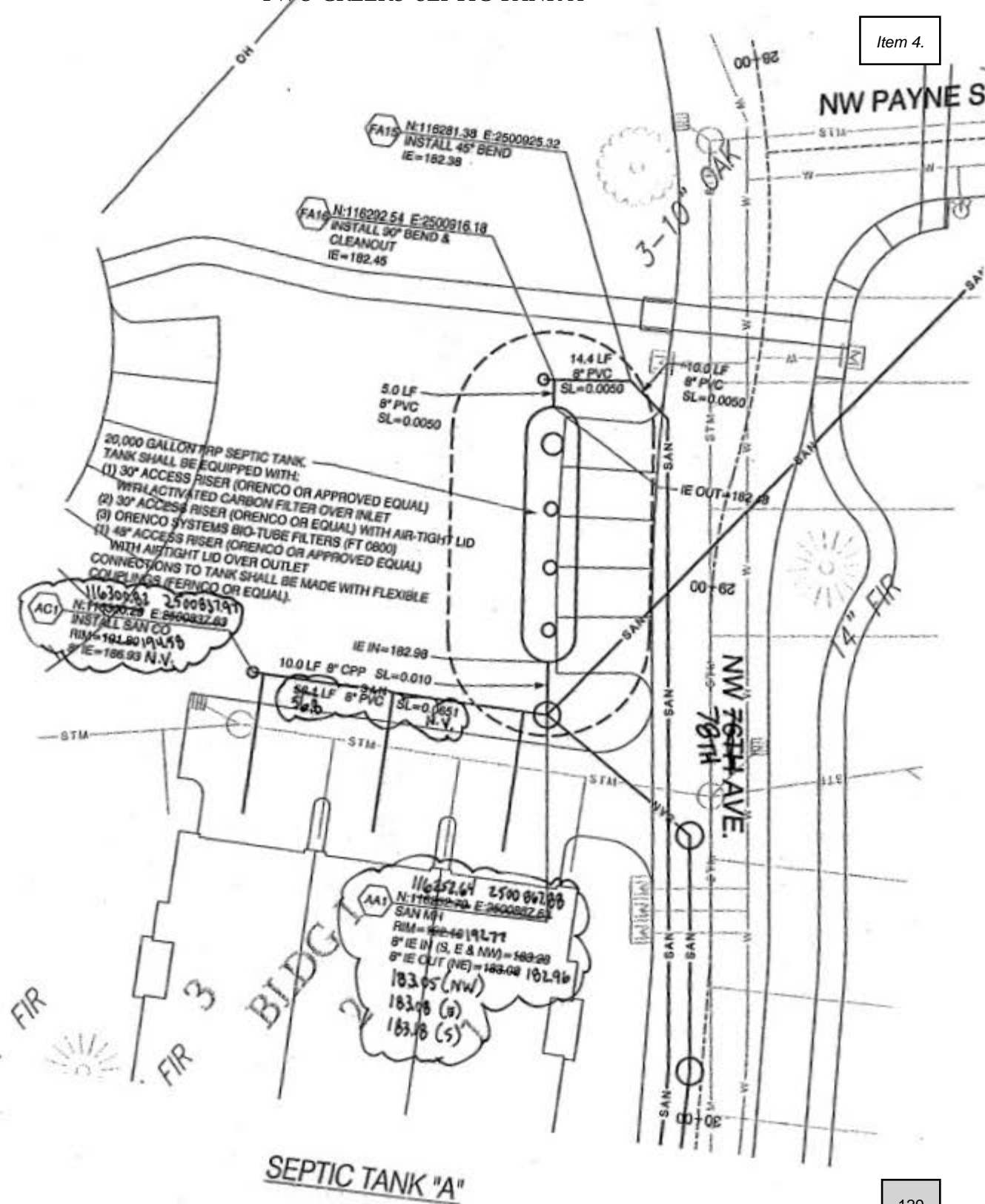
DOUBLE CROSS-OVER DETAIL

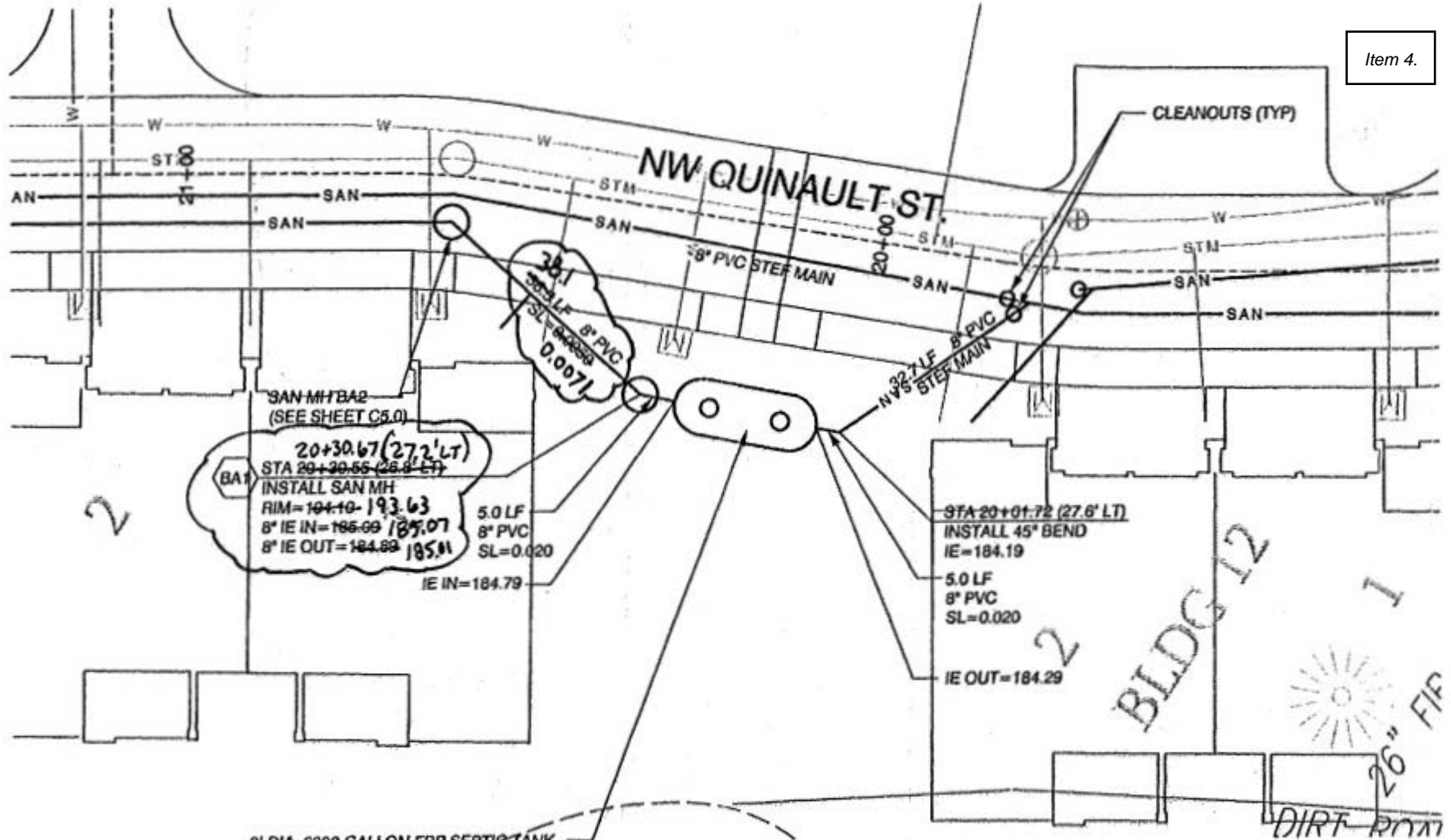
- NOTE:
- 1 - 12' TANKS WITH A CAPACITY OF 20,000 U.S. GALLONS OR LARGER MAY REQUIRE LARGER DEADMEN THAN THOSE SHOWN, DEPENDING ON BURIAL DEPTH, TO OFFSET BUOYANCY.
 - 2 - NOMINAL TANK WEIGHT: 20,000 LBS.
 - 3 - INVERT DIMENSION FROM TANK I.D.



TWO CREEKS SEPTIC TANK A

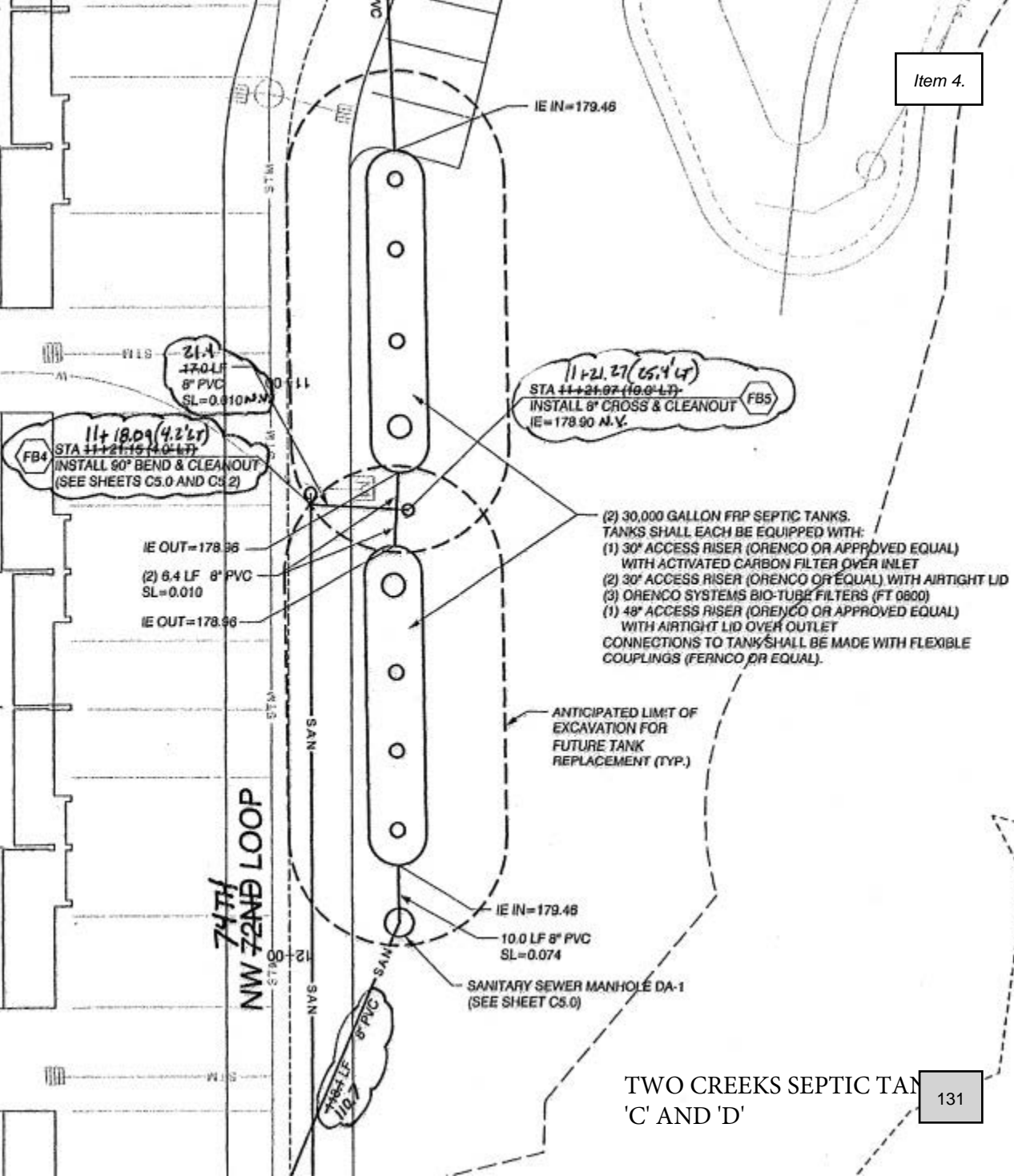
Item 4.





8' DIA. 6000 GALLON FRP SEPTIC TANK.
 TANK SHALL BE EQUIPPED WITH:
 (1) 30" ACCESS RISER (ORENCO OR APPROVED EQUAL)
 WITH ACTIVATED CARBON FILTER OVER INLET (RIM= 194.1)
 (1) ORENCO SYSTEMS BIO-TUBE FILTER (FT 0800)
 (1) 30" ACCESS RISER (ORENCO OR APPROVED EQUAL)
 WITH AIRTIGHT LID
 CONNECTIONS TO TANK SHALL BE MADE WITH FLEXIBLE
 COUPLINGS (FERNCO OR EQUAL).

TWO CREEKS
SEPTIC TANK "B"



FB4
11+18.09 (4.2' LT)
STA 11+21.15 (10.6' LT)
INSTALL 90° BEND & CLEANOUT
(SEE SHEETS C5.0 AND C5.2)

21.4
17.0 LF
8" PVC
SL=0.010

11+21.27 (5.4' LT)
STA 11+21.97 (10.6' LT)
INSTALL 8" CROSS & CLEANOUT
IE=178.90 N.Y. FB5

IE OUT=178.96
(2) 6.4 LF 8" PVC
SL=0.010
IE OUT=178.96

(2) 30,000 GALLON FRP SEPTIC TANKS.
TANKS SHALL EACH BE EQUIPPED WITH:
(1) 30° ACCESS RISER (ORENCO OR APPROVED EQUAL)
WITH ACTIVATED CARBON FILTER OVER INLET
(2) 30° ACCESS RISER (ORENCO OR EQUAL) WITH AIRTIGHT LID
(3) ORENCO SYSTEMS BIO-TUBE FILTERS (FT 0800)
(1) 48° ACCESS RISER (ORENCO OR APPROVED EQUAL)
WITH AIRTIGHT LID OVER OUTLET
CONNECTIONS TO TANKS SHALL BE MADE WITH FLEXIBLE
COUPLINGS (FERNCO OR EQUAL).

ANTICIPATED LIMIT OF
EXCAVATION FOR
FUTURE TANK
REPLACEMENT (TYP.)

IE IN=179.46
10.0 LF 8" PVC
SL=0.074

SANITARY SEWER MANHOLE DA-1
(SEE SHEET C5.0)

74TH HILL NW
NW 72ND LOOP

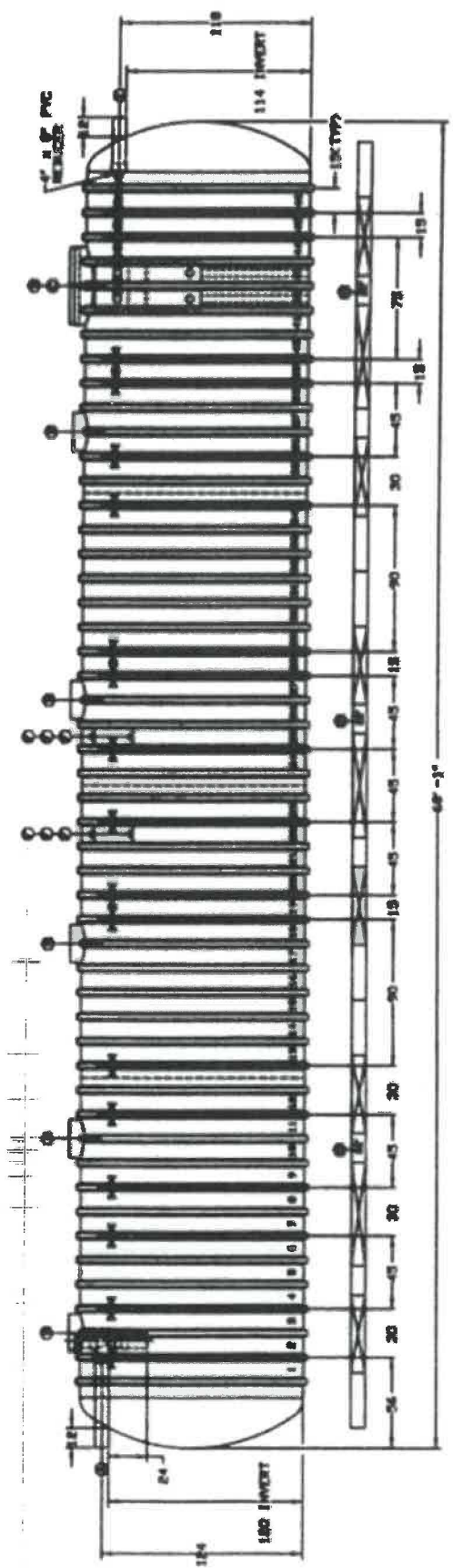
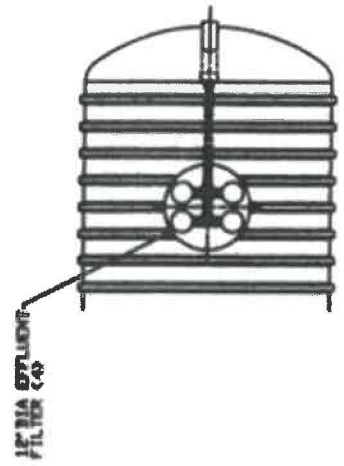
TWO CREEKS SEPTIC TANKS
'C' AND 'D'

PARKER VILLAGE
WASTEWATER SYSTEM
12" DIAMETER 60,000 GALLON
SEPTIC TANK

DETAIL

| | | |
|-----|--------------------|------|
| NO. | REVISION | DATE |
| 1 | ISSUED FOR PERMITS | |
| 2 | ISSUED FOR PERMITS | |
| 3 | ISSUED FOR PERMITS | |
| 4 | ISSUED FOR PERMITS | |
| 5 | ISSUED FOR PERMITS | |
| 6 | ISSUED FOR PERMITS | |
| 7 | ISSUED FOR PERMITS | |
| 8 | ISSUED FOR PERMITS | |
| 9 | ISSUED FOR PERMITS | |
| 10 | ISSUED FOR PERMITS | |

- NOTE:
- 1 - 12" TANKS WITH A CAPACITY OF 20,000 U.S. GALLONS OR LARGER MAY REQUIRE LARGER HEADROOM THAN THOSE SHOWN. DETERMINE ON BASIS OF LOCAL CODES TO OFFSET DISTURBANCE.
 - 2 - HORIZONTAL TANK WEIGHT 20,000 LBS.



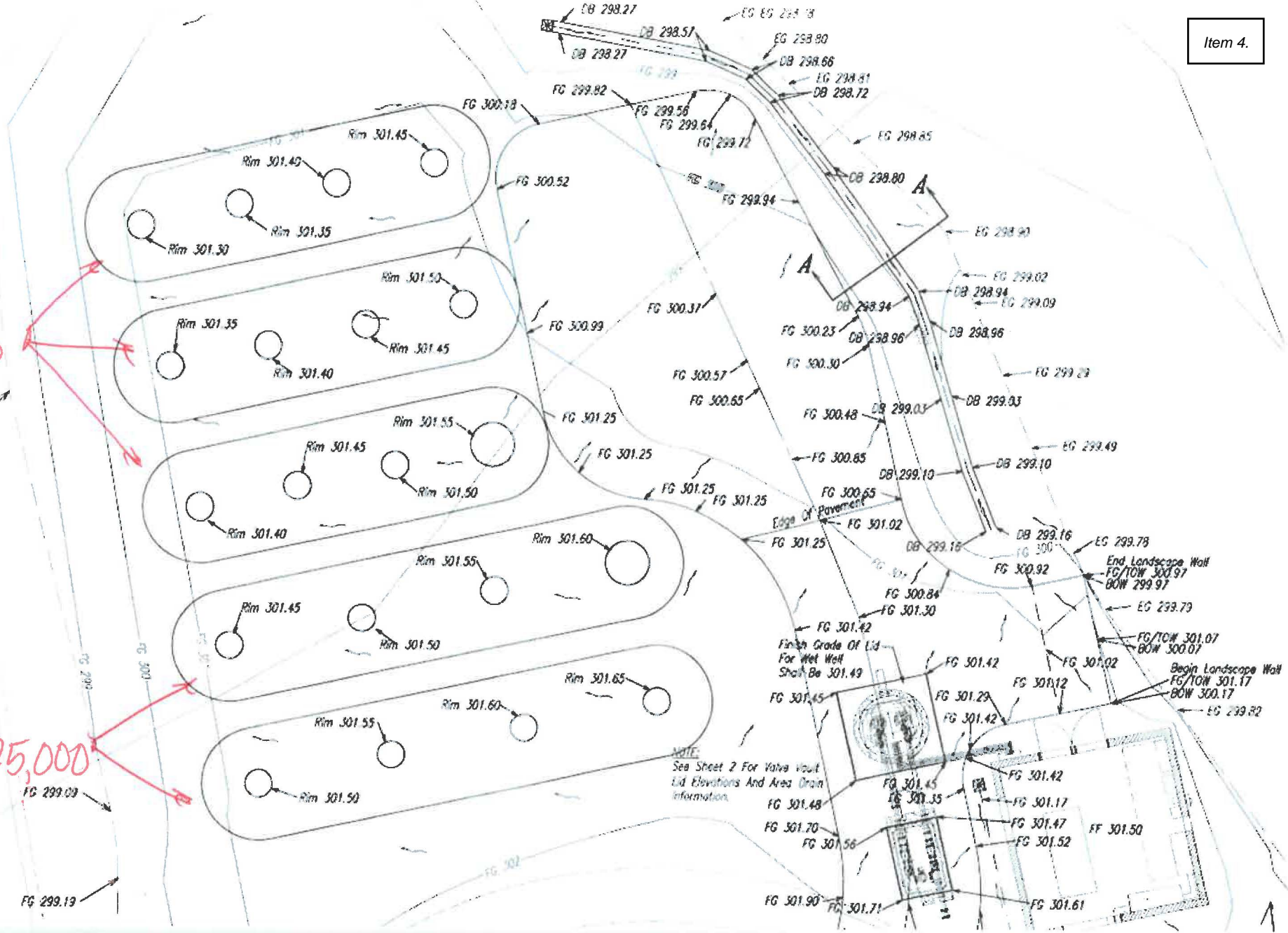
| ITEM | QTY | DESCRIPTION |
|------|-----|--|
| (A) | 1 | 12" DIA SCH 40 PVC IMLET PIPE WITH INTERNAL SWIFTWAY TEE & PIPES |
| (B) | 5 | RISE PIPE, 24 3/4" O. D., FOR 24" (HEIGHT) ACCESS OPENING |
| (C) | 1 | 12" DIA. ACCESS COVERING WITH 40 LB WEIGHT STONE |

SANITARY SEWER DATA

- SA1** STA 8+83.13 (10.82' RT - 35TH AVE.)
 OUT AND CONNECT TO EXIST. 8" PIG
 PIPE. INSTALL:
 (1EA) 8"X8" REDUCER
 (1EA) 8"X11.25" HORIZ. BEND
 (1EA) PIG PORT RETRIEVAL ASSEMBLY
 (ABOVE REDUCER AND BEND)
 (SEE 35TH AVE. PROFILE, SHEET C8.2)
- SA2** STA 11+83.01 (20.27' RT - 35TH AVE.)
 INSTALL:
 (1EA) 8"X11.25" HORIZ. BEND
 (SEE 35TH AVE. PROFILE, SHEET C8.2)
- SA3** STA 13+50.95 (34.60' RT - 35TH AVE.)
 INSTALL:
 (1EA) 8"X48" HORIZ. BEND
 (SEE 35TH AVE. PROFILE, SHEET C8.2)
- SA4** STA 13+76.08 (71.20' RT - 35TH AVE.) =
 STA 8+28.73 (55.42' RT - FRANKLIN ST.)
 INSTALL 48" STEP MANHOLE "SA4" WITH
 50#L FILTER
 (SEE 35TH AVE. PROFILE, SHEET C8.2)
- SB1** STA 14+34.84 (108.88' RT - 35TH AVE.)
 REMOVE EXIST. STEP VALVE, ARRY, AND
 PIG PORT ASSEMBLY. AFTER TESTING
 AND APPROVAL BY CITY OF CAMAS,
 CONNECT TO EXIST. 8" SANITARY MAIN
 AND INSTALL:
 (1EA) 8"X22.5" HORIZ. BEND
 (SEE 35TH AVE. PROFILE, SHEET C8.2)
- SC1** STA 13+78.02 (54.27' RT - 35TH AVE.) =
 STA 0+45.73 (55.42' RT - FRANKLIN ST.)
 INSTALL:
 (1EA) 8"X48" HORIZ. BEND
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)
- SC2** STA 13+20.31 (1.44' LT - 35TH AVE.) =
 STA 1+01.44 (8.71' RT - FRANKLIN ST.) (TANK CENTER)
 INSTALL 20,000 GAL. FIBR SEPTIC TANK
 (1EA) 30" ACCESS RISER (ORENCO OR APPR. EQUAL)
 WITH ACTIVATED CARBON FILTER OVER INLET
 (2EA) 30" ACCESS RISER (ORENCO OR APPR. EQUAL)
 WITH AIR-TIGHT LID
 (2EA) ORENCO SYSTEMS BIO-TUBE FILTERS (FT-0800)
 (1EA) 48" ACCESS RISER (ORENCO OR APPR. EQUAL)
 WITH AIR-TIGHT LID OVER OUTLET
 CONNECTIONS TO TANK SHALL BE MADE WITH FLECCIBLE
 COUPLINGS (FERNCO OR APPR. EQUAL)
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)
- SC3** STA 13+00.88 (21.16' LT - 35TH AVE.) =
 STA 1+21.16 (19.00' LT - FRANKLIN ST.)
 INSTALL SAN MH "SC3"
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)
- SC4** STA 1+02.50 (8.00' LT - FRANKLIN ST.)
 INSTALL SAN MH "SC4"
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)
- SC5** STA 2+76.38 (5.00' LT - FRANKLIN ST.) =
 STA 1+02.02 (8.00' LT - FRANKLIN LOOP)
 INSTALL SAN MH "SC5"
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)
- SD1** STA 2+01.00 (8.00' LT - FRANKLIN LOOP)
 INSTALL SAN MH "SD1"
 (SEE FRANKLIN LP. PROFILE, SHEET C8.1)
- SD2** STA 2+44.41 (6.00' LT - FRANKLIN LOOP)
 INSTALL SAN MH "SD2"
 (SEE FRANKLIN LP. PROFILE, SHEET C8.1)
- SD3** STA 4+82.69 (10.28' LT - FRANKLIN LOOP)
 INSTALL SAN MH "SD3"
 MH LID TO BE INSTALLED ON SE SIDE OF
 AWAY FROM CURB.
 (SEE FRANKLIN LP. PROFILE, SHEET C8.1)
- SD4** STA 8+58.21 (5.15' RT - FRANKLIN ST.)
 INSTALL SAN MH "SD4"
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)
- SD5** STA 5+93.23 (8.95' RT - FRANKLIN ST.)
 INSTALL 8" SAN CLEANOUT
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)
- SE1** STA 3+95.00 (8.00' LT - FRANKLIN ST.)
 INSTALL SAN MH "SE1"
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)
- SE2** STA 8+29.84 (9.00' LT - FRANKLIN ST.)
 INSTALL 8" SAN CLEANOUT
 (SEE FRANKLIN ST. PROFILE, SHEET C8.0)

20,000

25,000





Staff Report

September 18, 2023 Council Workshop Meeting

Commercial STEP Tank Pumping Project
Presenter: Rob Charles, Utilities Manager
Time Estimate: 5 minutes

| Phone | Email |
|--------------|-------------------------|
| 360.817.7003 | rcharles@cityofcamas.us |

BACKGROUND: Each fall and spring, the City requests quotes from contractors to have larger commercial STEP tanks owned and operated by the City pumped and the material disposed. The commercial tanks collect sewage from multiple single family or apartment units and are larger than a single-family home’s STEP tank. This maintenance requires larger equipment for pumping than what the City currently owns and operates.

SUMMARY: The City’s Estimate to complete the work based on prior bids was \$80,986.61. The City received four (4) bids on the project as follows:

- A-Action Group - **\$83,393.10 (low bid)**
- River City Environmental - \$87,562.76
- PR Septic Service - \$152,410.82
- Drain-Pro, Inc. - \$218,410.50

The Request for bids was written to allow the City to extend the contract with the low bidder for two additional years beyond the initial first year. Staff is recommending that the City Council’s approval of this contract provides staff with the authority to extend the 1-year contract for the additional 2 years.

BUDGET IMPACT: The contract amount will be \$83,393.10 for the first year. The 2nd and 3rd years of the contract allows for increases to the original bid based on fuel and labor cost increases in the industry upon review and approval by the City.

RECOMMENDATION: Staff recommends that this item be placed on the October 2, 2023 Council Regular Consent Agenda for Council’s consideration.