



June 4, 2021

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

Subject: Proposal to Provide Professional Subarea Planning Services.

Dear Sarah:

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

PROJECT UNDERSTANDING

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

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

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

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

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

OVERALL PROJECT ASSUMPTIONS

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

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

SCOPE OF WORK

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

Task 1.0: Project Management and Communication

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

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

Assumptions

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

Deliverables

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

Task 2.0: Phase 2 Kickoff

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

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

Assumptions

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

Deliverables

- Kickoff meeting agenda and summary

Task 3.0: Stakeholder Committees

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

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

Assumptions

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

Deliverables

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

Task 4.0: Community Outreach

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

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

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

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

Assumptions

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

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

Deliverables

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

Task 4.1: Project Overview Video

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

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

Assumptions

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

Deliverables

- Draft and final project overview video.

Task 5.0: Land Use Alternatives

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

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

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

Assumptions

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

Deliverables

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

Task 6.0: Infrastructure Assessment

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

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

WSP will provide the following services to complete this task:

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

Assumptions

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

Deliverables

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

Task 7.0: Subarea Plan Report

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

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

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

Assumptions

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

Deliverables

- Draft and final subarea plan report

Task 8.0: Adoption

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

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

Assumptions

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

Deliverables

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

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

Task 9.0: Contingency Tasks

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

Contingency Task 9.1: Infrastructure Cost Estimates

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

Assumptions

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

Deliverables

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

Contingency Task 9.2: Economic Development and Implementation Toolkit

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

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

Assumptions

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

Deliverables

- Prepare a draft and final economic development and implementation toolkit

Contingency Task 9.3: Utility Infrastructure Analysis

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

- Calculate updated utility demands based upon adjusted land use

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

Assumptions

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

Deliverables

- Draft and final infrastructure assessment memorandum

COMPENSATION

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

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

Contingency Tasks

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

Ms. Sarah Fox
June 4, 2021
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CLOSING

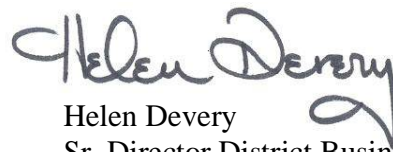
If you wish to accept this proposal, please provide us with a contract. This proposal is valid for 30 days.

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

Sincerely,



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



Helen Devery
Sr. Director District Business Line