



City Council Workshop Agenda Monday, September 15, 2025, 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 <https://vimeo.com/event/5374889>

To participate in the meeting (able to public comment)

- go to <https://us06web.zoom.us/j/88548119347>

(public comments may be submitted to publiccomments@cityofcamas.us)

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

WORKSHOP TOPICS

1. [Professional Services Agreement Amendment No. 3 for Well 13 PFAS Project Construction Management and Design Services](#)
[Presenter: Rob Charles, Utilities Manager](#)
[Time Estimate: 5 minutes](#)
2. [City of Camas 10 Year Revenue Forecast 2025-2034](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 20 minutes](#)
3. [New Phone System](#)
[Presenter: Michelle Jackson, IT Director](#)
[Time Estimate: 15 minutes](#)
4. [Our Camas 2045 – Project Update](#)
[Presenter: Alan Peters, Community Development Director](#)
[Time Estimate: 20 minutes](#)
5. [Recreational Vehicle and Trailer Parking, Storage, and Occupancy on Private Property](#)
[Presenter: Alan Peters, Community Development Director](#)
[Time Estimate: 15 minutes](#)
6. Staff Miscellaneous Updates
Presenter: Doug Quinn, City Administrator
Time Estimate: 10 minutes

COUNCIL COMMENTS AND REPORTS

PUBLIC COMMENTS

CLOSE OF MEETING



Staff Report

September 15th, 2025 Council Workshop Meeting

Professional Services Agreement Amendment No. 3 for Well 13 PFAS Project
 Construction Management and Design Services
 Presenter: Rob Charles, Utilities Manager
 Time Estimate: 5 minutes

Phone	Email
360.817.7003	rcharles@cityofcamas.us

BACKGROUND: Carollo Engineers has designed the PFAS Treatment Removal System for Well 13. To coordinate the construction activities and keep the well in service during peak summer demands of 2026, a detailed Construction Management (CM) Amendment has been prepared by Carollo Engineers. A Design Amendment to aid in the design/permitting process, and additional electrical design and geotechnical work is also included within the full amendment.

SUMMARY: The CM work covers Project Management, CM and Health and Safety Plans, Monthly Progress Report and Invoices, Progress Meetings, and Projects Logs. In addition, Special Inspections and Materials Testing, Start-up and Commissioning Services, detailed O& M Manuals and Project close out documents including electronic as-builts drawings will be included with the work. Day to day field and office services for monitoring of contractor daily progress as well as questions or drawing clarifications that arise from the contractor during the project.

BENEFITS TO THE COMMUNITY: Ensure that the construction is completed in a timely manner and meets the requirements set forth in the project specifications.

STRATEGIC PLAN: This project is covered under the City Priority of Stewardship of City Assets.

BUDGET IMPACT: The total cost of the amendment is \$1,482,082 and will be covered by revenue bonds issued for water capital projects.

RECOMMENDATION: Staff would recommend this item be placed on the October 5th, 2025 Regular Council Consent Agenda for their consideration.

CITY OF CAMAS
WATER SYSTEM PFAS EVALUATION AND WELL 13 PFAS TREATMENT DESIGN
AMENDMENT 2: CONSTRUCTION SERVICES - SCOPE OF WORK

BACKGROUND

Like many Washington communities on the Lower Columbia River, the City of Camas (City) is proactively developing a strategy to discuss and address the public health concerns associated with per and polyfluoroalkyl substances (PFAS) in its drinking water. PFAS has been detected in groundwater at the City's Lower Washougal Wellfield (LWWF) and threatens both the quality and quantity of its primary supply source. The need for response is urgent; PFAS levels from LWWF Well 13 exceeds Washington State Action Levels (SAL), and other LWWF wells have yielded results that exceed the United States Environmental Protection Agency's (USEPA) maximum contaminant levels (MCL).

Carollo Engineers, Inc (Consultant) has completed the detailed design for PFAS treatment facilities for Well 13. The design includes a replacement of the electrical service to the site, the Well 13 pump and associated yard piping, installation of new PFAS treatment system (and associated ancillary facilities), replacing and relocating the existing backup generator and expanding the existing Well 13 Building with a new Electrical Room. This plan optimizes both near-term, and long-term use of the Well 13 site, by accommodating future expansion to both wellfield capacity and PFAS treatment in the future, providing the City the ultimate flexibility in future water supply.

This Amendment addresses services during construction for this work, and shall become part of the Contract; all previous provisions of the contract apply.

ABBREVIATIONS

AACE	Advancement of Cost Engineering
BOE	Basis of Estimate Report
CAMP®	Concentrated Accelerated Motivational Problem-Solving
City	City of Camas
cm	centimeters
CMC	Camas Municipal Code
CUP	Conditional Use Permit
DOH	Department of Health (Washington)
EOM	electronic operations and maintenance
H&S	Health and Safety
LOS	level of service
LWWF	Lower Washougal Wellfield
MCL	maximum contaminant level
NEPA	National Environmental Policy Act
O&M	operations and maintenance
ODC	other direct costs
OPCC	opinions of probable construction cost
OS	open space
PCM	proposed conditions model
PDR	Preliminary Design Report
PFAS	per and polyfluoroalkyl substances
PFD	process flow diagram
PMP	Project Management Plan
QM	quality management
RFI	Requests for Information
RHA	Rivers and Harbors Act
RSSCT	rapid small scale column test
SAL	State Action Levels
SHPO	State Historic Preservation Officers
SOP	standard operating procedures
SOQ	Statement of Qualifications
SRF	State Revolving Loan Fund
TIR	Technical Information Report
TM	Technical Memorandum
USEPA	United States Environmental Protection Agency

1.0 SCOPE OF SERVICES

GENERAL PROJECT ASSUMPTIONS

- Carollo Engineers, Inc. and partner Consultants are referred to as "Consultant" in this document.
- The City of Camas and its staff are referred to as "City" in this document.
- To minimize travel costs, all meetings will allow remote participation, unless otherwise stated in specific scope task descriptions.
- The total duration of the construction phase is **two years (24 months)**.
- Draft submittals shall be provided in electronic copy (.pdf and .docx) and transmitted via email or secure file transfer. City comments and Consultant responses to draft submittals will be tracked via 'red line' markups incorporated into an electronic version of the submittal and formal 'comment/response' logs.
- Record drawings shall be provided in electronic copy (.pdf) and transmitted via email or secure file transfer.
- Meeting notes and related materials shall be transmitted electronically (.pdf and/or .docx) via email.
- The City will print and produce additional copies of all documents, as necessary, for its use.
- The City will facilitate coordination and review with local jurisdictions and state regulatory agencies.
- In providing opinions of probable construction cost (OPCC), financial analyses, economic feasibility projections, and schedules for potential projects, Consultant has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, Consultant makes no warranty that the City's actual project costs, financial aspects, economic feasibility, or schedules will not vary from Consultant's opinions, analyses, projections, or estimates.
- Consultant shall be entitled to use and rely upon all such information and services provided by the City or others in performing Consultant's services under this Agreement.
- Deliverables shall comply with Carollo's general CAD standards where applicable.
- Consultant shall be entitled to the following Other Direct Costs (ODC) for out-of-state and local travel:
 - » Out-of-town trips, including overnight stays (hotel, meals, car rental).
 - » In town trips: mileage, meals.
- The City's Integrator, S&B, will be performing the work described in 40_61_00, 40_61_10, and 40_70_00, and Appendix A of the Bid Documents. The City's Integrator will be contracted to perform the work with the City and coordinate with the Contractor as described in the bid documents to successfully complete the required system integration.
- Consultant shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by construction contractors or the safety precautions and programs incident to

the work of construction contractors and will not be responsible for construction contractors' failure to carry out work in accordance with the construction documents.

- The parties agree that in the City's contract with the construction contractor, Consultant shall be indemnified by the construction contractor to the fullest extent permitted by law for all claims, damages, losses and expense including attorney's fees arising out of or resulting from the construction contractor's performance of work including injury to any worker on the job site. Additionally, Consultant shall be named as additional primary insured(s) by the construction contractor's General Liability and Builders All Risk insurance policies without offset and be included in any waivers of subrogation, and all construction documents and insurance certificates shall include wording acceptable to the parties herein with reference to such provisions.

2.0 TASKS

To meet the objectives of this scope of services, the Consultant shall complete the tasks, as summarized in the table below and discussed in detail in the following subsections.

Task	Title
Task 1200 – Additional Planning, Design and Bidding	
Task 1205	Additional Final Design
Task 1207	Additional Design-related Permitting Support
Task 1400 – Additional Support Services	
Task 1401	Additional Geotechnical Services
Task 4000 – Additional Project Management Services	
Task 4102	Construction Management and Health & Safety Plans
Task 4103	Monthly Progress Reports and Invoices
Task 4106	Progress Meetings
Task 4107	Project Logs
Task 5000 – Optional Services / Contingency Activities	
Task 5100	Cost Escalation (2025 – 2028)
Task 6000 – Construction Services	
Task 6100	Support Services During Construction
Task 6200	Field Services
Task 6300	Materials Testing and Special Inspection Services
Task 6400	Start-up and Commissioning Services
Task 6500	Operations and Maintenance (O&M) Manual
Task 6600	Project Close-out

TASK 1200 – ADDITIONAL PLANNING, DESIGN AND BIDDING SERVICES

The following additional design services were not included in the original scope of work, but were required for project completion.

Task 1200 Activities

1205. Additional Final Design

1. Electrical Design Modifications: Electrical design modification equipment design/layout from approved CAMP/BODR per 60% design review comment required partial redesign efforts.
 - a. Consolidated service entrance switchboard functionality with ATS.
 - b. Re-draws on one-lines and electrical plans, minimal impacts to other disciplines.
2. S&B Coordination: Coordination with the City's Integrator.
 - a. Coordination required:
 - i. Consistent equipment tagging, control philosophy/control strategy, PLC replacement and sequencing (re-build existing, replace with new).
 - ii. Major electrical equipment procurement/specification coordination (switchboard, VFD).
 - iii. Electrical equipment technical support/factory coordination.
 - iv. Coordination for I&C system commissioning requirements.
 - v. Wireless upgrades coordination.
 - vi. Carollo EI&C standard design modifications to coordinate with S&B standard design.
 - vii. General project coordination for deliverables and deliverable packaging.
 - b. City Integrator provided equipment reviews.
3. Security Design: Design of conduits and other design items to prepare site for security installation as part of City's upcoming security standard implementation.
4. Clark County Public Utilities Coordination: Technical support service application, engineering review CPU design, coordination meetings for sequencing CPU work, CPU transformer procurement technical support, coordination with CPU and telecommunication company to confirm feasibility to remove existing CPU pole on Well 13 site.
5. Flow Meter Addition: The City requested a small, mag-type flow meter be installed on their existing chemical feed systems for additional flow pacing and dose control.

1207. Additional Design-related Permitting Support

1. Efforts associated with designing the Ion Exchange (IX) vessels to the south of the shoreline buffer on the Well 13 Site.
 - a. Additional permitting support effort for building within the designated shoreline.
 - i. Additional meeting support during land use hearing process.
 - ii. Additional shoreline permitting efforts, including justification narratives for design.
 - b. Efforts to obtain WA Department of Health (DOH) approval for a future well at the Well 13 site, supporting new site utilization intent.
 - i. Coordination efforts to support a new well construction variance request with DOH.
 - c. Development of renderings and models to support design and permitting process.

- i. Architectural renderings were developed to support required documentation in land use applications.
 - ii. 3D modelling efforts were undertaken to better communicate design intent to stakeholders and support operations staff review of design.
- d. Additional design efforts required for land use process.
 - i. A conceptual design of a future well and chemical building to the north of existing infrastructure on the Well 13 site was accomplished to support land use efforts and plan for future site capacity.
 - ii. Investigations on potential impacts of groundwater under the influence (GWUI) at the Well 13 site. Evaluations were conducted on the suitability of the future well's location given previous GWUI findings at abandoned Well 4. Further, evaluations were conducted to understand required infrastructure investments if Well 13 became impacted by GWUI. While this situation is not likely, understanding the required infrastructure for this scenario was important to understand and allow space for on site to minimize the possibility of stranded investments at Well 13.

Task 1200 Workshop Summary

- 1. Workshop 120x: ASDF
- 2. Workshop 1207: Additional Design-related Permitting Support.
 - a. Two meetings with DOH to coordinate approval for future siting of additional capacity at Well 13.
 - b. Coordination meeting for site design, program of future Phase 2 buildings.
 - c. Architectural support team attendance at two public meetings/hearings.

Task 1200 Assumptions

- 1. Sub-task 1205.1 – Electrical Design Modifications.
 - a. ASDF
 - b. ASDF
- 2. Sub-task 1205.2 – S&B Coordination.
 - a. ASDF
 - b. ASDF
- 3. Sub-task 1205.3 – Security Design.
 - a. ASDF
 - b. ASDF
- 4. Sub-task 1205.4 – Clark County Public Utility District Coordination.
 - a. ASDF
 - b. ASDF
- 5. Sub-task 1205.5 – Flow Meter Addition.
 - a. ASDF
 - b. ASDF
- 3. Sub-task 1207 – Additional Design-related Permitting Support.
 - c. ASDF

- d. ASDF

Task 1200 City Deliverables

- 1. ASDF
- 2. ASDF

Task 1200 Consultant Deliverables

- 1. ASDF
- 2. Sub-task 1207 – Additional Design-related Permitting Support.
 - a. Phase 2 building plans.
 - b. Elevations (colored) for both Phase 1 and Phase 2.
 - c. Site Perspectives, Phase 1 and Phase 2 (view from NE and NW and two bird's eye views).
 - d. Digital Material Reference on the drawings.

TASK 1400 – ADDITIONAL SUPPORT SERVICES

Efforts associated with Task 1207, above, relocated the PFAS treatment infrastructure from the north, to the south end of the property. Previous geotechnical investigations recommended additional analysis should new treatment infrastructure be located near the southern edge of the property. The purpose of Task 1400 is to provide the recommended additional geotechnical support required to complete the design and delivery of Well 13 PFAS treatment infrastructure improvements.

Task 1400 Activities

1401. Additional Geotechnical Services

- 1. Additional Geotechnical Explorations. Additional geotechnical explorations will be completed at the south end of the site where improvements are planned near the top of an existing slope. The additional explorations include 1 mud rotary drilled soil boring to 60 feet and infiltration testing inside a hollow stem auger drilled to a depth of about 7 feet.
- 2. Slope Stability, Displacement and Lateral Spread Analysis:
 - a. The slope at the south end of the site will be modeled in RocScience software SLIDE2 using the data obtained from the additional explorations. The slope will be evaluated at its existing state and from the proposed improvements under static and seismic conditions.
 - b. Potential lateral spreading and seismic slope displacements considering the proposed improvements will be evaluated. Our seismic evaluation will consider parameters based on 2,475 and 975-year return events.
- 3. Geotechnical Engineering Analysis and Reports:
 - a. Develop geotechnical design and setback recommendations for the proposed improvements at the south end of the property based on the results of our analyses. The results of our additional geotechnical evaluations will be incorporated into a Technical Memorandum intended to supplement our Geotechnical Engineering Report (GER) for the project.

Task 1401 - Workshops

- 1. N/A

Task 1401 - Assumptions

1. Site soils are assumed to be “clean” and drilling cuttings and fluids will be disposed off site.
2. Infiltration testing and mud rotary drilling will be completed in 1 day.
3. Infiltration testing will be completed at a depth around 7 feet below the surface, inside a hollow stem auger in general accordance with Section 6.6 of the Clark County Stormwater Manual (November 2009).
4. High Water Elevation in our analyses will be provided by others.
5. Bathymetry of Lacamas Creek will be assumed in our analyses, unless provided by others.
6. The ground surface topography of the south slope of the property will be based on publicly available data and the record drawings for the Well No. 13 project.

Task 1401 - City Deliverables

1. Review and comment on Draft and Final Draft documents provided by Consultant.

Task 1401 - Consultant Deliverables

1. Draft and Final supplemental Technical Memorandum to the GER.

TASK 4000 – ADDITIONAL PROJECT MANAGEMENT ACTIVITIES

TASK 4100 - PROJECT MANAGEMENT DURING CONSTRUCTION

The purpose of this task is to direct all project activities, while maintaining the project within the contracted scope, schedule, and budget. This includes project administration, monthly invoicing, City and team coordination and quality assurance/quality control review necessary to successfully the project to the City's expectations.

4102. Construction Management and Health and Safety Plans

1. Prepare a Construction Management Plan (CMP) that describes project roles and responsibilities, lists contact information for the project team, and describes communications protocols, quality management (QM), including the scope of work, schedule and budget. The Draft CMP shall be introduced and discussed with the City's project team as part of the Construction-phase Kick-off Meeting. A revised, Final CMP shall be delivered following incorporation of City Comments. QM includes, but is not limited to the following elements:
 - a. Project Manager overview of all primary documents to verify technical consistency and compliance with the contract requirements.
 - b. Designate and assign qualified Consultant staff to develop assigned project deliverables, and manage Consultant staff for schedule, quality and budget relative to assigned deliverables.
 - c. Protocol for maintaining a decision log, tracking all decisions as they occur.
 - d. Protocol for continuing to maintain a risk register identifying all potential project risks and opportunities with input from City, Contractor and other key stakeholders.
2. The Consultant shall prepare a draft and final site-specific Health and Safety (H&S) plan for acceptance by the City, covering field work to be performed by the Consultant and Subcontractor(s) staff for the construction of the Well 13 PFAS Treatment project. The Consultant shall facilitate Consultant and Subcontractor (who perform field work) compliance with these requirements. The

Consultant shall comply with applicable federal, state, and local environmental, health, and safety legislation, regulations, and codes.

- a. The Consultant shall provide a draft site-specific health and safety plan with the CMP. Updates for specific, planned field work shall be provided by the Consultant for the City to review and comment, to confirm compliance with overall City safety goals.
- b. Before the start of Well 13 PFAS Treatment construction, the Consultant shall update their site-specific Health and Safety Plan for acceptance by the City. The Consultant's H&S Plan shall be coordinated with the Contractor's H&S plan. Updates for specific, planned fieldwork shall be provided by the Consultant for the City to review and comment, to confirm compliance with overall project safety goals.

4103. Monthly Progress Reports and Invoices

1. This subtask includes assisting the project team members in the implementation of the task items, reviewing the work-in-progress reports and monthly invoices. Consultant shall prepare and submit monthly activity reports showing current project scope, budget and schedule status, identifying key issues, or elements of the project that will need to be addressed in the proceeding weeks. An electronic version of the monthly progress reports and invoices shall be sent to City for review and approval.

4106. Progress Meetings

1. Bi-weekly Project Status conference calls shall be held to review project status, including scope, budget, and schedule. Prepare an agenda and document discussions, including action items and decisions, in meeting minutes which shall serve as the following week's agenda.
2. Quarterly Project Summary Meetings to provide project status updates to the City leadership and/or key stakeholders, as required.

4107. Project Logs

Consultant shall maintain the following logs, which shall be reviewed on a bi-weekly basis with the City's Project Manager.

1. Consultant shall maintain a log of key Action Items throughout the project duration, summarizing key actions, due dates and status of all action items identified throughout the project duration.
2. Consultant shall maintain a log of key Decisions made throughout the project, focusing on key decisions that impact cost and/or operability.
3. Consultant shall maintain a log of key Design Changes to identify items that may significantly change construction costs from the previous deliverable.

Task 4100 Workshop Summary

1. None.

Task 4100 Assumptions

1. Bi-weekly Project Status Meetings shall either be held via conference call, or shall be scheduled to coincide with a field visit; participation limited to Consultant and City Project Managers. Total duration for each meeting is one hour, with one hour of preparation time. A total of 48 meetings are anticipated.

2. Quarterly Project Summary Meetings to provide project status updates to the City Leadership and/or key stakeholders will require participation from the Consultant Principal in Charge and Project Manager. Total duration for each meeting is one hour, with one hour of preparation time. A total of eight meetings are anticipated.
3. Project Logs shall be updated on a weekly basis; the Consultant's Project Manager and Construction Manager shall dedicate one hour/week for log updates.

Task 4100 City Deliverables

1. Review and comment on draft and final draft documents provided by Consultant.
4. Updated team member contact information.
5. Respond to data requests in a timely manner.
6. Receive, review, and process Consultant invoices in a timely manner.
7. Render decisions and provide guidance in a timely manner.

Task 4100 Consultant Deliverables

8. Draft and Final Construction Management and Health and Safety Plans
9. Monthly progress reports and invoices.
10. Bi-weekly Project Status Meeting agendas and minutes.
11. Quarterly Project Summary Meeting agendas and minutes.
12. Preliminary project logs, with weekly status updates throughout the duration of the project.

TASK 5000 - OPTIONAL SERVICES/CONTINGENCY ACTIVITIES

Items listed under Task 5000 are a combination of actual and anticipated items. For anticipated items, the following scope and associated level of effort are intended as placeholders based on the Consultants' current understanding of these efforts, for use as part of future contract amendments.

5100. COST ESCALATION

The original proposed billing rates are based on 2024 dollars, and do not include escalations for future years. The escalation clause included in the City's standard agreement allows increases to billing rates. To help the City plan for these future escalations, we originally included a relatively conservative escalation of 5% per year to plan for the future. For the project to date, we are asking to be awarded actual escalation; escalation contingency will remain a 'placeholder' for City planning for future tasks.

5101. 2025 Escalation of Costs

1. Final, based on 2025 activities.

5102. 2026 Escalation of Costs

1. To be finalized following determination of 2026 activities.

5103. 2027 Escalation of Costs

1. To be finalized following determination of 2027 activities.

5104. 2028 Escalation of Costs

1. To be finalized following determination of 2028 activities.

TASK 6000 – CONSTRUCTION SERVICES

The objective of Task 6000 is to support the construction-phase activities for the installation of PFAS treatment at Well 13.

TASK 6100 ACTIVITIES: SUPPORT SERVICES DURING CONSTRUCTION

6101. Pre-Construction Conference & Weekly Construction Progress Meetings

1. Pre-Construction Conference: A Preconstruction Conference shall be held to review the overall project schedule, key project goals, risks/opportunities, overall constraints and drivers to ensure the entire project team has the same baseline project understanding. Agenda shall include:
 - a. A preliminary list of submittals and a draft Schedule of Values will be provided by the contractor in advance of this meeting for OCM and EOR review; resolution to any outstanding items/issues shall be determined during the workshop.
 - b. Communications protocols, critical for this highly visible project, will be established, including:
 - i. With the press and public.
 - ii. With the OCM, EOR.
 - iii. With City Inspections, Engineering, Operations and Leadership.
 - c. Operational constraints with the existing infrastructure.
 - d. Opportunities to accelerate the schedule to deliver PFAS free water to the City prior to final project completion.
 - e. Anticipated schedule.
 - f. Payment application schedule/submittal days for draft and final applications.
 - g. Other contract requirements, including funding constraints, as needed.
2. Weekly Construction Progress Meetings:
 - a. The OCM will facilitate weekly coordination meetings to maintain a collaborative and transparent working environment among the Contractor, design team/Engineers of Record (EOR), and City staff. These meetings will encourage proactive problem-solving, and ensure that all parties remain aligned with the City's goals and priorities. In addition, these meetings will support timely decision-making by clearly communicating risks, recommendations, and the potential impacts of key project issues.

6102. Schedule of Values Review

1. Consultant shall review the awarded Contractor's proposed Schedule of Values; provide comments/adjustments, as needed, to serve as the basis for tracking project progress, and validating payment requests approval throughout the duration of the construction project.

6103. Document Management System

1. Consultant shall initiate a documentation system using for this project. A training session will be held for City, designer and Contractor personnel. The system will be tailored to meet the needs of each party and will be maintained by the OCM for the duration of the project. After the project is

completed, the documentation system will be maintained for the warranty period then delivered to the City on indexed, searchable USB drive.

6104. Submittal Review

1. Consultant shall receive and log shop drawings, material samples, and other submittals and review them for conformance to the intent of the Contract Documents. Consultant shall compile written comments and return shop drawings to EWEB upon completion of the review process. Additionally, Consultant shall receive, log and provide written responses to all form Requests for Information (RFI) received from the Contractor. Consultant shall maintain a shop drawing submittal file/tracking system.

6105. Request for Information (RFI)

1. Consultant shall receive, log and provide written responses to all form Requests for Information (RFI) received from the Contractor. Consultant shall maintain an RFI file/tracking system.

6106. Change Orders Requests (CORs) and Change Orders (COs)

1. In the event changes to the Contract Documents are required, the Consultant shall assist the City in review of Change Order Requests (CORs) and preparation of Change Orders (COs). Consultant shall review the CORs prepared by the Contractor, provide recommendations to the City regarding acceptance or rejection of the requests, and will review Change Order documents provided by the City for approval of the items accepted.

6107. Design Change Notices (DCNs)

1. Consultant shall support engineer- or owner-initiated design changes. Consultant shall review or generate design change proposals and provide recommendations to the City for incorporation into the Contract. Once approved by the City, Consultant shall prepare modifications to the Contract documents.

6108. Training

1. ASDF
 - a. ASDF
 - b. ASDF

Task 6100 Workshop Summary

1. Workshop 6101: Pre-Construction Conference.
2. Workshop 6107a - c: City and Contractor-initiated Design Change Workshops
3. Workshop 610x: ASDF

Task 6100 Assumptions

1. Sub-task 6101 – Pre-Construction Conference and Weekly Construction Progress Meetings.
 - a. Pre-construction Conference to be attended by Consultant's Project Manager, Project Engineer and Owner's Construction Manager (OCM).
 - b. Pre-Construction Conference shall be four hours in duration.
 - c. Weekly Construction Meetings shall be attended by the OCM and one EOR. Duration for the weekly construction meetings shall be two hours.
 - d. Contractor to provide preliminary submittal log (including number and dates of submittals), and Schedule of Values prior to the Pre-Construction Conference.

- e. Weekly Construction Progress Meetings shall be held at the Contractor's construction trailer at the project site. Duration for these meetings shall be **one** hour, and require **two** hours of preparation time each.
- 4. Sub-task 6102 – Schedule of Values Review.
 - f. Contractor to provide a draft Schedule of Values prior to the Pre-Construction Conference.
- 2. Sub-task 6103 – Document Management System.
 - a. Consultant shall use e-Builder for the Document Management System.
 - b. Hard copies of construction documentation shall not be maintained at the job site; all files shall be managed electronically.
- 3. Sub-task 6104 – Submittal Review.
 - a. Consultant shall respond to up to **XX** submittals, or XX submittals per drawing. In addition, it is assumed that 66% shall require resubmittals. Based on data from similar projects, review effort will be **five** hours per submittal and **three** hours per resubmittal.
 - a. Consultant shall return submittals within **20** calendar days of receipt. Large or complex submittals may require longer review times, and Consultant shall notify the City and Contractor within **five** days of submittal receipt if and how much additional time will be required.
 - b. Submittals related to temporary construction activities and/or contractor means and methods (e.g. shoring, formwork, erosion control and dewatering facilities) shall not be reviewed for content, compliance or calculations, and shall be accepted and filed for compliance with submittal requirements only.
 - c. Geotechnical submittal reviews shall be limited to materials testing requirements, as outlined in Task 6300.
 - d. Level of effort to review requests for substitutions are difficult to anticipate, and are therefore not included in this scope of work. It is recommended that the City work with the Contractor to withhold the Consultant costs for this effort from the Contractor's payment application, and approve this out of scope Consultant effort on a case-by-case basis.
- 4. Sub-task 6105 – Request for Information (RFI).
 - a. Consultant will respond to up to **XX** RFIs, based on one RFI per drawing. Consultant's average review effort will be **two** hours per RFI.
 - b. Consultant shall return RFIs within 10 calendar days of receipt. Large or complex RFIs may require longer review times, and Consultant shall notify EWEB within two days of RFI receipt if and how much additional time will be required.
- 5. Sub-task 6106 – Change Order Requests (CORs) and Change Orders (COs).
 - a. The budget is based on an estimate of **20** CORs/COs at **8** hours each.
- 6. Sub-task 6107 – Design Change Notices (DCNs).
 - a. The budget assumes **15** Design Changes will be generated, requiring an average of **12** hours each.
- 7. Sub-task 6108 – Training.
 - a. ASDF
 - b. ASDF

Task 6100 City Deliverables

1. Attendance at Pre-Construction Conference.
2. City-preferred communication protocol to be followed throughout the construction period.
3. Review and approval of Consultant responses to Submittals and RFIs, as needed.
4. Development of City-initiated design change requests.
5. Review/approval of Change Order Requests (CORs) and recommended Change Orders (COs) and Design Change Notices (DCNs).

Task 6100 Consultant Deliverables

1. Sub-task 6101 – Pre-Construction Conference and Weekly Construction Progress Meetings.
 - a. Comments to the Contractor's draft Submittal Schedule.
 - b. Communications protocols.
 - c. Draft and Final Meeting Agendas and Minutes.
 - d. Updated Project Logs.
5. Sub-task 6102 – Schedule of Values Review.
 - a. Comments to the Contractor's draft Schedule of Values.
2. Sub-task 6103 – Document Management System.
 - a. Draft and Final System Architecture
 - b. Logs for all related contract documentation.
 - c. Read-access to the System for City use.
3. Sub-task 6104 – Submittal Review.
 - a. Log of submittal comments and associated responses.
 - b. Approved submittals.
4. Sub-task 6105 – Request for Information (RFI).
 - a. RFI responses.
5. Sub-task 6106 – Change Order Requests (CORs) and Change Orders (COs).
 - a. Review comments and EOR recommendations to proposed Change Order Requests (CORs); formal documentation filed within the document management system.
 - b. Final Change Order (CO) documentation and recommendations.
6. Sub-task 6107 – Design Change Notices (DCNs).
 - a. Recommendations for incorporation of design changes.
 - a. Design Change Notice (DCN) documents.

TASK 6200 ACTIVITIES: FIELD SERVICES**6201. Owner's Construction Manager (OCM) and Administration**

The Owner's Construction Manager (OCM) will support the City during the construction phase to ensure the facility is delivered in alignment with the design intent, with appropriate levels of quality, and within the established schedule and budget. Acting as the City's representative, the OCM will oversee the performance of the Contractor, the Engineer of Record, and special inspection services to protect the City's interests throughout construction and closeout.

1. Communication of Construction Management Plan: The project specific Construction Management Plan, created as part of Task 4000 activities, shall be created for the project to establish project communication protocols and CM procedures. The OCM shall update this plan, as needed, to accommodate on-site construction activities.
2. Documentation of Existing Site Conditions: Consultant shall prepare video and photographic records of initial site conditions before the contractor begins construction. Video documentation will be accompanied by a verbal description of existing conditions. A copy of the video and photographic documentation will be provided to the City.
3. Monthly Project Reports: Consultant shall prepare a monthly report for the City, detailing the construction progress along with photographs of the work. The report will contain a description of work performed, upcoming milestones, a log of expenditures to date and forecast of upcoming payments, a log of change orders executed and potential changes, and upcoming work to be completed in the following month.
4. Construction Inspection: Consultant shall provide a qualified inspector to monitor the contractor's compliance with the specification requirements. Consultant shall inspect and ensure conformance with the specifications on the placement and installation of structures and equipment. Installations will be monitored for compliance with all applicable codes and the contract documents.
5. Manage Material Testing: A materials testing laboratory will be hired by the City to take independent quality assurance samples throughout construction; results will be shared with Consultant. Costs associated with coordinating materials testing services is included in the Consultant's scope. Testing results will be monitored for compliance with the contract documents. Discrepancies will be noted and the contractor will be directed to make necessary corrections.
6. Manage Field Inspection Personnel: The OCM shall manage the activities of the EOR and City field inspection personnel, including the materials testing consultant. OCM shall work with Consultant's inspectors to prepare daily inspection reports, and summary monthly inspection reports to the City.
7. Monitor Contractor's Compliance with Contract Documents: OCM shall review and monitor the contractor's work against the contract documents to ensure compliance. OCM shall report any non-conformances and deficiencies to the City and contractor and will work with the contractor to correct these deficiencies in a timely manner to the satisfaction of the City.
8. Track Submittals: OCM shall coordinate and manage the shop drawing and submittal review process between the EOR and the contractor. All submittals will be handled using the project document management system. OCM shall screen all submittals and determine their completeness before reviewing them or forwarding them to the design engineer for review.
9. Prepare Field Memos and Clarifications: OCM shall coordinate and manage preparation of field memos and clarifications of drawings and specifications between the EOR and the contractor. Memos will be created and handled in the document management system to allow easy tracking of their status and outcome.
10. Track Requests for Information: OCM shall coordinate and manage the Request for Information (RFI) process between the design engineer and the contractor. All RFIs will be handled using the project document system. OCM will screen all RFIs and determine their validity before responding to them or forwarding them to the EOR for response.

11. Review Monthly Progress Payment Applications: OCM shall evaluate the contractor's monthly progress payment applications and recommend payment by the City if requirements are met. Consultant shall compare requested quantities to the actual quantities completed and negotiate the appropriate progress payment application with the contractor.
12. Review Construction Schedule: OCM shall review and approve the contractor's construction schedule, including updates and revisions, in accordance with the contract documents. OCM's review will focus on key elements such as logic, duration of activities, duration of startup and testing, and construction sequencing constraints and milestones.
13. Review Change Order Requests: OCM shall review change order (CO) requests in conjunction with the EOR to determine changes in scope and conditions. Consultant shall prepare independent cost estimates and negotiate with the contractor, as needed. OCM shall prepare and process approved change orders and incorporate them into the contract. OCM shall prepare a log for tracking all potential change orders and agreed upon change orders.
14. Review Labor Compliance: OCM shall monitor project records and review labor compliance of the contractor. OCM shall work with the contractor to correct any deficiencies found and report status to the City.
15. Review installation and maintenance of BMPs and Implementation of the Storm Water Pollution Protection Plan: OCM shall monitor the storm water pollution protection plan (SWPPP) proposed and installed by the contractor and work with them to maintain and monitor its effectiveness in accordance with the current state regulations.
16. Conduct Final Inspection and Issue Punchlist: OCM shall schedule and conduct a final inspection of the completed facilities and issue punch lists of uncompleted items where necessary. Consultant shall also assist the City in negotiation of unsettled changes or disputes associated with these inspections. When the final punch list items have been completed or resolved, Consultant shall recommend acceptance by the City.
17. Monitor and Review Record Drawings: OCM shall monitor and coordinate the contractor's recording and maintenance of field changes to plans and specifications during construction on a monthly basis, or as required. At the 50-, 75-, and 90-percent project completion levels, consultant shall perform a review of the contractor's working record drawings for general completeness and advise the City of status.

6202. Engineer of Record (EOR) Observation and Inspection

Consultant shall provide engineering observation and inspection services during construction to assess the progress and quality of the work, and determine if the work is proceeding in accordance with the Contract Documents. Services shall include the following:

1. Structural observations and inspections, as required by the building code.
2. Engineer of Record (EOR) on-site observation, as needed, of construction progress for general conformance with the design intent, and to help identify and mitigate impacts of the construction activities on the operations of Well 13.

6203. Specialty Services

Additional specialty services include:

1. Water quality observations and testing (Confluence).

2. Geotechnical observations and testing (Delve).
3. Civil observations and testing (MacKay Sposito).
4. Hydrogeological observations and testing (Mott MacDonald).
5. Archeological observations and witnessing (Archaeological Services).
6. Architectural observations and testing (MWA).

Task 6200 Workshop Summary

1. None

Task 6200 Assumptions

1. Sub-task 6201 – Construction Management and Administration.
 - a. OCM observation of work performed under this contract shall not relieve the Contractor from responsibility for performing work in accordance with the Contract Documents.
 - b. OCM services shall be performed in accordance with industry-recognized standard practices.
 - c. Costs for this service assume one on-site part-time (0.5 FTE) throughout the construction duration.
 - d. A per diem has been included, to cover OCM expenses for lodging, vehicle and travel. OCM will be reimbursed at a rate of \$xxx/day in addition to mileage billed at the GSA rate of \$0.70/mile. The budget assumes a per diem rate for 20 days/month for each month of construction activities. Mileage assumes XX miles per day for the duration of construction activities.
 - e. When full-time observation is not required by the Contractor activities, OCM may assist with other activities such as shop drawing reviews, responses to RFIs and review of Change Order Requests (CORs), when these activities are within their capabilities and expertise.
 - f. The draft and final payment application will be submitted by Contractor on a monthly basis, on the days agreed upon during the Pre-Construction Conference. One payment application is assumed to occur for each month of construction.
 - g. OCM will collect certified payroll information from the Contractor and conduct payroll interviews. Certified payroll will be uploaded into the document management system.
 - h. Contractor will submit monthly schedule updates with payment applications; one schedule review will occur for each month of construction.
 - i. OCM shall generated Field Memos and Clarifications from responses to RFIs, design changes, Contractor-initiated changes, City-initiated changes, or other.
2. Sub-task 6202 – Engineer of Record (EOR) Observations and Inspections.
 - a. EOR observation of work performed under this contract shall not relieve the Contractor from responsibility for performing work in accordance with the Contract Documents.
 - b. Site visits shall be performed by individuals with experience inspecting the actual construction activities and may change over the lifecycle of the construction activities.
 - c. The budget is base on the Consultant's EOR being present on-site 1 day/week during Task 6202 activities shall be limited to one day per week over the entire construction period.
 - d. Additional EOR inspectors shall be made available upon City request.
 - e. EOR shall coordinate on-site inspections to align with and help facilitate in-person participation in weekly construction meetings.

- f. EOR observation and inspection services are supplemental to on-site quality and specialty inspection.
- g. A preliminary report documenting urgent information or recommendations will be provided to the OCM before the EOR leaves the site on the day of observation or inspection.
- h. A draft report will be provided within two days of the observation or inspection.
- j. EOR inspections shall be limited to weekly site visits over the two-year construction period.

3. Sub-task 6203 – Specialty Services.

- a. ASDF
- b. ASDF

Task 6200 City Deliverables

- 1. Comments on draft report or acceptance of reports, as submitted.

Task 6200 Consultant Deliverables

- 1. Sub-task 6201 – Construction Management and Administration.
 - a. Construction Management Plan Updates, as required.
 - b. Video and verbal documentation of existing site conditions.
 - c. Draft and final monthly progress reports.
 - d. Construction inspection logs, as required.
 - e. Reports of Contractor non-compliance.
 - f. Construction documentation logs (Submittal, RFIs, CORs, COs, DCNs, etc.).
 - g. Filed Memos and Clarifications, as required.
 - h. Payment Application and Construction Schedule review comments and recommendations.
 - i. COR comments and recommendations.
 - j. Final punch-list.
 - k. Periodic record drawing review.
- 2. Sub-task 6202 – Engineer of Record (EOR) Observations and Inspections.
 - l. EOR on-site observation summary, followed by formal reports.

3. Sub-task 6203 – Specialty Services.

- c. ASDF
- d. ASDF

TASK 6300 ACTIVITIES: MATERIALS TESTING AND SPECIAL INSPECTION SERVICES

6301. Consultant Controlled Testing and Inspection Services

Provide special inspection and testing services required by the International Building Code (IBC), project structural notes, and City Building Department for designated structural components of construction. Services will be completed in accordance with ASTM International (ASTM) test methods and applicable sections contained in the American Concrete Institute (ACI) Manual of Concrete Practice, and American Welding Society (AWS) Structural Welding Code.

- 1. Specific activities conducted by the Consultant shall include the following:
 - a. *Earthwork*: Includes periodic observation during soil improvement, site preparation, in-place density testing of structural fill placed a building floor slab, foundation grade, hot-mix asphalt (HMA) pavements, and within utility trenches.

- b. *Reinforced Concrete*: Includes mix design review; periodic reinforcing steel placement inspection; field testing for slump, unit weight, entrained air and temperature; preparing concrete test cylinders; and inspection during site-cast structural concrete placement for foundations, floor slabs, columns, and walls.
- c. *Structural Steel Framing/Anchorages/High-Strength Bolts*: Review and inspect structural steel materials; high-strength bolts; anchor bolts and threaded rods; weld filler material; welding procedures and welder qualifications; framing requirements; reviewing high-strength bolting materials and procedures; and periodic inspection of field-welded structural steel connectors.
- d. *Sample Retrieval and Laboratory Testing*: Collect and transport samples of on-site and imported soil that will be used as structural fill, concrete samples obtained from the project site to laboratories in Portland, Oregon or Vancouver, Washington. Laboratory services will include compaction tests and gradation analyses of structural fill and curing and unconfined compression testing of concrete samples. HMA samples will be analyzed for theoretical Rice density, oil content, and gradation of extracted aggregate.
- e. *Daily Field Reports*: At the completion of each site visit, Consultant's field personnel will prepare a preliminary field report to document field test results, observations, and discussions applicable to the project.
- f. *Final Report*: At the conclusion of geotechnical services, provide a final letter report as required by IBC Chapter 17 to summarize observations and test results, and opinions regarding applicable Contractor's general compliance with the project plans and specifications.

Task 6300 Workshop Summary

- 1. None

Task 6300 Assumptions

- 1. Subconsultant will perform testing in accordance with construction contract documents and other recognized/applicable standards.
- 2. The consultant has included a subconsultant fee of \$15,000.00 for materials testing and special inspections; however, actual cost will be based on actual time and materials required to conduct materials testing and special inspections.
- 3. Subconsultant will have a lab within 25 miles of the City of Camas Well 13.

Task 6300 City Deliverables

- 1. None

Task 6300 Consultant Deliverables

- 1. Summaries of daily reports, materials testing information and special inspections.
- 2. Final report in accordance with IBC Chapter 17.

TASK 6400 ACTIVITIES: STARTUP AND COMMISSIONING SERVICES

6401. Training

- 1. Consultant shall monitor all required equipment Manufacturer's Field Services and training of City operations personnel, as required in the Contract Documents and coordinated by the Contractor.
- 2. Review and provide comments for Contractor-provided equipment training agendas and training material outlines as required by the Contractor in the Contract Documents.

3. Coordinate vendor/manufacture training schedule with Contractor and City Operations, Maintenance and Engineering staff.
4. Monitor vendor training on behalf of the City.

6402. Startup and Commissioning Services

1. Consultant shall provide startup services as follows:
 - a. Prepare initial testing, startup, and commissioning sequences for each element of the raw water intake. Note that these initial sequences will be refined by the contractor to coordinate with their selected means and methods.
 - b. Preparation of initial startup, testing and commissioning plan that includes a plan on how to flush water through the system, a disinfection plan for treatment processes that require disinfection prior to being put in service, and a disposal plan for the water used during testing and start up. Note that these initial plans will be refined by the contractor to coordinate with their selected means and methods.
 - c. Collaborate with the Contractor to refine the testing, startup and commissioning plan for the following pieces of equipment:
 - i. Well 13 Replacement Pump and Ancillary Facilities.
 - ii. Pre-treatment Facilities.
 - iii. PFAS Treatment.
 - iv. Modified Chemical Handling and Feed Facilities.
 - d. Provide startup and Commissioning assistance for the above-mentioned pieces of equipment.

Task 6400 Workshop Summary

1. Workshop 6401 a-e: Equipment and Vendor Training(s)
2. Workshop 6402 a-d: Startup and Commissioning Services
 - a. Up to two startup, testing and commissioning planning workshops during early construction activities.
 - b. Up to two workshops with the Contractor prior to initiation of testing and startup.

Task 6400 Assumptions

1. The budget assumes eight hours of EOR review is required for the monitoring of Manufacture's Field Services for each of four process areas, for a total of 32 hours of review time.
2. The budget assumes eight hours, for each of four training areas, or a total of 32 hours for the EOR to review the training materials and monitor the vendor trainings.
3. Contractor shall refine and finalize the Consultant's initial startup and commissioning plans, using Consultant derived sequences as articulated in the Contract Documents.
4. Review of the startup and commissioning plans assumes 4 hours per plan, for each of four process areas, or a total of 16 hours the EOR.
5. The budget assumes four hours, for each of four startup and commissioning workshops (two for planning, two prior to initiation), for a total of 16 hours of workshop attendance for the EOR.
6. Startup and commissioning assistance assumes 4 days at 8 hours each for each of four areas, for a total of 128 hours; an additional 64 hours are assumed for process subject matter expert assistance as needed.

7. City operations staff will participate in workshops.
8. Sampling and analysis of any raw, intermediate or finished water constituents, as required, for Contract or regulatory compliance to be provided by others.

Task 6400 City Deliverables

1. Summary of operations constraints.
2. Review of draft materials.
3. Observation and acceptance of all SCADA system commissioning activities.

Task 6400 Consultant Deliverables

1. Revisions to startup, testing and commissioning plan included in Contract Documents, as needed, to accommodate the City's operational constraints.
2. Feedback to Contractor(s) on their proposed or ongoing testing, startup and commissioning activities.

TASK 6500 ACTIVITIES: OPERATIONS AND MAINTENANCE MANUAL

6501. Operations and Maintenance Manual.

Consultant shall provide an O&M Manual for the PFAS treatment system and ancillary facilities. This manual shall build upon previous Task 1208 – Early Operations and Maintenance Manual Efforts activities. The following scope of work outlines the recommended strategy for developing this integrated, electronic O&M Manual (EOM).

1. Final Storyboard Workshop. Immediately following the Pre-Construction Conference, Consultant shall conduct a final storyboarding Workshop with City staff to finalize the of EOM platform.
2. Data Collection and Organization.
 - a. Review and Confirmation of Existing Information. Consultant shall review all existing plant documentation, and provide a draft plant process flow diagram (PFD) based on their current understanding of the Well 13 facilities. City will review and provide corrections, as needed. The final PFD will serve as the basis of the EOM. Based on the final PFD, Consultant shall create process-specific PFDs, including:
 - i. Well 13 Replacement Pump and Ancillary Facilities.
 - ii. Pre-treatment Facilities.
 - iii. PFAS Treatment.
 - iv. Modified Chemical Handling and Feed Facilities.
3. EOM System Set-up & Procurement. Consultant shall work with the City to procure and implement the EOM option selected in the Final Storyboard Workshop. Consultant shall provide a recommended system specification that defines the preferred configuration, including a site map with navigation structure for EOM chapters and templates, for the City's review and approval. This specification will be finalized based on comments received.
 - a. Collection of Detailed Operations Information and Content Development. Consultant shall visit the WTP and step through each operation, utilizing the process-specific PFDs. Operators shall be interviewed to capture 'institutional knowledge' when developing and finalizing existing process descriptions. Information for each EOM section, including standard operating procedures (SOPs)

shall be developed. This information shall be formatted according to the preferred template. SOPs shall be developed for each of the process-specific PFDs listed above.

- b. Review Content and Finalize EOM. Consultant shall facilitate a meeting to review City comments on the EOM content. Final comments shall be incorporated into the final version of the EOM. After finalizing, the manual shall be submitted to DOH for review and approval.
- c. Training. To facilitate consistent level of detail and organization moving forward, the Consultant shall provide a reference guide for EOM content contributors and developers. The reference guide will provide basic instructions for managing the EOM, including user accounts and security as well as future content revisions (including adding, deleting and revising information based on future needs.) Three tiers of training shall also be provided to the City staff; attendance at each of these trainings will be defined by the staff's level of interface with the EOM.
 - i. General System User Training. Consultant shall provide a 2 hour training class on the general EOM use for City staff. The basic system user training will be provided to the operations staff that will access, search and find information in the system as part of their daily operations. City will provide a list of staff that will participate in the user training sessions and coordinate the schedules for efficient use of training time.
 - ii. Content Management Training. Consultant shall provide a 2 hour training class on EOM content management for City staff. The content management training will be provided for staff that will be updating and maintaining the information in the EOM moving forward. City shall provide a list of staff that will participate in the content management training sessions and coordinate the schedules for efficient use of training time. As part of the training, the EOM reference guide will provide documentation on the content administration of the EOM including use of all editing tools, web site management tools, and content development standards.
 - iii. System Administration Training. Consultant shall provide a 2 hour training class on EOM system administration for City staff. The system administration training shall be provided for staff on EOM system administration, maintenance, security and general support. The reference guide will provide documentation on the system administration of the EOM including the system configuration, administration functions and technical support resources.

Task 6500 Workshop Summary

1. Workshop 6501a: O&M Manual Final Storyboard Workshop.
4. Workshop 6502 b-d: O&M Manual Training Workshops.

Task 6500 Assumptions

1. This scope assumes the City will select an integrated electronic O&OM Manual (EOM), either a SharePoint Online Subscription or a Locally Managed Web Interface.
2. EOM related workshops shall be attended by the Consultant's Project Manager, Project Engineer and EOM lead. Each workshop shall be two hours.
3. All 3 EOM training sessions shall be held in one 8 hour day. The trainings shall be facilitated by the Consultant's Project Engineer and Task Lead.
4. Draft EOM content will be prepared in Microsoft Word, and provided to the City in native format and

as a PDF suitable for review electronically.

5. The City will review documents electronically.
6. Since this is an existing facility, EOM Placeholder Libraries shall be created for the following additional, City-provided content:
 - a. Existing operations documents.
 - b. Vendor O&M Manuals.
 - c. Drawings.
 - d. Lab Diagrams.
 - e. Lab SOPs.
 - f. Other Lab Documents.
7. EOM Reference Guide deliverable shall consist of 5 hard copies and one electronic copy.
8. No Hazardous Materials Management Plan is required.

Task 6500 City Deliverables

1. Select a preferred EOM platform.
2. Equipment O&M Manuals.
3. EOM preferences and guidance.
4. Draft EOM review comments.

Task 6500 Consultant Deliverables

1. Draft and Final EOM content (in PDF format).
2. EOM documents in preferred electronic format.

TASK 6600 ACTIVITIES: PROJECT CLOSE-OUT

6601. General Close-out Activities

At the conclusion of the project, the Consultant shall perform the following activities:

1. Review Contractor's substantial completion submittal for compliance with Contract requirements.
 - a. Verify submittal of all required documents.
 - b. Verify completion of all outstanding punch-list items.
 - c. Schedule substantial completions inspection.
2. Conduct substantial completion inspection, including:
 - a. Compiled list of any outstanding punch-list items, and schedule for resolution.
 - b. Prepare Certificate of Substantial Completion for City review/approval.
 - c. Issue Certificate of Substantial Completion.
3. Conduct final completion Inspection.
4. Perform final Close-out Activities:
 - a. Obtain final approval and acceptance of all Consultant project deliverables.
 - b. Transfer all project documentation to the City.

- c. Finalize all risk management activities.
- d. Capture lessons learned from the project; present a summary in collaboration with the City management, at the local conferences to help other municipalities leverage the City's experience.

6602. Record Drawings

1. Consultant prepare final Record Drawings based on construction records provided by the Contractor, City inspectors and OCM.

Task 6600 Workshop Summary

1. None

Task 6600 Assumptions

1. Sub-task 6601 – General Close-out Activities.
 - a. Substantial Completion and Final Completion Inspections will occur at the project site.
 - b. The budget is based on two, eight hour inspections attended by the OCM.
2. Record Sub-task 6602 – Record Drawings.
 - a. Record drawings may be prepared by modifying the model files or individual 2D sheet files, at Consultant's discretion.
 - b. Record drawings will be delivered electronically as 2D sheet files in DWG and PDF formats.
 - c. Record drawings shall be delivered within two months of receipt of Contractor and City inspector redlines.
 - d. Consultant will not independently verify information on redlines provided by Contractor, and may reasonably rely on the information provided.
 - e. Consultant shall update each drawing; average review effort will be one hour per drawing.

Task 6600 City Deliverables

1. Final approval and acceptance of all project deliverables.
2. Collaboration in developing list of lessons learned on the project.
3. Contractor's redlines.
4. Response to Consultant's questions or comments on redlines.

Task 6600 Consultant Deliverables

1. All final deliverables.
2. Completed risk register.
3. Record drawings in both native CAD and PDF formats.

3.0 WORKSHOP AND DELIVERABLE SUMMARY

The following tables provide an overview of the Workshops and Deliverables for the Camas PFAS Evaluation and Design Project. NOTE: Task 5000 information is not included in these summaries.

Summary Of Workshops	
Workshop 1101	▪ LOS Goals
Workshop 1102	▪ Regional Opportunities
Workshop 1103	▪ Plant Tours
Workshop 1106	▪ Site Utilization
Workshop 1201a	▪ Basins of Design CAMP®
Workshop 1201b	▪ Preliminary Design Report City Comment Review
Workshop 1203	▪ 60 Percent Design Review
Workshop 1204	▪ 90 Percent Design Review
Workshop 1208	▪ O&M Manual Visioning Workshop
Workshop 1209a	▪ Pre-Bid Conference
Workshop 1209b	▪ Bid Opening
Workshop 1303	▪ City of Camas Land Use Permitting Coordination Meeting
Workshop 1403	▪ Current Wellfield Opportunities
Workshop 2101	▪ PESTLE Exercise
Workshop 2102	▪ Contaminant Source Evaluation
Workshop 2103	▪ Long-term Sampling Plan Goals
Workshop 2202	▪ PFAS Mitigation Screening Workshop
Workshop 2300	▪ PFAS Response Plan Update (Quarterly)
Workshop 3100	▪ Open House
Workshop 3200	▪ Funding Opportunity Review

Summary of Deliverables	
Task 1100	<ul style="list-style-type: none"> ▪ Draft and Final Agenda and Presentation for each Workshop. ▪ Meeting minutes for each workshop. ▪ Near-term sampling plan (Draft and Final) ▪ Treatment Considerations TM (Draft and Final). ▪ Site Utilization Plans (Draft and Final). ▪ Draft and Final Early DOH Coordination Meeting Agenda and Presentation. ▪ Monthly Near-term Operations Support recommendations.

Summary of Deliverables

Task 1200	<ul style="list-style-type: none"> ■ Sub-task 1201 - Preliminary Design Efforts/CAMP®. <ul style="list-style-type: none"> » Draft and Final Basis of Design CAMP® Agenda and Meeting Minutes. » Draft and Final Preliminary Design Report. » Draft and Final Preliminary Design Report Comment Review Meeting Agenda and Meeting Minutes. ■ Sub-task 1202 - Early Procurement/ Bid Packages. <ul style="list-style-type: none"> » Example PFAS treatment/electrical equipment pre-procurement documents and lessons learned. » Consultant shall prepare draft and final pre-procurement packages, including both front-end and technical specifications. » Consultant shall provide bid addenda, as required. » Consultant shall provide bid review comments and final recommendation for contract award. ■ Sub-task 1203 - 60 Percent Design. <ul style="list-style-type: none"> » 60 percent drawings, specification Table of Contents and select specifications (PDF format). » Draft and Final 60 percent Design Review Workshop agenda and minutes. » Updated 60 percent comment, decision and change logs. » Updated design schedule. ■ Sub-task 1204 - 90 Percent Design. <ul style="list-style-type: none"> » 90 percent drawings and complete specifications (PDF format). » Draft and Final 90 percent Design Review Workshop agenda and minutes. » Updated 90 percent comment, decision and change logs. » Updated design schedule. ■ Sub-task 1205 - Final Design. <ul style="list-style-type: none"> » Final drawings and specifications in electronic format (PDF). Four copies of the final drawings shall be provided in half size versions (11-inch by 17-inch); four copies of the final specifications shall also be provided. ■ Sub-task 1206 - Opinion of Probable Construction Costs. <ul style="list-style-type: none"> » OPCC BOEs at the PDR, 60 percent, 90 percent and 100 percent design milestones. » City comment response log. ■ Sub-task 1207 - Design-related Permitting Support. <ul style="list-style-type: none"> » Support documentation for the Land Use permit application. » Support documentation for the Building permit application. ■ Sub-task 1208 - Early O&M Manual Efforts. <ul style="list-style-type: none"> » Draft and Final Visioning workshop agenda, presentation and meeting minutes. » Draft and Final EOM system specifications. » Draft and Final early SOP recommendations. ■ Sub-task 1209 – Bid Assistance. <ul style="list-style-type: none"> » Pre-Bid Conference Agenda. » Draft and Final Pre-Bid Conference Meeting Minutes. » Addenda support documentation. » Bid tabulation summary. » Conformed Documents.
-----------	---

Summary of Deliverables

Task 1300	<ul style="list-style-type: none"> ■ Sub-task 1301 - Environmental Permitting <ul style="list-style-type: none"> » One draft and one final Natural Resource Permitting Strategy. » One draft and one final Critical Areas Report. » One draft and one final Shoreline Narrative. » One draft and one final Mitigation Plan. ■ Sub-task 1302 – Land Use Permitting and Civil Engineering. <ul style="list-style-type: none"> » One draft and one final Conditional Use Permit application packages for the City. » One draft and one final draft set of civil engineering and landscape plans for the City. » One draft and one final set of civil engineering as-built drawings. ■ Sub-task 1304 - Cultural Resources Surveys and Permitting. <ul style="list-style-type: none"> » One electronic copy of the state permit application, in pdf format. » Summary of results of field survey. » One draft and one final Cultural Resources Report. » GIS line work.
Task 1400	<ul style="list-style-type: none"> ■ Sub-task 1401 – Geotechnical Services. <ul style="list-style-type: none"> » Draft and Final Geotechnical Engineering Report. ■ Sub-task 1402 – Utility Location, Mapping, and Surveying. <ul style="list-style-type: none"> » Civil 3D drawing with digital terrain model. ■ Sub-task 1403 – Hydrogeological Support Services <ul style="list-style-type: none"> » Draft and Final Technical memorandum (TM) presenting recommendations for redistributing pumping between existing Oak Park and Lower Washougal Wellfield wells, drilling of new production well(s), and/or reconfiguration of existing wells. » Draft and Final Hydrogeologic report associated with new production well. » Hydrogeologic input to WDOH Susceptibility Assessment form required to authorize withdrawals from a new production well.
Task 2100	<ul style="list-style-type: none"> ■ Risk Register. ■ Draft and Final PFAS Source Assessment TM ■ Long-term Sampling Plan. ■ PFAS Analysis Summary.
Task 2200	<ul style="list-style-type: none"> ■ PFAS Mitigation Alternatives TM.
Task 2300	<ul style="list-style-type: none"> ■ PFAS response plan updates. ■ Regional/National PFAS status updates.
Task 3000	<ul style="list-style-type: none"> ■ City council meeting presentation slides. ■ Draft and Final Funding Strategy TM.
Task 4000	<ul style="list-style-type: none"> ■ Data request list. ■ Draft and Final Project Management and Health and Safety Plans ■ Draft and Final Project Website; maintenance of the Website throughout duration of the project. ■ Monthly progress reports and invoices. ■ Bi-weekly Project Status Meeting agendas and minutes. ■ Quarterly Project Summary Meeting agendas and minutes. ■ Preliminary project logs, with weekly status updates throughout the duration of the project.

5.0 LEVEL OF EFFORT

The following tables provide a summary of the Level of Effort anticipated for Amendment 2 of the Camas PFAS Evaluation, Design and Construction Project.

6.0 SCHEDULE

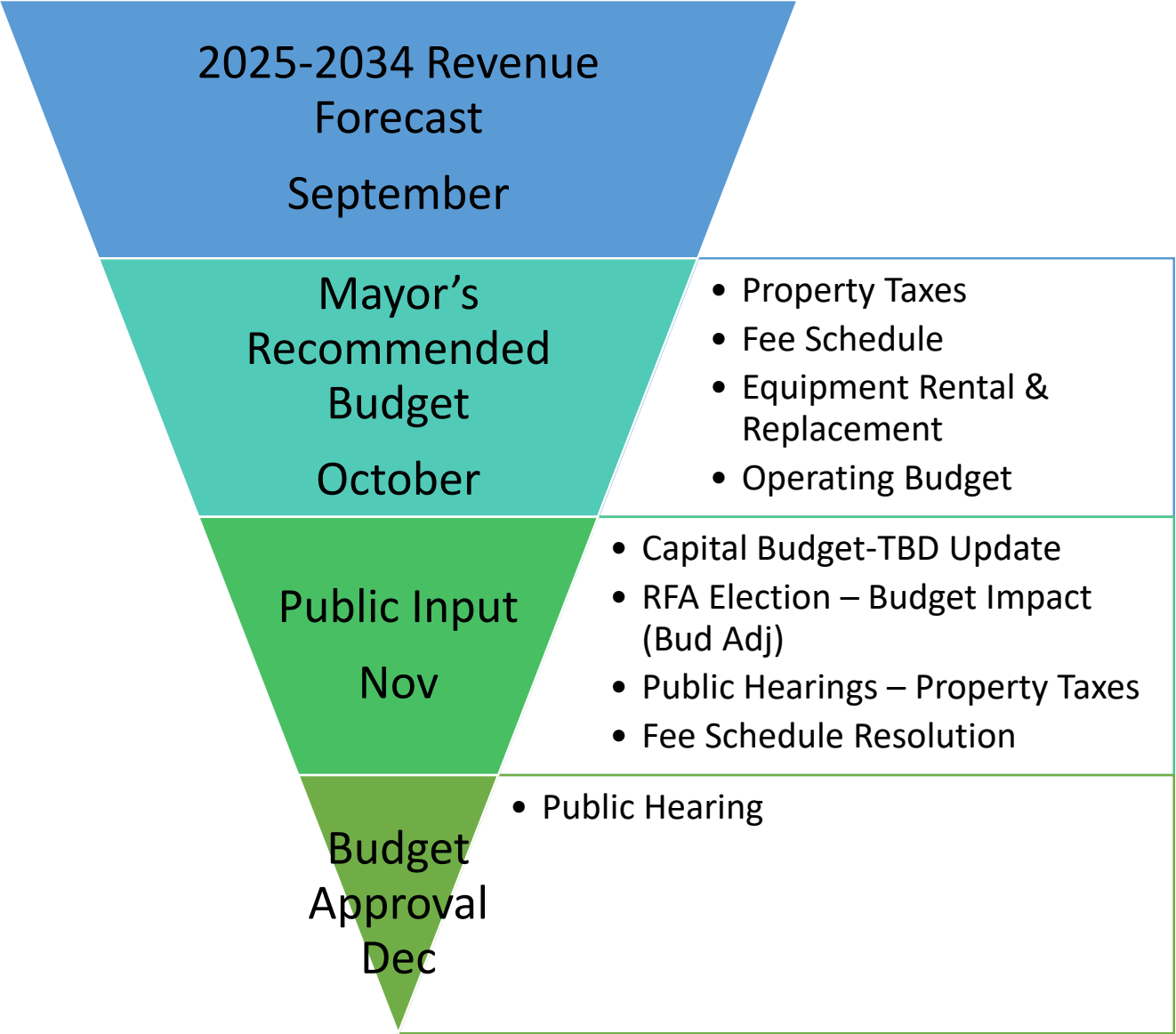
The following table provides a baseline schedule for Amendment 2 of the Camas PFAS Evaluation, Design and Construction Project.

City of Camas

Item 2.

2025-2034 10-Year Revenue Forecast

Readoption Budget Process



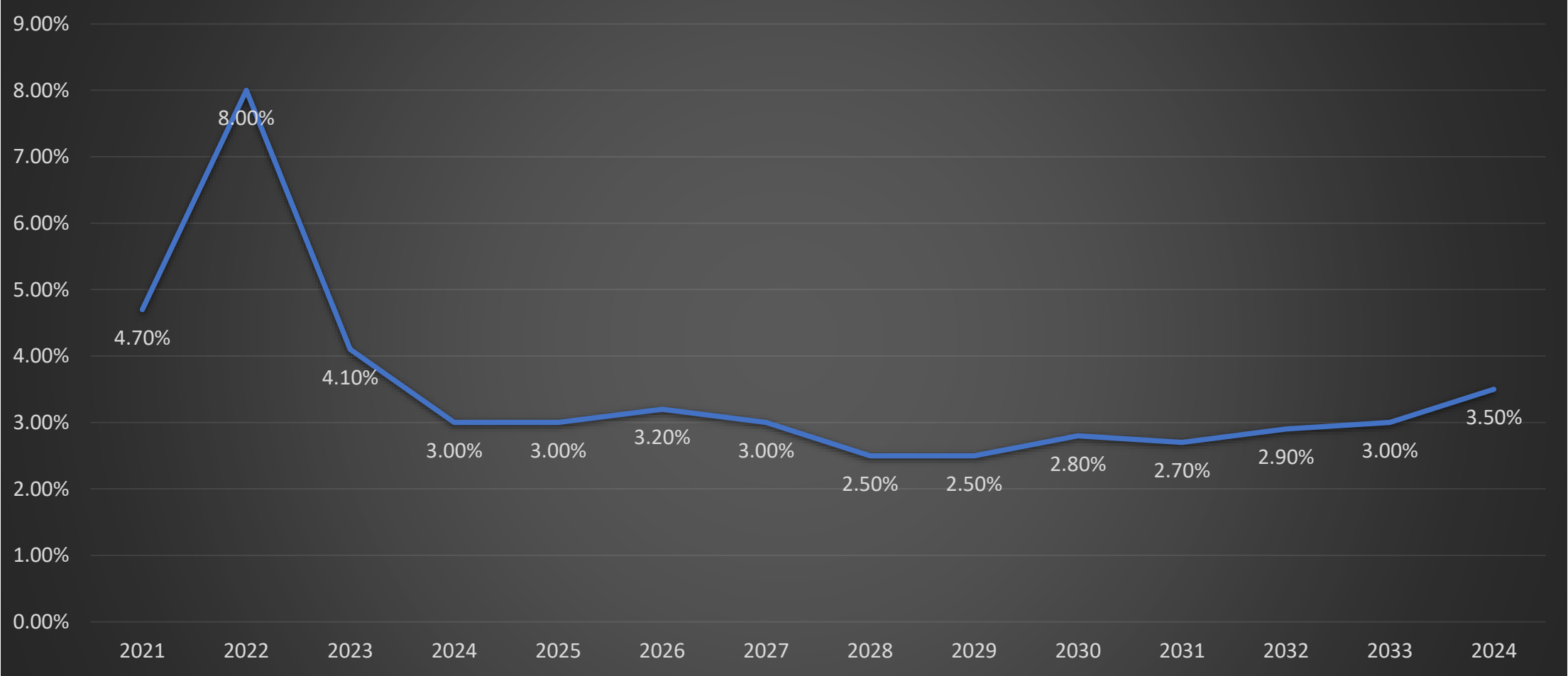
Purpose of 10-Year Forecast

- Provides insights into current trends into the future
- Allows for what-if scenarios for policy development
- Checks to see if decisions are financially sustainable.
- Highlights potential structural deficits
- Determines potential burn rate of fund balance

CPI Forecasts

Forecasts	2025	2026	2027	2028	2029	2030
Moody's Analytics	2.8%	3.4%				
King County Office of Economic and Financial Analysis	3.5%	3.0%	2.7%	2.8%	2.7%	2.6%
City of Camas	3.0%	3.2%	3.0%	2.5%	2.5%	2.8%

Inflation



2025-2034 Forecast Assumptions

Growth in housing will continue but at a slower steady pace

- Lots available
- Development activity
- Local Economy with easing mortgage rates

Three multi-family projects

Item 2.

Three Commercial Sites

Labor contracts to be negotiated near term

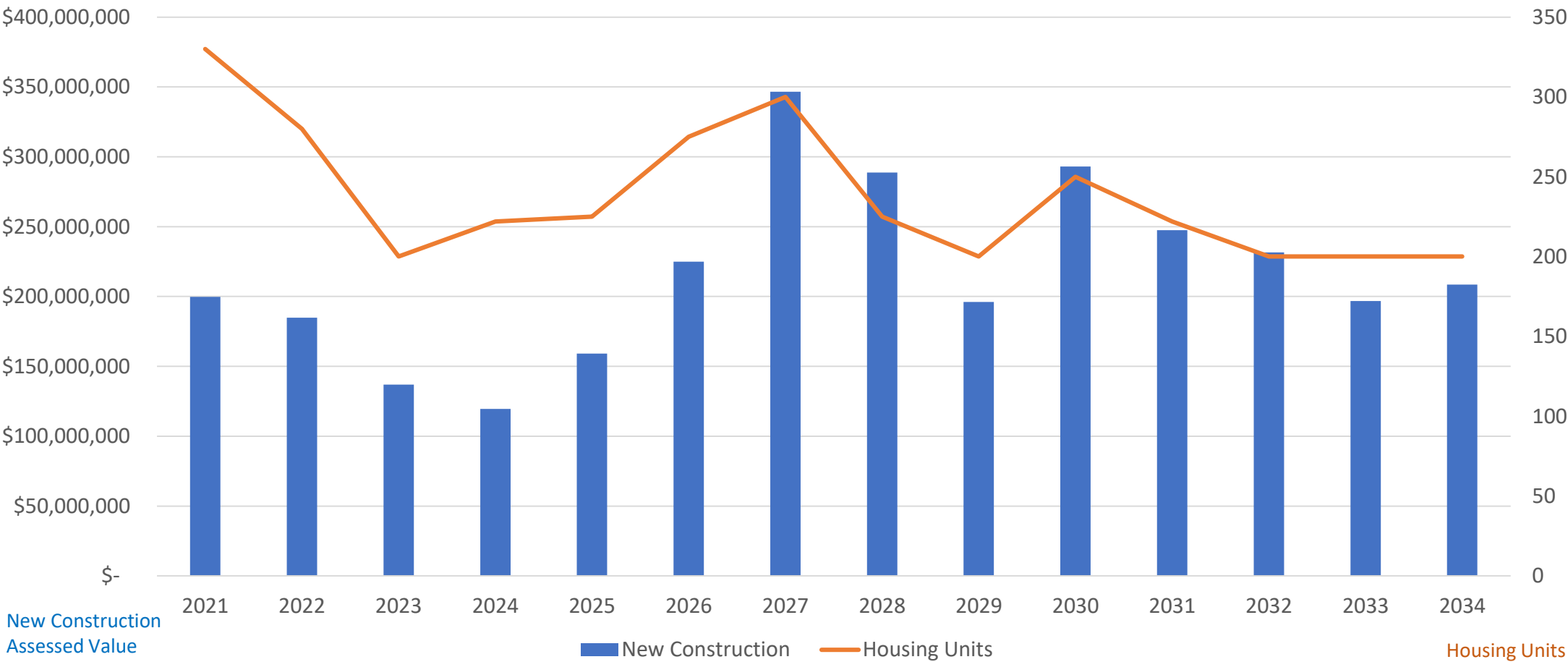
Benefits at 10% annually
(updating with revised numbers)

Retirements and Staffing considerations

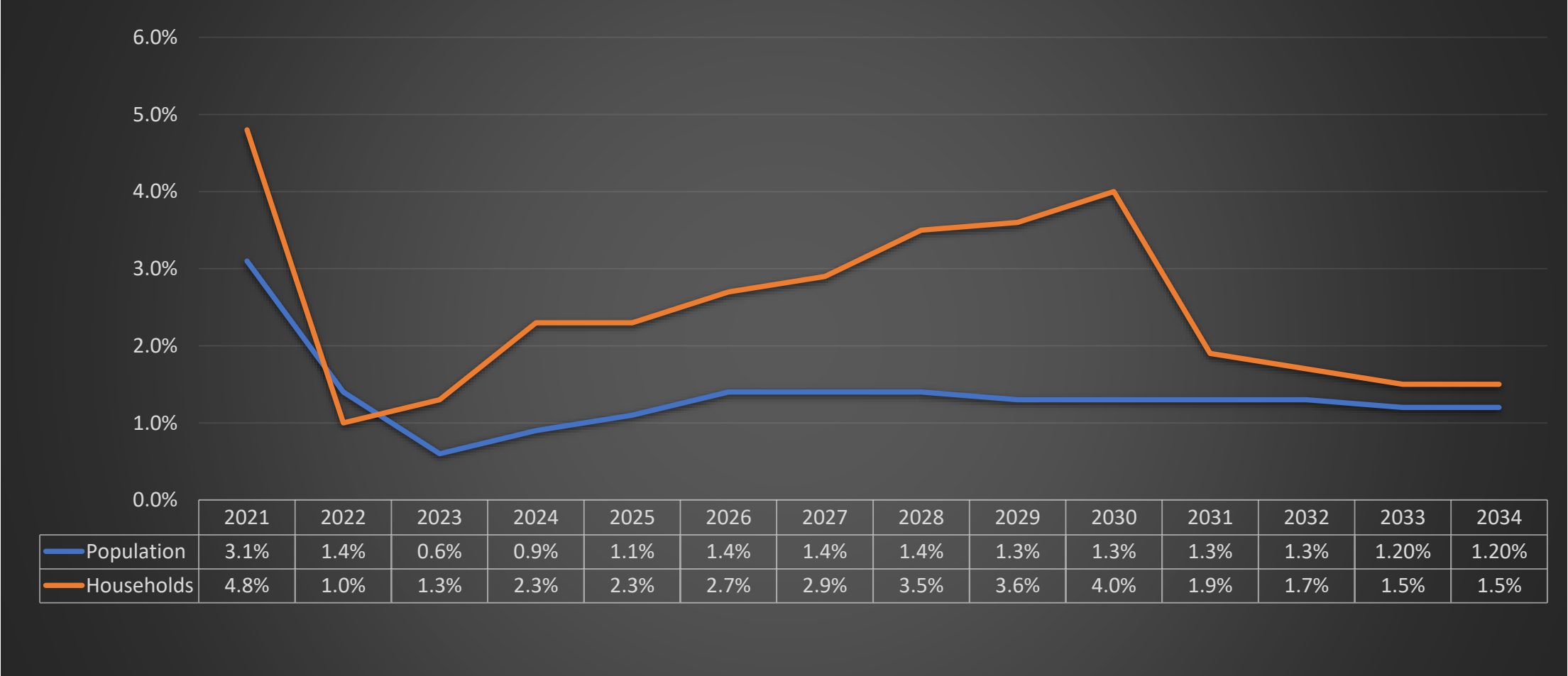
2 new large residential and commercial developments in the next ten years

RFA is not in this initial Forecast

Local Economic Assumptions

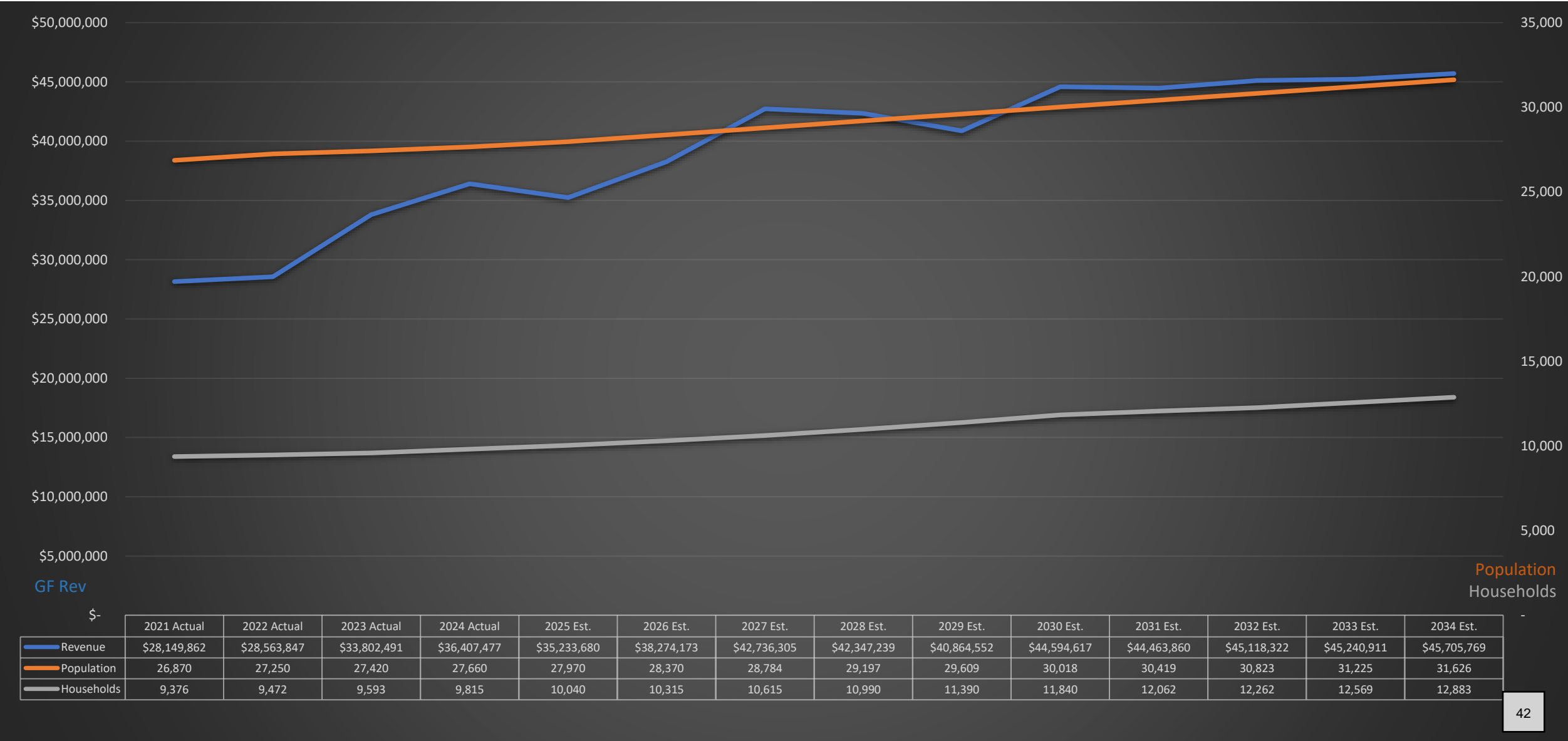


Population Growth



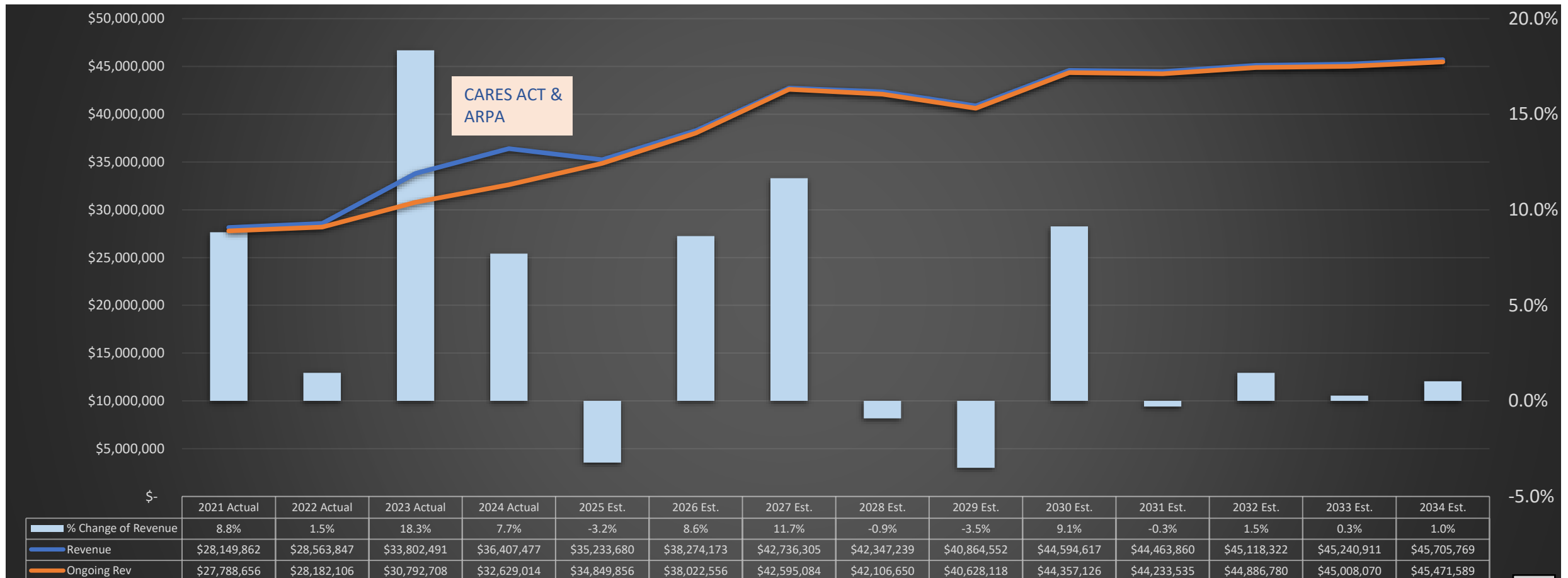
General Fund Revenue Forecast

Item 2.

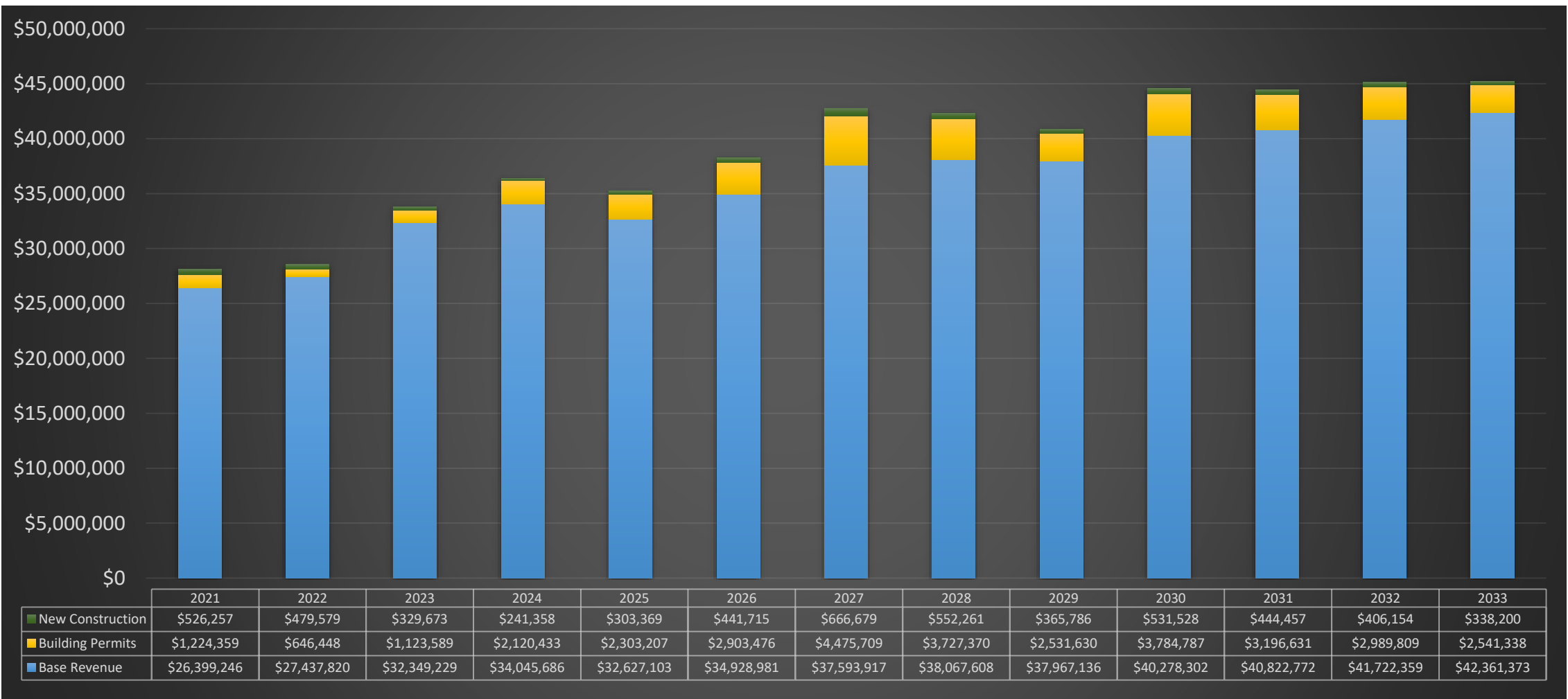


General Fund Revenue Forecast Ongoing and One-Time

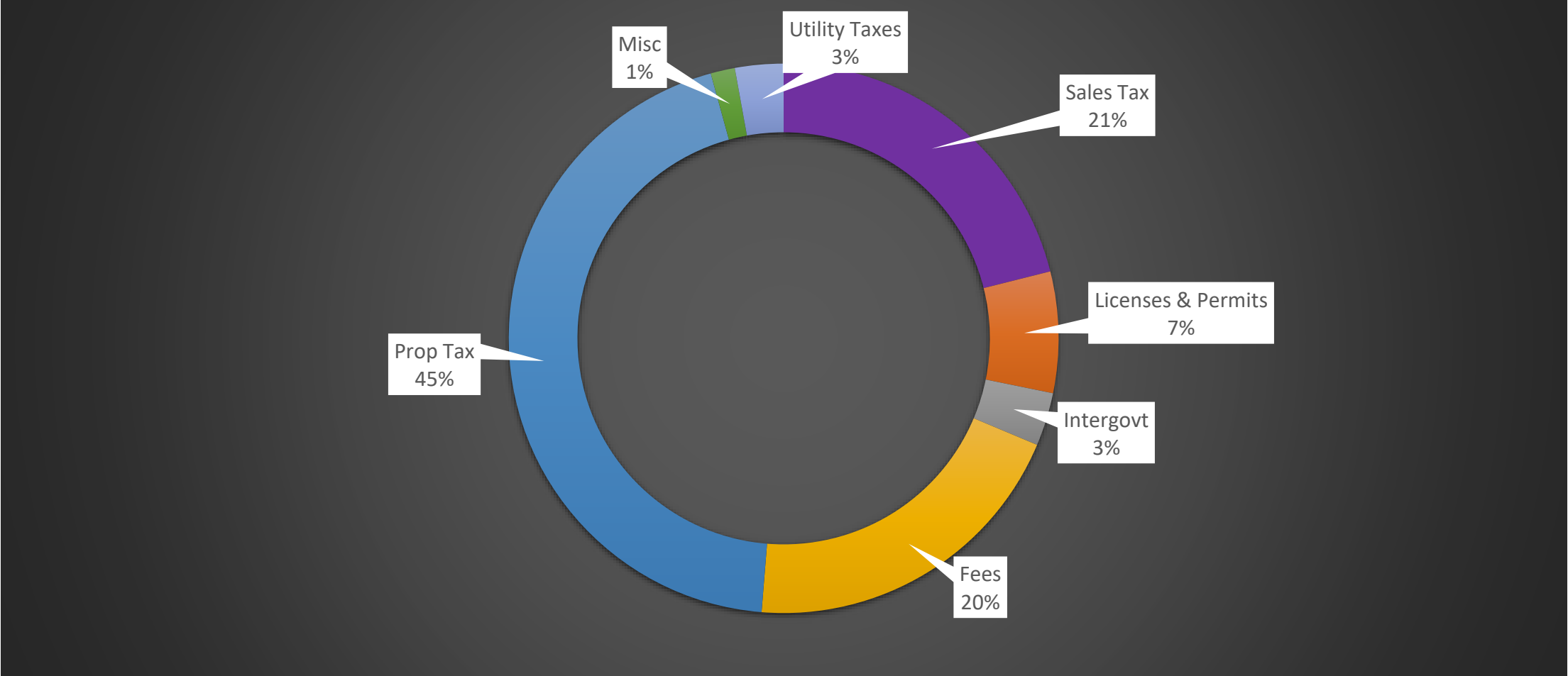
Item 2.



Revenue Mix (Base vs Growth)



General Fund Revenues



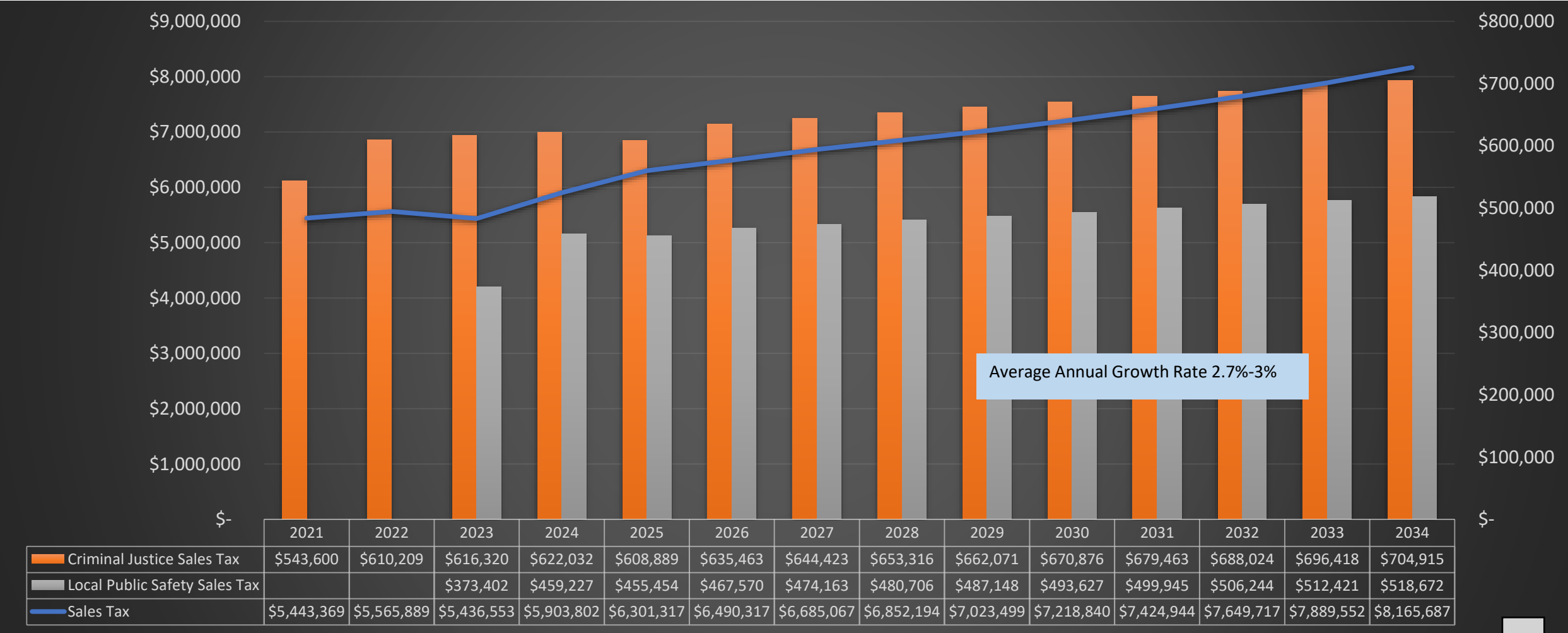
Strategic Plan Priority – Economic Prosperity Indicator - % of GF Revenue coming from taxes reduced from 50% to 45% - in progress

General Fund Revenue - Property Taxes (45% of revenue)



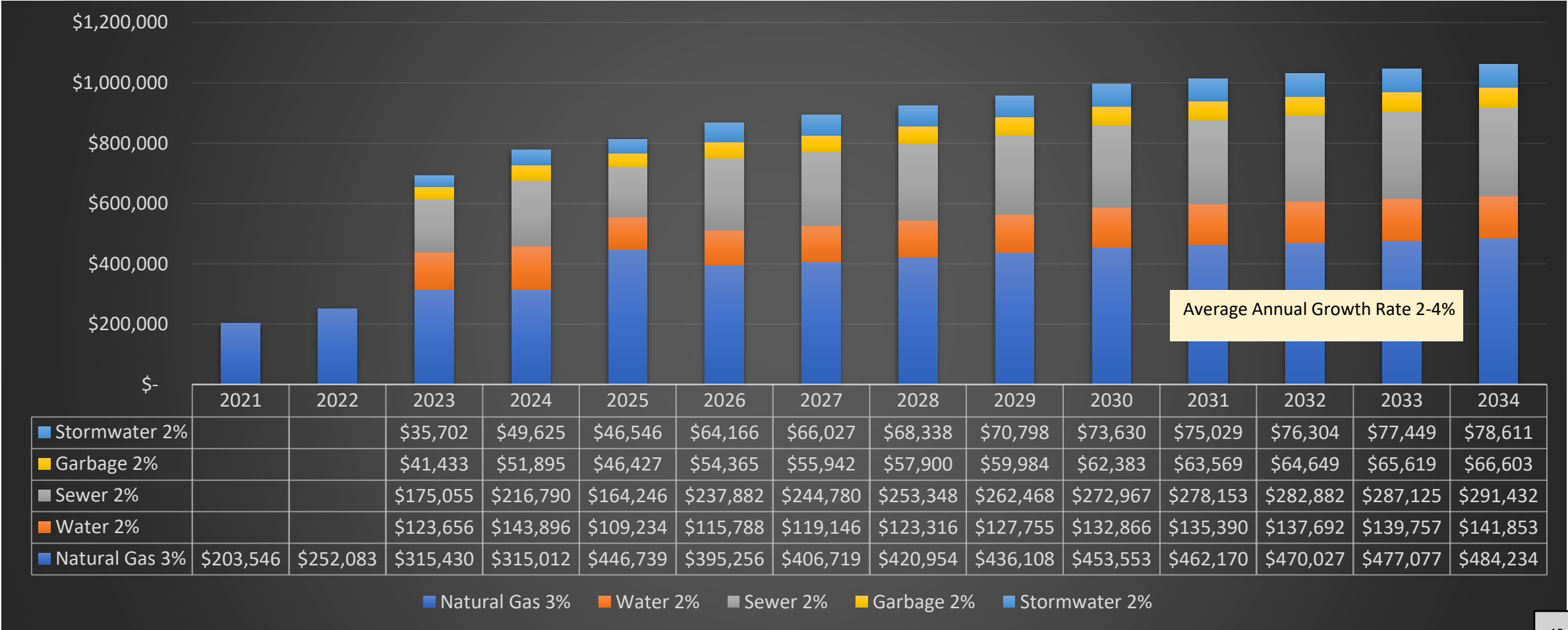
General Fund Revenue - Sales Tax

(21% of revenue)



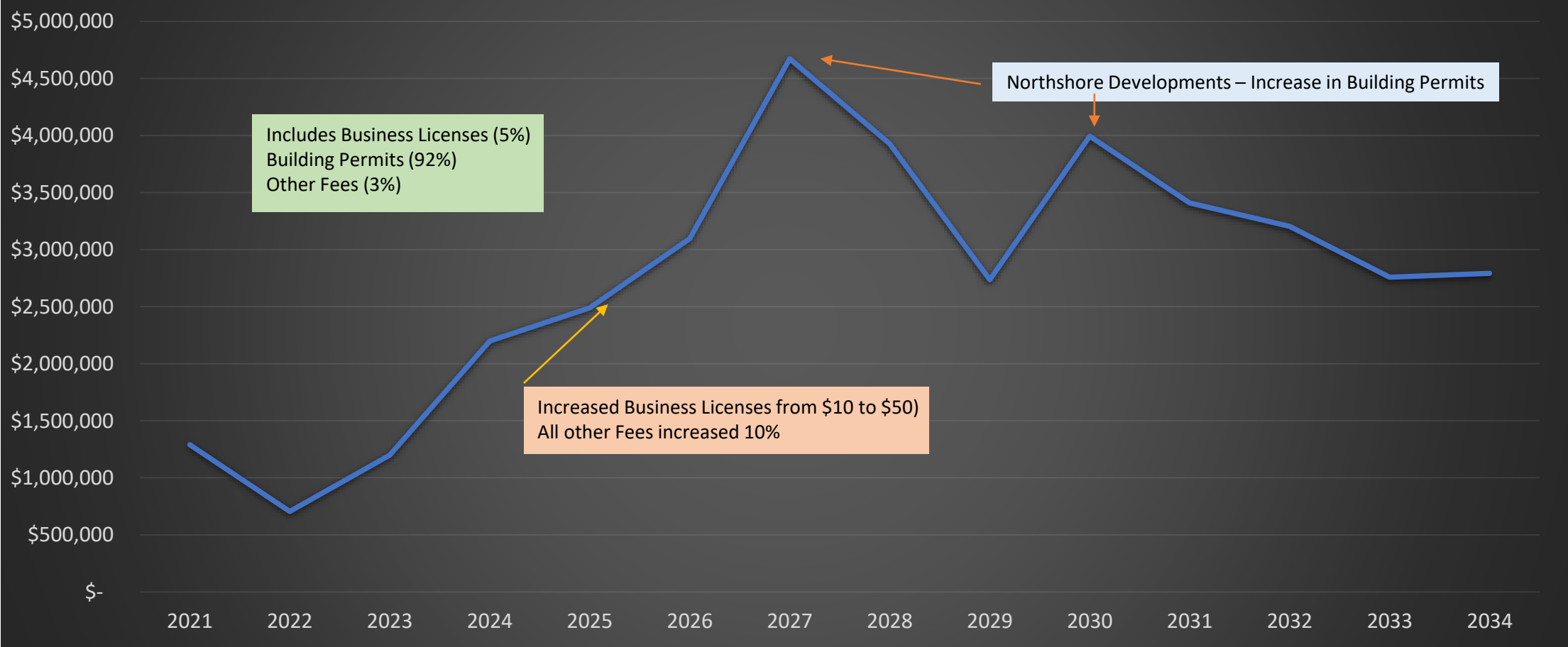
General Fund Revenue - Utility Taxes

(3% of revenue)



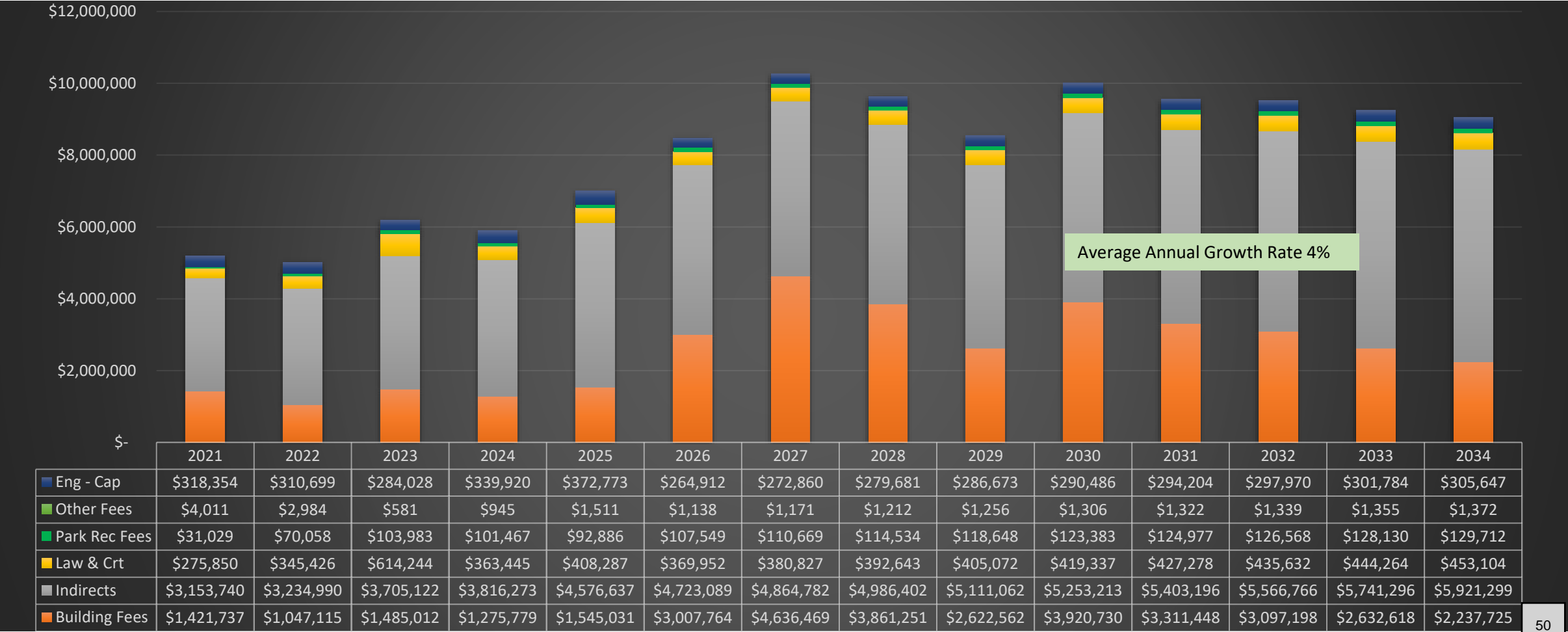
General Fund Revenues - Licenses and Permits

(7% of revenues)

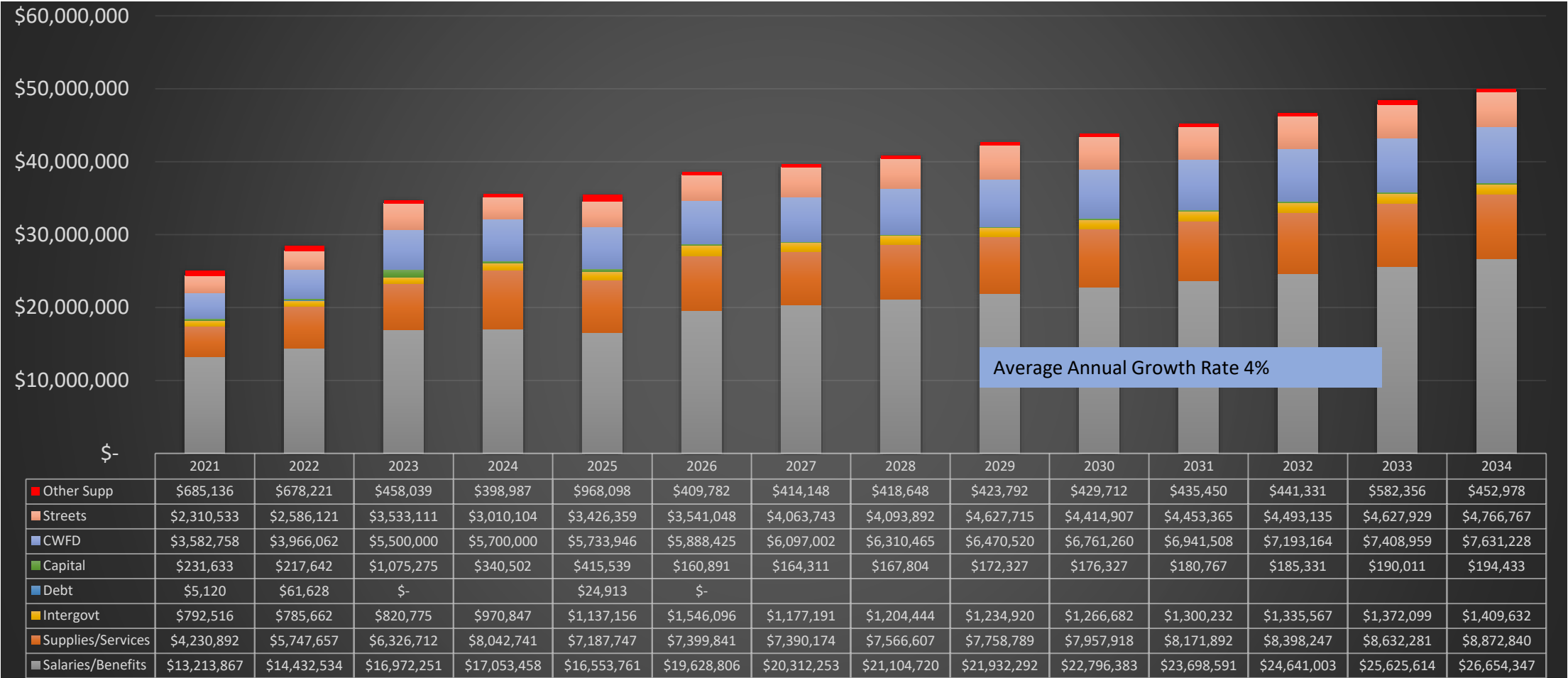


General Fund Revenues – Fees for Service

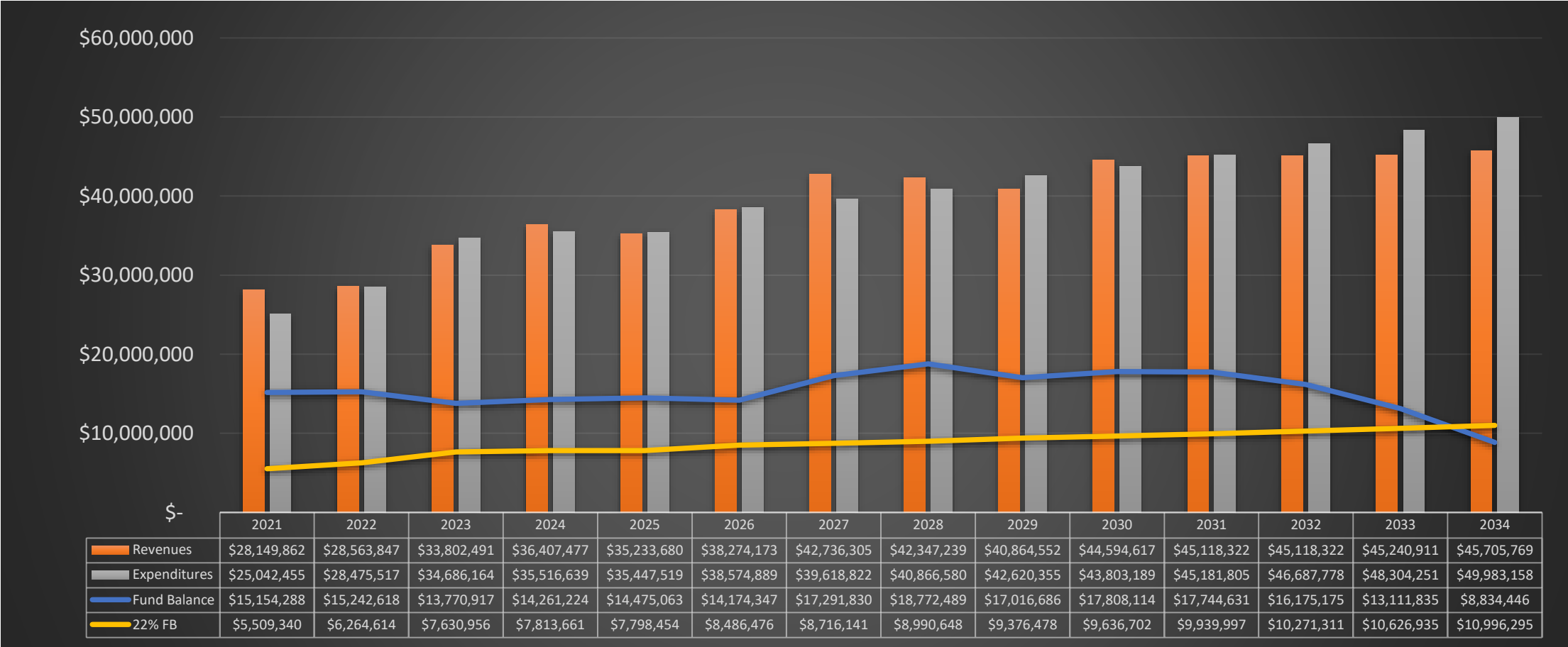
(20% of revenue)



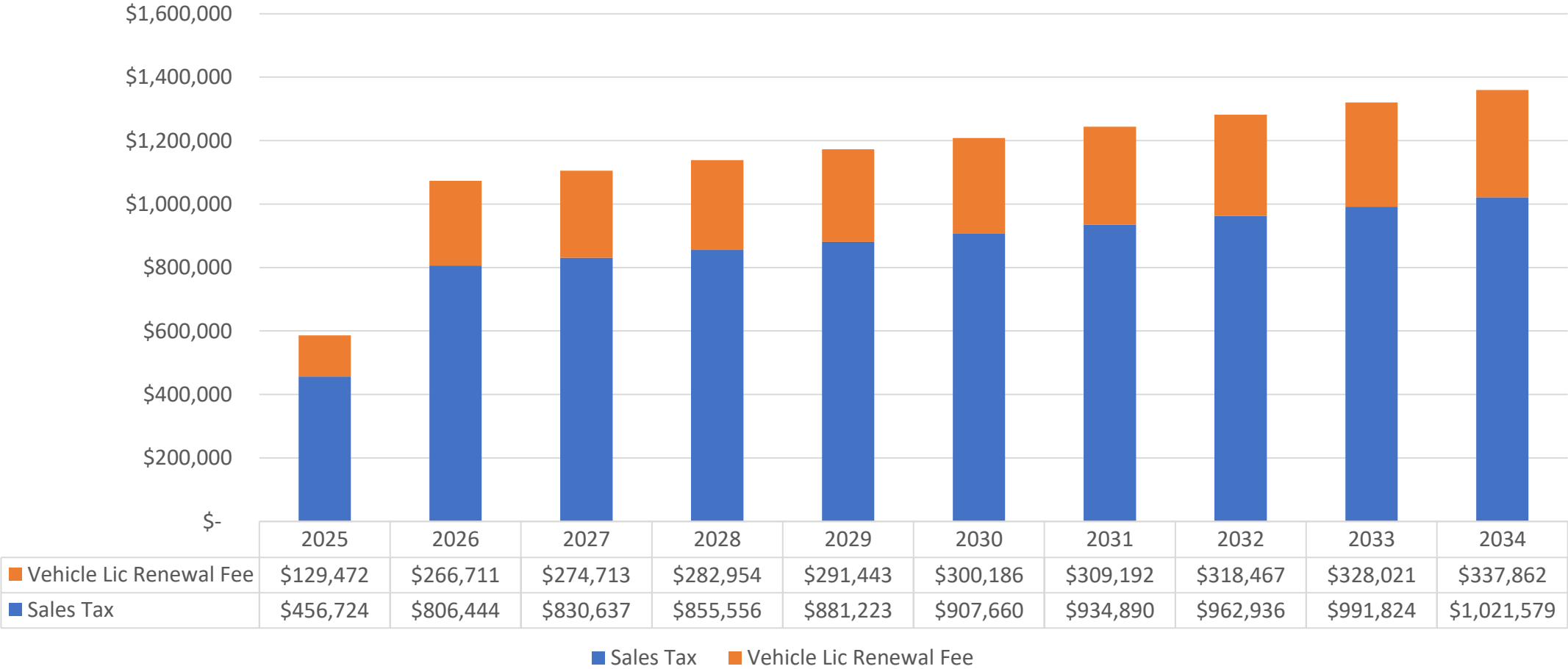
General Fund -Baseline Expenditures



General Fund Forecast of Revenues and Expenditures with Projected Fund Balance



Transportation Benefit District



2026 – Potential Transition Budget

Regional Fire Authority Election – Nov 3rd

- If approved
 - Dedicated Resources Transition
 - Interlocal Agreements for Services
 - Staffing and Compensation
 - Internal Transitions for Support
 - For example, Accounting changes
 - Legal Status Changes
 - Potential Liquidity and Financial Policy Changes

AND preparing the 2027-2028 Biennial Budget

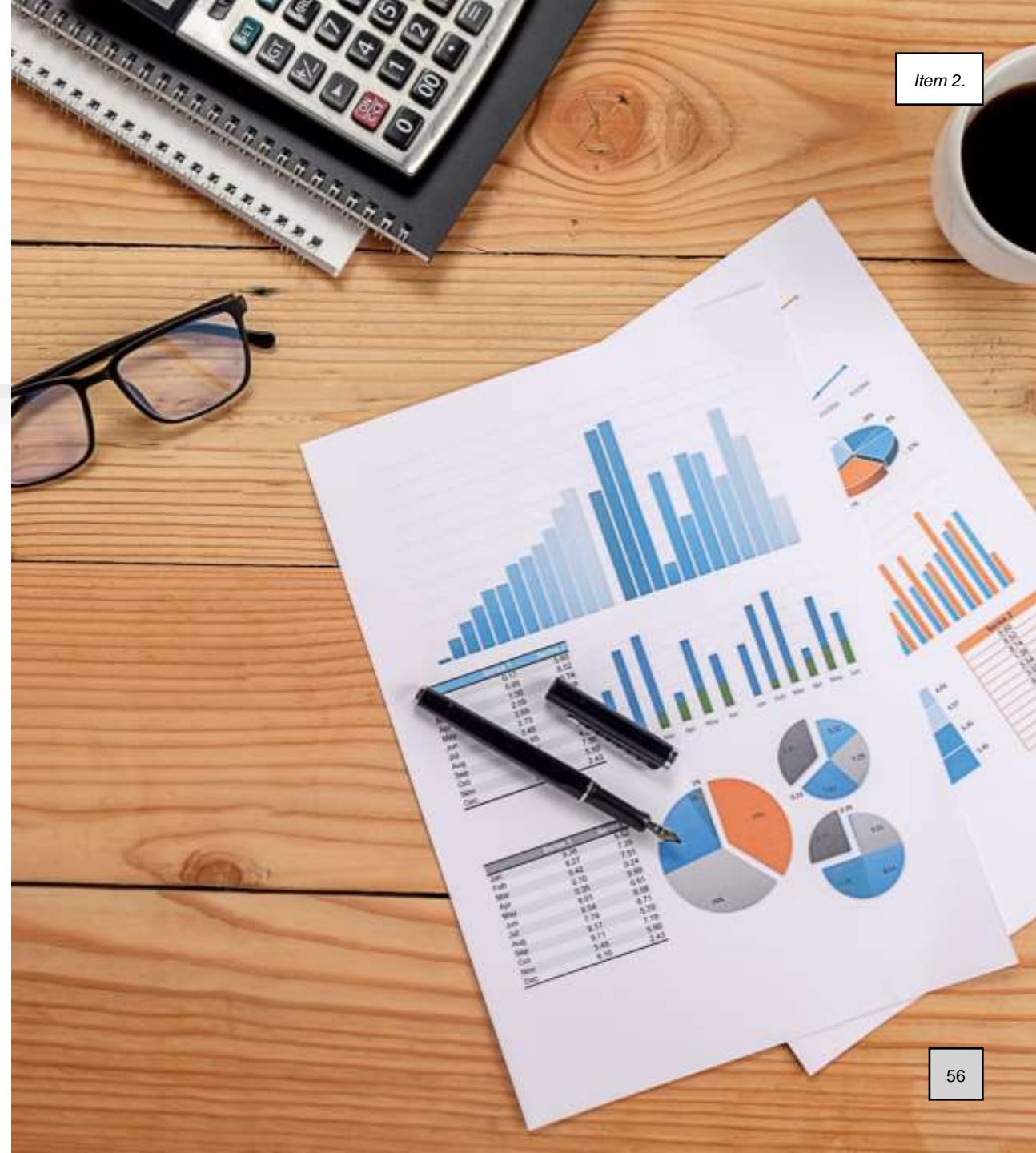
Summary for the 2026 General Fund Readoption Budget

Item 2.

- If residential and commercial growth continue as planned, City could consider hirings in line with the City's Strategic Plan priorities.
- Risk Considerations include:
 - RFA Election
 - Interest Rate (Mortgage Rate) decreases
 - Developments progression
 - Inflation moderation
- Actions to mitigate risk:
 - Budget options for post election
 - Hirings delayed until June 2026
 - Careful monitoring to continue

Summary Considerations for 2027-2034

- Alignment to the 2025-2030 City of Camas Strategic Plan
 - Key metrics tied to priorities of the Strategic Plan
 - Quarterly and Annual Monitoring
 - Develop 2027-2028 Budget to Strategic Priorities tied to revenue generation
 - Assess progress
 - Report to the Council and the Community





Questions

Statement of Work for Zoom Phone Platinum Support

This Statement of Work for Professional Services ("SOW") between Total Communications Solutions, Inc. ("TCS") and City of Camas (WA) ("Customer") is effective on date of the latest on this SOW ("Effective Date") and is governed by the governed by the TCS Terms of Service found at <http://www.tcsny.net/psoterm>s. Any capitalized terms used but not defined herein shall have the meaning ascribed to them in the TCS Professional Services Terms and Conditions.

Bill To	Sold To
City of Camas (WA)	City of Camas (WA)
616 NE 4th Ave.	616 NE 4th Ave.
Camas, WA, 98607	Camas, WA, 98607
United States	United States
Michelle Jackson	Michelle Jackson
mjackson@cityofcamas.us	mjackson@cityofcamas.us
360.817.7005	360.817.7005
SOW Generated / Revised:	2025-09-08
SOW Number:	PSO 34639
Total SOW Amount:	\$4,536.00
TCS Account Executive:	Anessa Alderman
TCS PSO Rep:	Jason Mobley

SOW pricing and details are only valid 30 days from the generation date or last revision date.

1. Overview:

This Statement of Work outlines the terms and conditions for TCS Platinum Support, focusing on 24/7 Tier 2 phone support from TCS Implementation Engineers for Zoom services. This support includes the handling of priority levels P1, P2, P3, P4 based on the severity of issues, as well as coverage for various tasks related to break, fix, repair, or consultation of TCS implemented solution.

2. Scope of Support:

TCS Platinum Support provides reactive technical support and troubleshooting only. It does not include proactive monitoring, administration, or changes initiated by TCS without a customer request. This is not a managed service.

- **24/7 Tier 2 Phone Support:**
 - Availability of TCS Implementation Engineers around the clock to address and resolve issues.
- **Priority Levels (P1, P2, P3, P4):**
 - Severity levels assigned to support requests based on impact and urgency.
- **Service Level Agreements (SLA):**
 - Response times corresponding to each priority level for timely issue resolution.
- **Coverage:**
 - Support for minor modifications in the Zoom Phone environment.
 - Integrations: Assistance with third-party integrations and troubleshooting.
 - Phone Provisioning: Support for provisioning and configuration of Zoom phone services.
 - User Configuration: Assistance in interpreting or advising on configurations; TCS does not proactively manage user accounts.
 - Configuration adjustments for Auto Receptionists, Call Queues, Shared Line Groups, Group Call Pickup, Audio Assets
 - Site Policies and Caller ID
 - E911 configuration
 - Single Sign-On (SSO): Support for configuring and troubleshooting SSO for Zoom.
 - Logs and Reports: Support for accessing and interpreting logs and reports.
 - Platinum Support is a Tier 2 technical support service and is **not considered a managed service**. If the customer requests services that fall under Professional Services (PSO), a separate Statement of Work (SOW) and pricing will be provided for PSO.

3. Escalations:

- **Direct Escalations to Zoom:**
 - TCS will manage and handle all direct escalations to Zoom for feature requests and bug fixes.

4. Priority Levels and Response Times:

- **P1 (Critical):**
 - Response Time: Within 1 hour.
 - Description: Critical issues impacting multiple users or the entire Zoom environment.
- **P2 (High):**
 - Response Time: Within 4 hours.
 - Description: High-priority issues affecting a significant number of users or key functionality.
- **P3 (Medium):**
 - Response Time: Within 8 hours.
 - Description: Moderate issues impacting specific users or non-critical functionality.
- **P4 (Low):**
 - Response Time: Within 24 hours.
 - Description: Low-priority issues, general queries, or cosmetic concerns.

5. Reporting and Communication:

- **Regular Updates:**
 - TCS will provide regular updates on the status of ongoing issues.
- **Monthly Reports:**
 - Detailed monthly reports on support activities, issue resolutions, and recommendations for improvement.

6. Customer Responsibilities and SOW Exclusions

- The Customer is responsible for all aspects not specifically included in this SOW. Out of scope and Customer Responsibility items include, without limitation:
 - LAN/WAN infrastructure: Network requirements for Zoom products as identified on the Zoom support website and/or network modifications as recommended by TCS PSO.
- Configuration and software installation on customer PCs.
- Customizations on individual User endpoints, or phone settings.
- Platinum Support includes ongoing technical support, troubleshooting, and guidance for systems and services implemented during the project. However, this support **does not include** any Professional Services Organization (PSO) setup or system configuration that was not specifically scoped and contracted for at the time of the project commencement.
- Any PSO-related tasks or configurations that were not opted for during the initial project agreement will require a separate agreement, with additional costs and timelines to be determined at that time. Customers are advised to ensure all necessary setups are confirmed and contracted at the start of the project to avoid service interruptions or delays.

7. Contract Duration:

This Statement of Work is valid for a period of 1 year with the option for renewal upon mutual agreement.

8. Confidentiality:

All parties agree to maintain the confidentiality of any sensitive information exchanged during the course of this support engagement.

9. Governing Law:

This Statement of Work is governed by the laws of New Jersey, and any disputes shall be resolved through amicable negotiations.

Agreement

This SOW is entered into as of the effective date specified above between Total Communication Solutions, Inc. and City of Camas (WA).

Total Communication Solutions, Inc.

City of Camas (WA)

By: **Jason Mobley**

By:

Signature:

Signature:

Date:

Date:

PO Number:

(if applicable)

Statement of Work for Zoom Phone Standard Deployment Service.

This Statement of Work for Professional Services ("SOW") between Total Communications Solutions, Inc. ("TCS") and City of Camas ("Customer") is effective on date of the latest on this SOW ("Effective Date") and is governed by the governed by the TCS Terms of Service found at <http://www.tcsny.net/psotermis>. Any capitalized terms used but not defined herein shall have the meaning ascribed to them in the TCS Professional Services Terms and Conditions.

Bill To	Sold To
City of Camas	City of Camas
616 NE 4th Ave.	616 NE 4th Ave.
Camas, WA 98607	Camas, WA 98607
United States	United States
Michelle Jackson	Michelle Jackson
360-817-7005	360-817-7005
mjackson@cityofcamas.us	mjackson@cityofcamas.us
SOW Generated Revised:	2025-09-03
SOW Number:	PSO 34636
Total SOW Amount:	\$18,889.20
TCS Account Executive:	Anessa Alderman
TCS PSO Rep:	Jason Mobley

SOW pricing and details are only valid 30 days from the generation date or last revision date.

1. Service Scope:

The scope of this project encompasses the implementation of all identified locations, functions, and features as detailed in the Statement of Work. This includes the specific service components and functional requirements outlined for each site involved in the deployment.

All deliverables and services are further defined and quantified in **Exhibit 1** of this document. Any associated taxes and actual incurred expenses are excluded from the scope and will be addressed separately as applicable.

The project will be considered complete upon the successful delivery and execution of all Professional Services specified in this SOW for each identified location. This ensures a consistent and comprehensive deployment aligned with the agreed-upon objectives and service expectations.

2. Locations:

TCS will perform the tasks listed in this SOW remotely, for the following locations (**See Appendix A below**). Locations are limited to those identified within this SOW. Zoom Phone user/license count(s), features, functions are identified in Exhibit 1:

TCS will be responsible for delivering a comprehensive suite of services including assessment, solution design, project management, and full deployment for the Zoom Phone as outlined in this section as detailed in Exhibit 1.

This engagement ensures that each identified site receives a tailored and strategically executed implementation, guided by TCS and Zoom's best practices and aligned with the customer's business requirements.

3. Standard Work Hours.

Unless otherwise specified, pricing is based on the Professional Services being provided during Standard Service Hours, or as mutually agreed.

4. Special Terms & Notes:

Any Special Terms & Notes set forth below shall take precedence over any conflicting terms contained in the TCS Professional Services Terms and Conditions or Customer's Master Subscription Agreement, as applicable.

The SOW will be fully completed within six months or less unless otherwise specified in the Customer-specific published Zoom Phone Deployment Project plan developed following Customer project kick-off meeting and Preliminary Discovery and Planning.

Invoices will be issued as follows:

- 50% of the total value of this Statement of Work as identified in Appendix A shall be invoiced upon start of project.
- 25% will be invoiced after Assessment and Design has been completed (A&D),
- 25% will be invoiced upon project completion.

In the event that this SOW is not fully completed within six months or the agreed upon completion date post signature, TCS has the right to invoice a non-refundable fee for any remaining unused SOW balance.

Exhibit 1 | Project Scope of Work

Users Device Type			
Total Users to Deploy:	175	Toal Common Area Devices to Deploy:	149
DID's, Porting, and Site Count:			
DID's to be used:	345	Total Number of Sites	13
Additional DID's to be parked:	318	# BYOC Locations:	0
Toll-Free Numbers:	0	# Carrier Peering:	0
Queues and Auto-Receptionists:			
Auto-Receptionists Queues (up to):	391		
Services			
Emergency Services (E911):	Included	Bulk Phone Reprovisioning:	Not Included
SSO Configuration Assistance:	Included	#BYOC Required	Not Included
SIP Paging:	Included	Carrier Peering:	Not Included
Analog Requirements:	Included	Premise Peering:	Not Included
On-Site Services:	Not Included	Zoom Phone Local Survivability (ZPLS):	Not Included

Project Assumptions: Only those Zoom Phone features and functions Generally Available at the time of SOW execution shall be included in this project scope.

5. General

5.1. Selection and assignment of a designated Technical Project Manager (“TPM”) and Project Engineer (“PE”) by TCS. The TCS TPM will act as a single point of contact for the delivery of all Professional Deployment Services under this SOW, following Zoom’s proven deployment best practices.

5.2. Project Management

- 5.2.1. The TCS TPM will be responsible for the following activities in connection with this SOW:
- 5.2.2. Alignment of project goals and scope with Customer expectations during project initiation/ kick-off;
- 5.2.3. Internal and external project kick-off sessions;
- 5.2.4. Creation and management of project governance, including but not limited to:
 - 5.2.4.1. Mutually agreed upon Master Project plan and schedule;
 - 5.2.4.2. Roll Out Communication plan, project resource requirements, escalation process, change control, and test plan;
 - 5.2.4.3. Project Action and risk register;
- 5.3. Completion of resource assignments and scheduling in alignment with the master project schedule;
- 5.4. Management of project documentation;
- 5.5. Management of project timelines in alignment and via consensus with the Customer designated internal project manager or single point of contact;
- 5.6. Identification, communication, and mitigation of project risks and issues;
- 5.7. Development, review, authoring, implementation, and managing any mutually agreed upon Change Orders and interventions to achieve project outputs;
- 5.8. Facilitating and leading regular status update meetings, organize planning sessions and Customer steering committees, as applicable;
- 5.9. Completing scoped migration and go live support; and
- 5.10. Performing closure procedures at the conclusion of project activities.

6. Zoom Phone Discovery

6.1. The TCS TPM and/or TCS PE will partner with the Customer to schedule high-level Discovery session(s) with Customer’s point of contact(s). The location(s) and number of users involved in the Discovery process are set forth in this SOW. The TCS Project Team work with the Customer to complete the preliminary Discovery document(s).

6.2. Preliminary Discovery

- 6.2.1. Customer’s implementation strategy;
- 6.2.2. Identify Customer project team members and responsibilities;
- 6.2.3. Identify and document all locations and addresses to be deployed;
- 6.2.4. Develop high-level project timeline for location deployments and cut-overs;
- 6.2.5. Document risk-factors that may impact cut-over schedule;
- 6.2.6. Document Zoom Portal company settings and standards;

6.3. Location-specific Discovery (as applicable to the custom services being provided)

- 6.3.1. User and Device Information;
- 6.3.2. Porting data/information (DirectInward Dial “DID” and Toll Free Numbers);
- 6.3.3. Call flow(s);
- 6.3.4. Dial plan requirements (as needed);
- 6.3.5. Premise Peering (PSTN/PBX) Requirements ;
- 6.3.6. Zoom Phone SSO if required
- 6.3.7. Roles and Permissions;

6.4. Zoom Phone Readiness Review

6.4.1. TCS Phone Readiness Review will be conducted for each location/location(s) identified in Section 2 of this SOW to include:

- 6.4.1.1. Wired Network test results
- 6.4.1.2. Wireless Network test results

6.4.2. The Zoom Phone Readiness review shall contain statistics and metrics on the Customer's current network environment to ensure Customer's network is configured for optimal Zoom performance.

6.4.3. TCS Project Engineer will provide recommendations, as needed, to resolve network connectivity issues.

6.4.4. Additional network reviews or consultations are available to the Customer via a separate, executed SOW and will result in additional fees.

6.5. Go-Live Readiness requirements.

6.6. All Discovery documents, Preliminary and Location-Specific, are reviewed and approved by Customer and TCS Project Team prior to moving to deployment.

6.7. Delay in completing and returning any TCS requested documentation may result in an adjustment of the project timeline.

7. Data Requirements and Preparation

7.1. TCS will provide the Customer templates for collecting required data for implementation. Items which may be identified and documented are the following:

- 7.1.1. User List.
- 7.1.2. Location information.
- 7.1.3. Direct Inward Dial (DID) Phone numbers.
- 7.1.4. Current extensions.
- 7.1.5. Desktop Phone information.
- 7.1.6. Call Queues (hunt groups) including call distribution methodology (simultaneous ring, sequential ring, rotating ring, etc.).
- 7.1.7. IVR/Auto Receptionist.
- 7.1.8. Multi-line appearance (typically used by Administrative Assistants).
- 7.1.9. Additional items as specified in **Exhibit 1** of this SOW:
 - 7.1.9.1. Required information for configuring the Zoom's BYOC Trunk Group in the event that Premise Peering PSTN (a.k.a. Bring Your Own Carrier, "BYOC");
 - 7.1.9.2. Zoom certified analog gateway ("ATA") devices;
 - 7.1.9.3. Zoom certified paging systems;
 - 7.1.9.4. Premise peering;

7.2. Customer will provide the required information utilizing the TCS provided templates with the data requested above to TCS.

7.3. TCS will enter and configure the data provided into the Zoom Phone System.

8. TCS Deployment Services

8.1. TCS Professional Services typically performs all services remotely. Remote delivery/deployment services include:

- 8.1.1. Creation of:
 - 8.1.1.1. Location information;
 - 8.1.1.2. Auto-receptionists;
 - 8.1.1.3. Queues;
 - 8.1.1.4. Call flow(s);
 - 8.1.1.5. User creation and provisioning;
 - 8.1.1.6. Perform Network Readiness Review per ProjectPlan Schedule;

- 8.1.2. Porting of DID numbers identified and documented in the Location Discovery exercise.
- 8.1.3. Configuration of Zoom supported desktop phones in Zoom Portal;
- 8.1.4. Recommendations for handset placement and testing;
- 8.1.5. Provisioning of Zoom certified desktop phones via the Zoom Portal;
- 8.1.6. Coordination of end-user training sessions (1hr), receptionists (1hr), CQ groups (1hr), admin training (1hr) delivered by TCS PSO. All training will be recorded and sent to customer;
- 8.1.7. Perform coordinated testing with the customer;
- 8.1.8. Provide Customer with basic template for Customer-specific testing plan;
- 8.2. User Acceptance Testing (UAT);
- 8.3. Guidance and standard template(s) for customer conducted beta testing;
- 8.4. Cut-over preparation.
- 8.5. Hypercare which provides port-implementation support for a period of ten (10 Business says).
 - 8.5.1. Non implementation related support will be provided by Zoom Technical Support in accordance with the level of support the Customer is entitled to receive;
- 8.6. Document open issues and enhancement requests in a project log.
- 8.7. Perform formal project closure processes.
- 8.8. Transition the customer from deployment to sustaining services(e.g. Zoom Technical Support or TCS Platinum Support.
- 8.9. The following services below will be performed if indicated in **Exhibit 1** of the SOW:
 - 8.9.1. **Premise Peering PSTN (BYOC)** as identified in **Exhibit 1** of this SOW.
 - 8.9.1.1. Connect to existing carrier;
 - 8.9.1.2. Provide the customer with specifications required for a BYOC connection;
 - 8.9.1.3. Complete Zoom portal configuration once SBC device(s) are installed and configured by the customer on their network;
 - 8.9.1.4. Zoom complete the provisioning of the SIP trunk betweenZoom and the Customers SBCs or through the Carrier Exchange (Carrier Peering);
 - 8.9.1.4.1. Provide cut-over support.

- 8.9.1.4.2. Coordinated testing between Zoom and the Customer to verify that the trunk is established;
- 8.9.1.4.3. Provide cut-over support.
- 8.9.2. **Premise Peering PBX (BYOP)** as identified in **Exhibit 1** of this SOW.
 - 8.9.2.1. Provide the customer with specifications required for a Premise Peering PBX connection;
 - 8.9.2.2. Complete Zoom Portal configuration once SBC device is installed and configured by the customer on their network;
 - 8.9.2.3. TCS will complete the provisioning of the SIP trunk between Zoom and the customer's SBC(s);
- 8.9.3. **Analog Telephone Adapter/Gateway** as identified in **Exhibit 1** of this SOW.
 - 8.9.3.1. Complete Zoom Portal configuration once the Adapter/Gateway is installed and configured by the Customer;
 - 8.9.3.2. Coordinate testing between TCS and the Customer;
 - 8.9.3.3. Provide cut-over support.
- 8.9.4. **Paging** as identified in **Exhibit 1** of this SOW.
 - 8.9.4.1. Complete Zoom Portal configuration of Zoom supported paging devices once devices are installed and configured by the customer;
 - 8.9.4.2. Coordinated testing between TCS and the Customer
 - 8.9.4.3. Provide cut-over support.
- 8.9.5. **Zoom Phone Local Survivability (ZPLS)** as identified.
 - 8.9.5.1. Provide the customer with specifications required for a ZPLS;
 - 8.9.5.2. Register Zoom Node to Zoom Cloud;
 - 8.9.5.3. Perform configuration for local survivability within the Zoom Admin Portal;
 - 8.9.5.4. Perform initial alpha testing;
 - 8.9.5.5. Provide cut-over assistance.

9. Customer Responsibilities and SOW Exclusions

- 9.1. The Customer is responsible for all aspects not specifically included in this SOW. Out of scope and Customer Responsibility items include, without limitation:
 - 9.1.1. Install, provision, configure, and ensure users are proficient on the Zoom Meeting client.
 - 9.1.2. Purchase required Zoom Phone licenses and Calling Plan(s).
 - 9.1.3. Provide all necessary information and data for DID porting and deployment, including but not limited to:
 - 9.1.3.1. Listing of all users with usernames, email addresses, DID's, Extensions, and location, all pages of all current applicable phone bills for all locations requiring porting services, procure Customer Service Reports ("CSR") from existing carrier(s) for all locations and accounts requiring porting services, service addresses and Authorized Contacts for each phone bill/ carrier account; and BTN for each phone bill/ carrier account.
 - 9.1.4. Customer shall use TCS provided templates for all data compilation exercises.
 - 9.1.5. Customer understands and agrees that they are responsible for gathering and assembling all data from any legacy systems.
- 9.2. Order and procure desktop phones, headsets, and conference room audio devices as required, and other equipment.
- 9.3. LAN/WAN infrastructure:
 - 9.3.1. Network requirements for Zoom products as identified on the Zoom support website and/or network modifications as recommended by TCS PSO.
 - 9.3.2. Firewall or Access Control List (ACL) configuration.
 - 9.3.3. Power of Ethernet (PoE) port activation / configuration.
- 9.4. Configuration and software installation on customer PCs.
- 9.5. Customizations on individual User endpoints, or phone settings.
- 9.6. Phones or devices being deployed by Customer that are not defined on Zoom's Supported Device Listing on Zoom's support website at: <https://support.zoom.us/hc/en-us/articles/360001299063-Certified-Zoom-Phone-devicesHeadsets>.

- 9.7. Decommission and disposal of any legacy equipment.
- 9.8. SMS Brand and Campaign Registration
- 9.9. Credit card or Point of Sales (POS) Machines
- 9.10. Third party SIP phones
- 9.11. Customer-side premise trunk configuration, diagnostics, and/or troubleshooting.
- 9.12. Customer mobile device configuration, diagnostics, and/or troubleshooting.
- 9.13. Post-DeploymentEnd-user support.
- 9.14. Post-DeploymentMoves, Adds, and Change activities (MACD).
- 9.15. Unless otherwise specified, Customer is responsible for:
 - 9.15.1. Third Party software and/or hardware integration configuration, decommissioning, and/or troubleshooting, including but not limited to other telephony systems, network equipment, and software applications. Configuration, deployment, support, and troubleshooting of any desk phones, devices, headsets, and equipment that are not supported by Zoom Phone.
- 9.16. New or existing SBC installation, configuration
- 9.17. New or existing installation and configuration of Analog Gateways and analog devices (e.g. fax, doorbells, paging, emergency phones, etc.).
- 9.18. Development of customized user guides, documentation, references, training materials, etc.
- 9.19. Customer to provide all pre-recorded greetings and prompts.
- 9.20. Cross-location coordination and gathering of required information.

10. Customer's Telephone Number Porting

- 10.1. The Customer is responsible for authorizing the telephone number porting by TCS via the approval and signature of the standard Zoom Letter of Authority (LOA). TCS shall provide guidance on porting data collection and shall assist with submission of porting request(s). This effort pertains to those locations identified in Section 2. The parties acknowledge and agree that TCS is not responsible for and does not control the portability of any individual number of group of numbers, and the Professional Services completion shall not be withheld by Customer for any delays arising from or relating to the porting of the numbers.
- 10.2. Customer agrees to the porting process and timelines as detailed in the Zoom Support Article: Common Issues and Questions for Porting at <https://support.zoom.us/hc/en-us/articles/360036099112-Common-issues-and-questions-for-porting> .
- 10.3. Notwithstanding paragraph6.1 above, the TCS ProjectTeam, Zoom Porting Team and Customer will jointly own the porting responsibility by performing the following tasks for each location together:
 - 10.3.1. The TCS TPM shall manage initial submission of port requests and any subsequent LOA modifications and submissions.
 - 10.3.2. Customer shall endorse all appropriate Letters of Authorization ("LOA"s) as requested by TCS using the then currentLetter Of Authorization form provided to Customer by TCS
 - 10.3.3. Customer shall provide to TCS as requested:
 - 10.3.3.1. All pages of all recent phone bills for those locations requiring the porting of DID's.
 - 10.3.3.2. Customer Service Reports (CSRs) and/or Requests for Information from current carriers and authorized signer for each location.

10.3.3.3. Porting submissions will include numbers mapped to correct location as “company” numbers or Direct Dial phone numbers.

10.3.4. Customer understands that the projected Firm Order Commitment (FOC) date is not guaranteed until the losing carrier provides an FOC date.

10.3.4.1. Customer will not hold TCS or Zoom liable if the porting date originally requested changes to a later date due to the losing carrier confirming the porting information and according to their SLAs.

11. Delays and Changes

11.1. No changes to this SOW, and no changes or additions to the services described herein, will be effective unless it is in writing (via a Change Order or separate SOW) and signed by both parties. Any Change Order will detail the requested change and the effect of such change on the Professional Services, the fees, and the timeline. A Change Order is not effective unless it is in writing and signed by both parties.

11.2. Any delays in the performance of consulting services or delivery of deliverables caused by Customer, including without limitation delays in completing and returning Customer documentation required during the Assessment and Design or completing the Needs Assessment, or canceling meetings may result in an adjustment of project timeline and additional fees.

12. Project Acknowledgement

12.1. This SOW describes the objectives, Deliverables, locations, fees and other components that are included in this project. Customer acknowledges that the delivery, installation, testing, and payment for the Professional Services rendered under this for any specific location is not dependent on the delivery, installation, testing, and payment for the Professional Services for any other location or location(s).

Agreement

This SOW is entered into as of the effective date specified above between Total Communication Solutions, Inc. and City of Camas.

Total Communication Solutions, Inc.

City of Camas

By: Jason Mobley

By: Michelle Jackson

Date:

Date:

PO Number: (if applicable)

APPENDIX A | LOCATIONS

Location Name	Address
City Hall	616 NE 4th Avenue
CPD	2100 NE 3rd Avenue
Riverview Bldg	700 NE 4th Avenue
PW Ops	1620 SE 8th Avenue
Station 43	1400 A Street, Washougal
Station 42	4321 NW Parker St
Library	625 NE 4th Avenue
Wastewater	1129 SE Polk St
Lake Lodge	227 NE Lake Rd
Community Center	1718 SE 7th Avenue
Fire Marshal Office	605 NE 3rd Avenue
Buma	23405 NE 9th Street
Cemetery	630 NE Oak Street

TCS/Zoom Phone Licensing, HW, and PSO

Quote for City of Camas, WA

60-month term effective November 1, 2025





Quote No.: SQ 2215701
Exp. Date: 2025-11-10

Prepared for City of Camas (WA)
616 NE 4th Ave.
Camas WA 98607

Attn: Michelle Jackson
mjackson@cityofcamas.us

Year One - 11-1-25 to 10-31-26

NAME	SKU	BILLING PERIOD LICENSING	QTY	PRICE	SUBTOTAL
Zoom Phone US/Canada Unlimited Calling Named User Annual	ZPUNLIMITED	Annual	175	\$134.91	\$23,609.25
Zoom Phone Common Area Annual	ZPCOMMONANN	Annual	149	\$34.18	\$5,092.82
Zoom Phone US/CA Phone Numbers Annual (DIDs) Additional DIDs for Users, ARs, CQs, CAP	ZP-NUM	Annual	488	\$8.04	\$3,923.52
Zoom Phone Pay as you Go Usage Plan	ZP-PAYG	Annual	1	\$0.00	\$0.00
ZP - USF Estimate	ZPUSFESTIMATE	Annual	1	\$1,990.64	\$1,990.64
					\$34,616.23
PROFESSIONAL SERVICES					
Zoom Phone Professional Service - Full Deployment	ZP-PSFULL	One Time	1	\$18,889.20	\$18,889.20
Platinum Support	Platinum	Annual	1	\$4,536.00	\$4,536.00
TCS Failover Connect 20gb 4G/LTE Data Plan Annually	TCS-FOC	Annual	1	\$11,040.00	\$11,040.00
					\$34,465.20
HARDWARE					

Yealink T44W	YL-T44W	One Time	100	\$110.97	\$11,097.00
					
Yealink T54W	YL-T54W	One Time	20	\$153.60	\$3,072.00
					
SP92 USB Speakerphone	YL-SP92	One Time	2	\$63.24	\$126.48
Yealink EXP50	YL-EXP50	One Time	10	\$104.98	\$1,049.80
					
Yealink CP925	YL-CP925	One Time	4	\$448.50	\$1,794.00
7-microphone array, 4" color touch screen conference phone					
					
BH74 Bluetooth Wireless Headset	YL-BH74	One Time	100	\$117.13	\$11,713.00
AX86R Wi-Fi Handset	YL-AZ86R	One Time	2	\$150.28	\$300.56
Shipping Insurance	SHP-INSUR	One Time	1	\$233.22	\$233.22
					\$29,386.06
Shipping					\$0.00
Total					\$98,467.49

Year Two - 11-1-26 to 10-31-27

NAME	SKU	BILLING PERIOD LICENSING	QTY	PRICE	SUBTOTAL
Zoom Phone US/Canada Unlimited Calling Named User Annual	ZPUNLIMITED	Annual	175	\$134.91	\$23,609.25

Zoom Phone Common Area Annual	ZPCOMMONANN	Annual	149	\$34.18	\$5,092.82
Zoom Phone US/CA Phone Numbers Annual (DIDs) Additional DIDs for Users, ARs, CQs, CAP	ZP-NUM	Annual	488	\$8.04	\$3,923.52
Zoom Phone Pay as you Go Usage Plan	ZP-PAYG	Annual	1	\$0.00	\$0.00
ZP - USF Estimate	ZPUSFESTIMATE	Annual	1	\$1,990.64	\$1,990.64
					\$34,616.23
PROFESSIONAL SERVICES					
Platinum Support	Platinum	Annual	1	\$4,536.00	\$4,536.00
TCS Failover Connect 20gb 4G/LTE Data Plan Annually	TCS-FOC	Annual	1	\$11,040.00	\$11,040.00
					\$15,576.00
Shipping					\$0.00
Total					\$50,192.23

Year Three - 11-1-27 to 10-31-28

NAME	SKU	BILLING PERIOD LICENSING	QTY	PRICE	SUBTOTAL
Zoom Phone US/Canada Unlimited Calling Named User Annual	ZPUNLIMITED	Annual	175	\$134.91	\$23,609.25
Zoom Phone Common Area Annual	ZPCOMMONANN	Annual	149	\$34.18	\$5,092.82
Zoom Phone US/CA Phone Numbers Annual (DIDs) Additional DIDs for Users, ARs, CQs, CAP	ZP-NUM	Annual	488	\$8.04	\$3,923.52
Zoom Phone Pay as you Go Usage Plan	ZP-PAYG	Annual	1	\$0.00	\$0.00
ZP - USF Estimate	ZPUSFESTIMATE	Annual	1	\$1,990.64	\$1,990.64
					\$34,616.23
PROFESSIONAL SERVICES					
Platinum Support	Platinum	Annual	1	\$4,536.00	\$4,536.00

TCS Failover Connect 20gb 4G/LTE Data Plan Annually	TCS-FOC	Annual	1	\$11,040.00	\$11,040.00
					\$15,576.00
Shipping					\$0.00
Total					\$50,192.23

Year Four - 11-1-28 to 10-31-29

NAME	SKU	BILLING PERIOD LICENSING	QTY	PRICE	SUBTOTAL
Zoom Phone US/Canada Unlimited Calling Named User Annual	ZPUNLIMITED	Annual	175	\$134.91	\$23,609.25
Zoom Phone Common Area Annual	ZPCOMMONANN	Annual	149	\$34.18	\$5,092.82
Zoom Phone US/CA Phone Numbers Annual (DIDs) Additional DIDs for Users, ARs, CQs, CAP	ZP-NUM	Annual	488	\$8.04	\$3,923.52
Zoom Phone Pay as you Go Usage Plan	ZP-PAYG	Annual	1	\$0.00	\$0.00
ZP - USF Estimate	ZPUSFESTIMATE	Annual	1	\$1,990.64	\$1,990.64
					\$34,616.23

PROFESSIONAL SERVICES

Platinum Support	Platinum	Annual	1	\$4,536.00	\$4,536.00
TCS Failover Connect 20gb 4G/LTE Data Plan Annually	TCS-FOC	Annual	1	\$11,040.00	\$11,040.00
					\$15,576.00
Shipping					\$0.00
Total					\$50,192.23

Year Five - 11-1-29 to 10-31-30

NAME	SKU	BILLING PERIOD	QTY	PRICE	SUBTOTAL
------	-----	----------------	-----	-------	----------

LICENSING

Zoom Phone US/Canada Unlimited Calling Named User Annual	ZPUNLIMITED	Annual	175	\$134.91	\$23,609.25
Zoom Phone Common Area Annual	ZPCOMMONANN	Annual	149	\$34.18	\$5,092.82
Zoom Phone US/CA Phone Numbers Annual (DIDs) Additional DIDs for Users, ARs, CQs, CAP	ZP-NUM	Annual	488	\$8.04	\$3,923.52
Zoom Phone Pay as you Go Usage Plan	ZP-PAYG	Annual	1	\$0.00	\$0.00
ZP - USF Estimate	ZPUSFESTIMATE	Annual	1	\$1,990.64	\$1,990.64
					\$34,616.23

PROFESSIONAL SERVICES

Platinum Support	Platinum	Annual	1	\$4,536.00	\$4,536.00
TCS Failover Connect 20gb 4G/LTE Data Plan Annually	TCS-FOC	Annual	1	\$11,040.00	\$11,040.00
					\$15,576.00

Shipping \$0.00

Total \$50,192.23

Term: 60 Months

All licensing and platinum support will be invoiced annually for 5 years

Credit Card Payments - 4% processing Fee

Tax Exception Certificate Required - email to po@tcsny.net

Send all approved POs to po@tcsny.net

The Terms of Service for customers may be found here: <https://tcsny.net/msa/>

PSO Terms of Service are found here: <https://tcsny.net/psoterms/>

Overage charges can be incurred for cloud recording and audio-conferencing licenses. Policy and pricing information may be found here:

<https://support.zoom.us/hc/en-us/articles/360060661511-Cloud-recording-storage-capacity>
<https://zoom.us/zoomconference/rates>

Please note provisioning of Zoom licenses can take 4-7 business days.

If you have any questions regarding this document, please contact Anessa Alderman , at aalderman@tcsny.net

City of Camas (WA)

Dialing Into the Future

Modernizing City of Camas Communications"

Presented by: Michelle Jackson

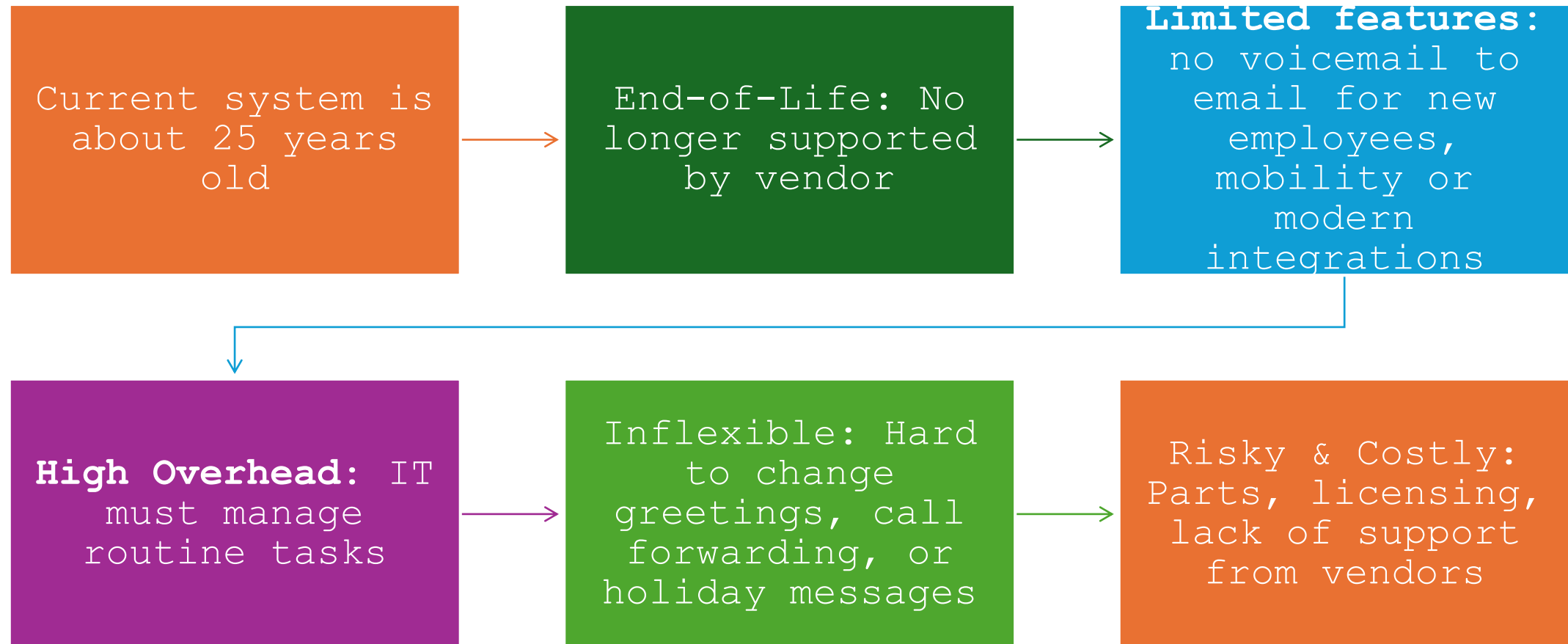
City of Camas IT

9/15/2025



Dropped Call: Why We Must Replace the Phone System

Item 3.



Strong Connections: What We Need in a Modern System

Item 3.



Reliable & Secure - stable platform with stronger cybersecurity and cloud disaster recovery



User-Friendly - end-user controls, forwarding, voicemail-to-email and much more!



Integrated - works seamlessly with Microsoft 365 & city systems. Familiar to end users



Mobile & Flexible - supports work anywhere for field and remote workers. Anywhere, any device flexibility



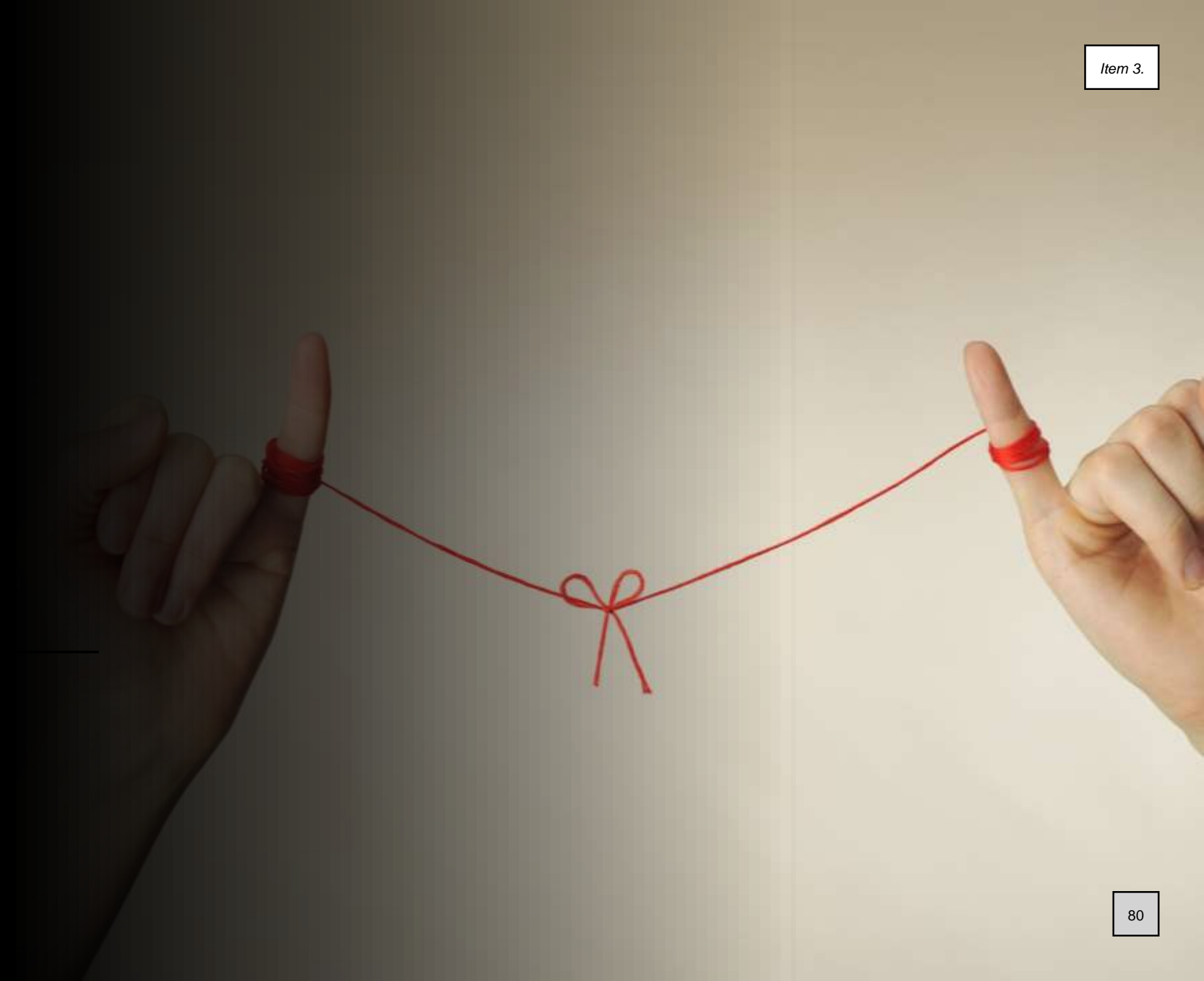
Cost Predictable - sustainable licensing and support model



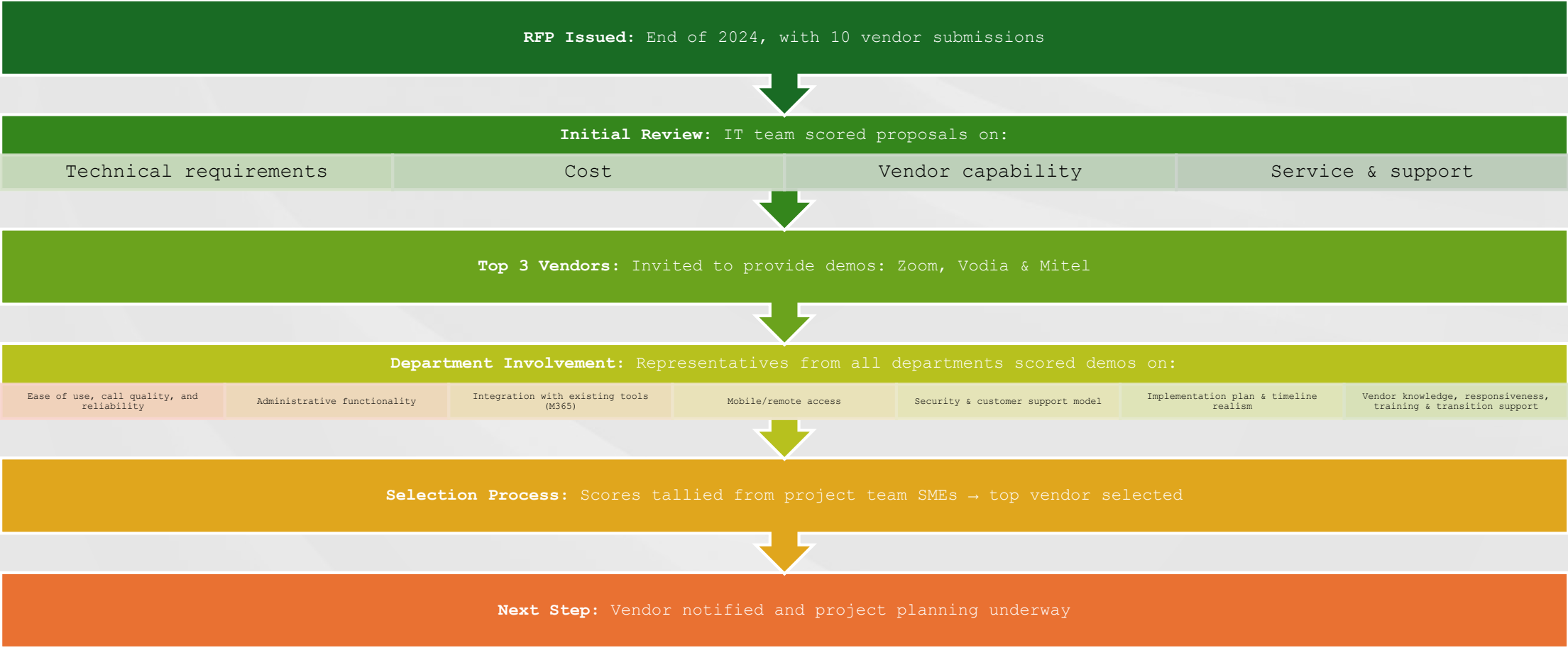
Future-Ready - scalable for growth and evolving technology

On the Line

EVALUATION



Evaluation: How We Reached Our Decision





Right Connection

SELECTION

Your new system: Zoom Phone



Best overall fit for the City, selected by employees

Strong integration with Microsoft 365 & existing tools

Reliable call quality and user-friendly experience

Cloud SaaS Benefits:

- Built-in Disaster Recovery & business continuity
- Automatic updates and security patches
- Scalable for future growth without major capital expense

Flexible options: desk phone, desktop client, mobile app

Secure platform with proven support model

Clear, realistic implementation plan & timeline

Competitive, predictable cost structure

Call Plan

SOW overview & Financials

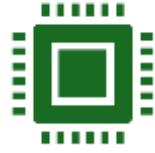
Zoom Phone Statement of Work & Support Overview

Item 3.



Project Scope

Full Zoom Phone Deployment across the City of Camas (~300 users)
Includes all user licenses, common area phones, and DIDs (Direct Inward Dial)
Integration and setup of hardware: desk phones, conference phones, speakerphones, and headsets



Professional Services

One-Time Implementation Services: \$18,889.20 (TCS)
•Covers system architecture, configuration, porting, user provisioning
•Project management & admin training included



Annual Platinum Support: \$4,536/year

24x7 priority tech support, account management, and lifecycle planning
Quarterly reviews and Zoom vendor escalation support



Resiliency & Redundancy

\$11,040/year, billed annually
TCS Failover Connect: 20GB LTE backup internet connection
Ensures voice service continuity during outages

Total Cost Over 5 Years: \$299,236.41

Item 3.

Cost Category	Year 1	Years 2-5 (Annual)	5-Year Total
Licensing (Zoom Phone, DIDs)	\$34,616.23	\$34,616.23/year	\$173,081.15
Professional Services (One Time)	\$18,889.20	N/A	\$18,889.20
Platinum Support (TCS)	\$4,536.00	\$4,536.00/year	\$22,680.00
Failover LTE Plan	\$11,040.00	\$11,040.00/year	\$55,200.00
Hardware & Accessories (One Time est.)	\$29,386.06	N/A	\$29,386.06



Ringling Ahead

Next steps

Next Steps



Council Approval – finalize SOW with selected vendor 9/15/2025, Consent 10/6/2025



Kickoff Meeting – align project team, vendor, and departments



Implementation Timeline – phased rollout by department or city-wide (depending on impact)



Training & Transition – hands-on support for staff



Cutover & Go-Live – switch to new system



Ongoing Support – vendor + IT team partnership for reliability

Closing - Questions



Staff Report

September 15, 2025 Council Workshop Meeting

Our Camas 2045 – Project Update

Presenter: Alan Peters, Community Development Director

Time Estimate: 20 minutes

Phone	Email
360.817.7254	apeters@cityofcamas.us

BACKGROUND: The City of Camas is updating its Comprehensive Plan through the *Our Camas 2045* process, which also includes a new downtown subarea plan, *Our Downtown Camas 2045*. The update is required for Clark County and all cities within Clark County under Washington’s Growth Management Act (GMA), which mandates periodic updates to ensure consistency with changes in state law, anticipated growth, and countywide planning policies.

SUMMARY: This report provides Council with an update to the overall project schedule and an overview of the current engagement effort to receive feedback on the draft *Our Camas 2045* and *Our Downtown Camas 2045* plans.

Project Schedule Update

Under GMA, counties play a lead role in comprehensive planning by adopting countywide planning policies, determining growth alternatives, and preparing countywide Environmental Impact Statements (EIS). Cities prepare their own comprehensive plans and development regulations that are consistent with both the GMA and the countywide framework.

Camas has been following the Clark County process and timeline closely since 2023 when the state’s deadline to complete our periodic update was June 2025. The legislature later changed this deadline to December 2025 after adopting legislation which added new planning requirements for counties and cities. For various reasons, Clark County’s timeline has now stretched into 2026, and the County Council anticipates final adoption of their plan in June 2026. The following are some key dates remaining in the county’s schedule:

- Natural Resource Lands Study – November 2025
- Draft Environmental Impact Statement – October 2025
- Final Environmental Impact Statement – March 2026
- Final Adoption by County Council – June 2026

Because the City's own plan adoption must align with the County process, our adoption timeline is now extended to June 2026 as well.

- Draft Comprehensive Plan and Downtown Subarea Plan – July 2025
- Community Summit #3 – September through December 2025
- Revised Comprehensive Plan and Subarea Plan – February 2026
- Planning Commission and City Council Workshops – March and April 2026
- Planning Commission and City Council Hearings – May and June 2026
- Final Adoption by City Council – June 2026

Community Summit #3

Community Summit #3 begins on September 15 and will be a series of engagement activities focused on gathering input on the draft comprehensive plan and downtown subarea plan which were released in July. Instead of a single meeting, Community Summit #3 is structured as a series of rolling topic discussions, both online and in person, through the end of the year.

Every two weeks, a new element of the plan will be highlighted on Engage Camas with background information and a short survey. In addition to the content on Engage Camas, City staff will be present at upcoming community events and at City Hall for informal office hours where residents can drop in, learn about the plan topics, and provide feedback in person. We will also be setting up a semi-permanent display in City Hall with background information about *Our Camas 2045* and rotating topics every two weeks.

Feedback received during Community Summit #3 will inform the next draft of the comprehensive plan and downtown subarea plan which will be released in February 2026 prior to adoption by Council.

BENEFITS TO THE COMMUNITY: The engagement schedule provides the community with an updated project timeline and an opportunity to review the draft comprehensive plan and downtown subarea plan at a gradual pace and to provide feedback that will inform the next drafts of each plan.

STRATEGIC PLAN: This plan supports the Strategic Plan's Vibrant Community Amenities priority by providing continued opportunities for public engagement on the comprehensive plan and downtown subarea plan.

POTENTIAL CHALLENGES: The city's plan adoption timeline is dependent upon Clark County's process, so further schedule changes are outside the city's control.

BUDGET IMPACT: The extended project timeline will result in additional staff and consultant hours being devoted to this project than were originally anticipated.

RECOMMENDATION: This item is informational only.

Community Summit | Project Schedule

For the past two years, you've helped shape the *Our Camas 2045* and *Our Downtown Camas 2045* plans by participating in our community conversations, summits, and surveys.

As we finalize these plans, we need your input to ensure that they reflect the values, needs, and vision of our community as we look ahead to 2045.

We invite you to participate in Community Summit #3, an ongoing a series of focused conversations on each part of the draft plans. Every two weeks, we'll highlight a new topic or plan element at EngageCamas.com/OurCamas2045 with background information and a short survey.

This is your chance to dive deeper, share feedback, and help shape the next drafts of the *Our Camas 2045* and *Our Downtown Camas 2045* plans.

HOW TO PARTICIPATE

- ✓ **Follow this engagement schedule** and keep an eye on the City's social media to see when we'll be focusing on each topic or element of the plan.
- ✓ **Visit EngageCamas.com/OurCamas2045** during each two-week window to learn about the featured topic and complete a short survey.
- ✓ **Check out our display in the City Hall lobby**, updated every two weeks, and review materials and share feedback at your convenience.
- ✓ **Join us at an event** for in-person conversations and a chance to learn more about the draft plans.

COMMUNITY CHARACTER

September 15 – September 26

- Chat with a Planner at the Camas Farmers Market, Wednesday, September 17, 3-7 PM

HOUSING

September 29 – October 10

- Join Strong Towns Camas for a Community Conversation about Middle Housing, Tuesday, September 30, 6:30-7:30 PM at Fire Station 42, 4321 NW Parker St, Camas
- Chat with a Planner during Downtown Camas First Friday, October 3, 5-8 PM

NATURAL ENVIRONMENT & CLIMATE/RESILIENCY

October 13 – October 24

- Chat with a Planner at City Hall, Thursday, October 16, 3-5 PM

ECONOMIC DEVELOPMENT

October 27 – November 7

- Chat with a Planner during Downtown Camas First Friday, November 7, 5-8 PM

TRANSPORTATION & PUBLIC FACILITIES/SERVICES

November 10 – November 21

LAND USE

November 24 – December 5

- Chat with a Planner at City Hall, Thursday, December 4, 3-5 PM

OUR DOWNTOWN CAMAS 2045

December 8 – December 26

- Chat with a Planner at City Hall, Wednesday, December 10, 3-5 PM
- Planning Commission Workshop, Tuesday, December 16, 7 PM

WHAT'S NEXT?

By participating in Community Summit #3, you'll help shape the next draft of the *Our Camas 2045* Comprehensive Plan and *Our Downtown Camas 2045* Subarea Plan which will be presented to the Planning Commission and City Council next year.



*Note: This schedule aligns with the schedule for the adoption of the Clark County Comprehensive Plan (for more information on the county's process, visit <https://clark.wa.gov/community-planning/2025-update>).





Staff Report

September 15, 2025 Council Workshop Meeting

Recreational Vehicle and Trailer Parking, Storage, and Occupancy on Private Property

Presenter: Alan Peters, Community Development Director

Time Estimate: 15 minutes

Phone	Email
360.817.7254	apeters@cityofcamas.us

BACKGROUND: Council adopted Ordinance No. 25-010 on June 16, 2025, amending various sections of the Camas Municipal Code related to parking, storage, and occupancy of recreational vehicles (RVs) and trailers within the public streets, public property, and private property. Subsequent to the adoption of this ordinance, Council revisited Sections IV and VI of the ordinance relating to parking and occupying RVs on private property and provided direction at the August 18, 2025, Council Workshop to prepare revisions to these sections of the ordinance.

SUMMARY: Staff has drafted possible revisions to the recently adopted RV regulations related to parking and occupancy on public property which provide for more flexibility in front yard parking of RVs while still exhibiting a preference for RV parking in garages and side and rear yards. The changes would also increase the amount of time an RV could be occupied by guests.

Revisions to CMC 10.08.047 A

Section 10.08.047 A – Off-Street Recreational Vehicle, Boat, and Trailer Parking

A. For all real property zoned under CMC Section 18.05.040 including all single-family attached and detached dwellings, duplexes and triplexes, off-street parking of any recreational vehicle, camper, motor home, trailer or trailer coach, as the same is defined under CMC Chapter 8.06 and 8.44 which are collectively referred to herein as 'recreational vehicle or trailer', is allowed so long as they do not block pedestrian traffic on the sidewalks and only as set forth in this section. In no circumstance, within all zones of the City, shall a recreational vehicle be parked or stored in such a way as to violate Section 8.06.060B related to vision clearance and public right-of-way areas.

This section has been revised to include a reference to the definition of "recreational vehicle" in CMC 8.06.030 in order to clarify that these regulations also apply to boats.

1. Front yard: No recreational vehicle or trailer shall be parked in the front yard setback of a residence with the following exceptions:

This section is revised to refer to the front yard setback, which is a defined distance from the front property line of any given property.

a. Parking in a paved driveway is permitted for a reasonable period of time to allow for loading, unloading, or preparing the vehicle for use.

The 72-hour limit has been removed from this section in favor of providing “a reasonable period of time” for loading, unloading, or preparing an RV for use.

b. Parking in a paved driveway when no reasonable access exists to the side or rear yards due to topography or other physical conditions of the site, provided that no more than one recreational vehicle or trailer is parked in a front yard setback at a time and that any such vehicle is currently licensed and registered.

Instead of prohibiting parking an RV in front yards in all cases, parking would be allowed when conditions limit access to the side or rear yard. Only one RV could be parked in the front yard area at a time and only if licensed.

c. For parcels one-half acre in size or greater, recreational vehicles or trailers may be parked on an improved all-weather surface, provided the existing landscaping fully screens the recreational vehicle from any adjacent public street.

This section has been revised to only require an “all-weather surface” as opposed to a paved or compacted gravel driveway.

2. Side yard: No recreational vehicle or trailer shall be parked in any side yard setback flanking a public street. For all other areas under this subsection, a recreational vehicle or trailer may be parked on the side yard, provided, that it be placed on an improved all-weather surface, and placed such that the recreational vehicle or trailer is not extended beyond the front of the house.

3. Rear yard: A recreational vehicle or trailer may be parked or stored in the rear yard, provided, that it be placed on an improved all-weather surface and placed so as not to obstruct the sight distance in alleyways and not in the alley right-of-way.

For side and rear yard parking, these sections have been revised to only require that RVs be parked on an “all-weather surface” as opposed to a paved or compacted gravel driveway. The requirement for a solid fence or screen has also been removed.

4. A recreational vehicle or trailer may be parked or stored in an approved garage or carport.

5. All off-street parking areas allowed under this Section shall be accessed by an approved driveway approach.

No changes are proposed to these two sections.

Revisions to CMC 10.08.037 B - Occupancy Restrictions

B. It is unlawful for any person to reside in or occupy for more than seven days any such trailer, trailer coach, camper, mobile home, motor home, or any tent, hut, or temporary shelter that is placed, parked or stored upon the real property of any person in the city; provided, however, that the limitations of this subsection shall not apply to trailer coaches or mobile homes that are parked, occupied, or used in approved trailer parks nor to mobile homes for which a mobile home permit has been obtained as provided under Chapter 8.44.

The occupancy limit would be changed from five days to seven days.

BENEFITS TO THE COMMUNITY: The proposed revisions provide additional property owner flexibility while maintaining the appearance of neighborhoods by reducing long-term visual obstructions and sidewalk blockages and preserve the use of driveways for parking of passenger vehicles.

STRATEGIC PLAN: By promoting orderly parking and reasonable occupancy standards, these regulations directly support the Safe & Accessible Community priority's goals of improving transportation and neighborhood safety, preserving emergency responder access, and maintaining a safe, welcoming environment for all residents.

POTENTIAL CHALLENGES: Residents may need to adjust how they park and store their RVs.

BUDGET IMPACT: No additional staffing or resources are currently anticipated. Code enforcement may experience some increase in activity due to community education and enforcement.

RECOMMENDATION: Staff recommends that an ordinance including these changes be placed on the October 6, 2025 Council Regular Meeting Agenda for Council's consideration.