



February 6, 2026

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

Subject: Comprehensive Plan Update and Downtown Subarea Plan – Scope of Work for Professional Planning Services, Amendment 2

Dear Alan:

Thank you for selecting WSP USA and subconsultants (herein the Consultant Team) to assist the City of Camas (City) with your Comprehensive Plan update and downtown subarea plan. This modification amends the existing approved work scope and contract dated October 10, 2023.

PROJECT UNDERSTANDING

The City, supported by the Consultant Team, is developing a Comprehensive Plan update and new subarea plan for downtown Camas. This amendment includes updates to the scope of work and associated fees, as detailed below. The original contract stated the project was anticipated to be completed by June 2025. A previous amendment, dated December 9, 2025, extended the contract to December 31, 2026, but did not include any additional scope or fee.

Since the initiation of the project, there have been several unanticipated procedural changes that have led to scope and schedule changes. First, the Washington State Legislature extended the deadline for several counties (including Clark County), and the cities within those counties, from June 30, 2025, to December 31, 2025, to allow for additional studies. Second, Camas and six other cities partnered with Clark County to complete an environmental impact statement (EIS) for the various Comprehensive Plan updates in compliance with the State Environmental Policy Act (SEPA). The schedule of the EIS has been pushed back several times, extending the duration of the project work. The Final EIS is currently anticipated to be published in spring of 2026.

Based on recent conversations with City staff, the Consultant team understands the City seeks to amend the existing contract to accomplish the amended and new tasks listed below.

- **Project Management (see amended Task 1.1)**
 - Project management, including increased management activities related to added work scope for the remainder of the project and as a result of the time extension.
- **Visioning and Community Outreach (see amended Task 1.3)**
 - This task is amended to revise details related to advisory committee meetings, website updates, and details of the Community Summits.
- **Land Use Scenarios and Transportation Model (see amended Task 1.4)**

- This task is amended to account for activities and deliverables for additional revisions to the land use scenarios that were prepared by the Consultant Team, beyond the three in the original contract.
- This task is amended to include a revision to the Transportation element to reflect the most current Southwest Washington Regional Transportation Council (RTC) transportation model and updates to the Transportation System Plan.
- **Downtown Subarea Plan Project Management (see amended Task 2.1)**
 - This task is amended to cover project management activities for the remainder of the project as a result of the time extension.
- **Climate Planning (see amended Task 3)**
 - This task is amended to cover previously completed out of scope work (e.g., holding an additional advisory group meeting) and to include new work and deliverables included in the City's new climate planning grant.
- **New Transportation System Plan Amendment (see new Task 4)**
 - This new task identifies the activities and deliverables needed to revise the Transportation System Plan to be consistent with the Comprehensive Plan update.
- **New Contingency Task (see new Task 5)**
 - This new task would require additional written approval and would cover additional work needs and a time extension should project work not be completed by July 31, 2026.

OVERALL ASSUMPTIONS

This amendment was developed based on the following assumptions. Task-specific assumptions are included in each task within the scope of work below. All of the assumptions in the original scope of work continue to apply unless modified here.

- The Comprehensive Plan and Downtown subarea plan will be adopted by July 31, 2026. Work in Task 1 through Task 4 in this amendment is anticipated to be completed by that date.
- Should the project work not be completed by July 31, 2026, a Contingency Task (Task 5) is included. Work under the Contingency Task would be subject to written approval by the City.

SCOPE OF WORK

The following scope of work is proposed to complete the amended and additional tasks and deliverables needed to update the plans. Unless modified below, the task-specific assumptions and deliverables in the original scope of work continue to apply.

TASK 1. COMPREHENSIVE PLAN UPDATE

Task 1.1 Project Management and Kickoff

This task is amended to provide for increased management activities related to added work scope for the remainder of the project as well as project management during the extension to the work

schedule. Should the project extend beyond July 31, 2026, additional project management activities will be covered under the Contingency Task (Task 5). For project management specific to the downtown subarea plan, see **Task 2.1**.

1.1.1 Project Management

This task includes the following project management activities:

- Conduct up to 52 additional weekly project management meetings (this includes 24 meetings already held in 2025) with the City and Consultant Team to review progress, scope, schedule, communication protocols, etc.
- Manage necessary revisions to subcontracts as a result of project extension.
- Manage additional subconsultant invoicing and general management of subconsultants as a result of project extension.
- Provide up to 13 additional monthly invoices (this includes 6 invoices already provided in 2025).
- Additional weekly email and in person coordination with City staff through plan finalization and adoption.

Task 1.1 Assumptions

- Up to two staff will attend up to an additional 52, 1-hour weekly project management meetings.
- No other changes to task assumptions from the original scope of work.

Task 1.1 Deliverables

- Additional 13 monthly progress reports and invoices.
- No other changes to task deliverables from the original scope of work.

Task 1.3 Visioning and Community Outreach

This task is amended to provide for increased activities related to added work scope for the duration of the project. The subtasks are amended as follows.

1.3.2 Advisory Committees and Commissions

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

Community Advisory Committee

One (1) additional Community Advisory Committee (CAC) meeting. The final CAC meeting will review and comment on the revised draft of the Comprehensive Plan and code amendments. The anticipated purpose and outcome of the CAC meeting will be as follows:

CAC#9: Review revised draft Comprehensive Plan and code amendments prior to adoption.

Project Advisory Committee

This task is amended to reduce the Consultant Team facilitation of a Project Advisory Committee to six meetings (from eight in the original scope of work).

1.3.5 Online Engagement

The Consultant Team will make three additional website updates to the Comprehensive Plan and Downtown Plan Engage Camas webpages. The first and second updates will provide project updates and adoption information, and the final update will close out the two projects.

1.3.6 Community Summits

This task is amended to reduce the number of Community Summits to three (from four in original scope of work). This reduction is a result of the Downtown Subarea Plan being covered with the Comprehensive Plan in each of the three summits, instead of providing a separate Downtown Subarea Plan summit as originally scoped. An updated summary of dates and summit contents is provided below. Summit #3 was extended to 14 weeks, with new content produced for each topic in the series.

- Community Summit #1 (2024 Q2): *Community members reviewed and commented on the draft Vision Statement and participated in discussions to identify goals and priorities (to inform the project charter and compass).*
- Community Summit #2 (2024 Q3): *Comment on the draft land use alternatives, provide input on development scales, review development concepts for downtown, and learn about the County's climate planning efforts and Greenhouse Gas (GHG) inventory.*
- Community Summit #3 (2025 Q3&4): *A 14-week series of focused conversations on each part of the draft plans. Every two weeks, a new topic or plan element was highlighted with background information and a survey. The summit began September 15 and concluded on December 26. Topics included Community Character, Housing, Natural Environment & Climate/Resiliency, Economic Development, Transportation & Public Facilities/Services, Land Use, and Our Downtown Camas 2045.*

Task 1.3 Assumptions

- There will be three Community Summits over the course of the project, including Consultant Team participation and material and summary preparation.
- No other changes to task assumptions in the original scope of work.

Task 1.3 Deliverables

- One additional CAC meeting summary
- Three Community Summit summaries
- No other changes to task deliverables in the original scope of work.

Task 1.4 Plan Development and Refinement

This amendment accounts for the additional work that the Consultant Team conducted beyond the originally scoped work for the Land Use element, additional work on the Transportation element to reflect the updated Transportation System Plan task (Task 4) and preparation of a revised final Comprehensive Plan document. There are no changes to the original scope for the other elements listed in the original contract.

1.4.1 Draft Comprehensive Plan

LAND USE

During this task, the Consultant Team prepared several iterations of the land use and growth scenarios based on coordination with the County and Council feedback related to urban growth area expansions. This amendment captures the additional coordination and preparation time for multiple revisions to the land use and growth scenarios.

TRANSPORTATION

During this task, the Consultant Team will revise the Transportation element to reflect the most current Southwest Washington Regional Transportation Council (RTC) transportation model and the updated Transportation System Plan (Task 4).

1.4.2 Final Comprehensive Plan Document

With this amendment, the Consultant Team will prepare an additional version of the Comprehensive Plan document. The original contract included a draft and final document. This amendment adds a revised final document to reflect the changes identified in the tasks above and to incorporate more graphic design features into the final document.

Task 1.4 Assumptions

Task 1.4 assumptions are amended to include:

- Land Use Element: Multiple revisions to and coordination with the City and County in preparation of the land use scenarios.
- Transportation Element: Consultant Team will revise the element to incorporate the most current transportation model and updates to the Transportation System Plan.
- A total of three versions of the Comprehensive Plan document will be prepared – draft, final, and revised final.
- No other changes to task assumptions in the original scope of work.

Task 1.4 Deliverables

- Land Use Element:
 - Additional versions of the Land Use Scenarios (completed during 2025)
 - Updates as appropriate to reflect new information.
- Transportation Element:

- Updates as appropriate to reflect new information, including Southwest Washington RTC modeling updates.
- Draft, final, and revised final Comprehensive Plan document in PDF format, including review and reformatting by graphics design team.
- No other changes to task deliverables in the original scope of work.

Task 1.5 Implementation

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

1.5.1 Action Plan

With this amendment, the action plan for the Comprehensive Plan is removed from the scope of work.

Task 1.5 Assumptions

- An action plan is not needed and will not be prepared for the project.
- No other changes to task assumptions in the original scope of work.

Task 1.5 Deliverables

- The deliverables are amended to remove the draft and final action plan.
- No other changes to task deliverables in the original scope of work.

TASK 2. DOWNTOWN SUBAREA PLAN

This task is amended to add hours related to the project extension through June 2026. If work were to extend beyond June, it will be covered by the Contingency Task (Task 5).

Task 2.1 Project Management

For tasks and deliverables specific to the Comprehensive Plan update, see **Task 1.1**.

2.1.1 Project Management

Project management specific to the downtown subarea plan will include additional coordination between the downtown subarea plan and comprehensive plan.

Task 2.1 Assumptions

- No changes to task assumptions in the original scope of work.

Task 2.1 Deliverables

Deliverables from the original scope are completed. Ongoing project management coordination will occur, but no new task deliverables are included in this amendment.

Task 2.3 Visioning and Community Outreach (Downtown Subarea Plan)

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

2.3.2 Advisory Committees and Commissions

Project Advisory Committee

This task is amended to clarify that a Downtown Advisory Committee (DAC) was convened and included members from the Downtown Camas Association (DCA) and the Community Advisory Committee (CAC).

2.3.6 Community Summits

The Community Summits identified and amended in Task 1.3.6 included information about the downtown subarea plan process. Summit #3 had a two week focus on the Downtown subarea plan, as part of a 14-week plan that highlighted different plan elements or topics every two weeks.

Task 2.3 Assumptions

- No changes to task assumptions from original scope.

Task 2.3 Deliverables

- No changes to task deliverables in the original scope of work.

TASK 3. CLIMATE PLANNING

This task is amended to add hours related to the project extension through June 2026. The City has applied for a climate grant from the Department of Commerce to cover all activities in Task 3, as amended below. No other changes to the original scope of work.

Task 3.1 Project Management of Climate Tasks

This task is ongoing and covers project management needed to prepare and coordinate the climate tasks with the overall project management of the Comprehensive Plan and Downtown Plan (Task 1.1 and Task 2.1). This includes management of climate planning task budgets and schedules, coordinating with subconsultants and the City, and contributions to project management meetings and progress reports. No other changes to the original scope of work.

Task 3.3 Climate Outreach

The Consultant Team will prepare a memo documenting how and when overburdened communities and vulnerable populations, including tribes, were encouraged to participate in the development of the new or amended climate policies and goals per RCW 36.70A.020. The City will submit the final memo to Commerce as part of the new grant agreement.

Task 3.4 Climate Policy Advisory Team

At the request of the City, one additional Climate Policy Advisory Team (CPAT) meeting was held virtually in March 2025.

Task 3.6 Climate Element and Adoption

With this amendment, an additional revised draft of the climate element will be prepared following the draft and will inform the final element.

Task 3 Assumptions

- The City was awarded a climate planning grant by the Department of Commerce and all activities in Task 3 are grant eligible.
- The overburdened communities/vulnerable populations memo will be up to 15 pages long. No additional outreach activities are anticipated beyond those previously held or otherwise planned for in this amendment.
- No other changes to task assumptions in the original scope of work.

Task 3 Deliverables

- Agenda, presentation and summary for one additional CPAT meeting (held March 2025).
- Draft and final overburdened communities/vulnerable populations memo.
- Revised draft and final climate element.
- No other changes to task deliverables in the original scope of work.

TASK 4. TRANSPORTATION SYSTEM PLAN AMENDMENT

This new task identifies the activities and deliverables needed to revise the Transportation System Plan as part of the Comprehensive Plan.

This task is ongoing and covers project management needed to prepare and coordinate the Transportation System Plan with the overall project management of the Comprehensive Plan and Downtown Plan (Task 1.1 and Task 2.1). This includes management of task budgets and schedules, coordinating with subconsultants and the City, and contributions to project management meetings and progress reports.

This task includes:

- Obtain current RTC base and future travel demand models. Review TAZ land use allocations and confirm the land use and trip tables align with the regional land use and includes the updated Camas Comprehensive Plan zoning designations and growth projections.
- Prepare a draft and final MMLOS memo to describe new GMA planning requirements, MMLOS standard options and the preferred standard to be applied in the Camas Transportation Plan.
- Conduct existing conditions MMLOS analysis using Level of Traffic Stress (LTS) for the pedestrian and bicycle network.
- Conduct a future MMLOS analysis using LTS for the pedestrian and bicycle network.
- Identify existing and future operational deficiencies based on new MMLOS standards.

- Incorporate new multimodal projects to address the MMLOS operational deficiencies.
- Update project list and figures to incorporate changes to pedestrian and bicycle solutions triggered by MMLOS standard.
- Develop cost estimates for the new pedestrian and bicycle network projects.
- Update cost estimates for all existing/confirmed pedestrian, bicycle and motor vehicle projects to reflect 2026 dollars.

Task 4 Assumptions

- City will provide land use forecasts with base and future households and employment estimates by TAZ from the Camas Comprehensive Plan.

Task 4 Deliverables

- Draft and final MMLOS memo
- Project team meeting to discuss MMLOS memo and select preferred standard
- Revised Draft Transportation System Plan

TASK 5. CONTINGENCY

The contingency task will cover additional project deliverables outside of what is scoped above and additional management and coordination efforts in the event that project work extends beyond July 31, 2026. The contingency would address potential delays in Clark County's release of the Final EIS, which the City is depending on to meet SEPA requirements for this project.

Task 5 Assumptions

- Written authorization from the City is required to initiate work under this task.

Task 5 Deliverables

- Varied, subject to project needs. Written authorization required.
- Additional email agendas and action items for project management meetings
- Up to 5 additional invoices and progress reports

COMPENSATION

The following professional fees will be billed as incurred and will not exceed \$152,200 without written authorization.

Task 1.0: Comprehensive Plan Update	\$90,350
Task 1.1: Project Management and Kickoff	\$38,900
Task 1.3: Visioning and Community Outreach	\$15,650
Task 1.4: Plan Development and Refinement	\$35,800

Task 2.0: Downtown Subarea Plan	\$10,200
Task 2.1: Project Management and Kickoff	\$7,500
Task 2.3: Visioning and Community Outreach	\$2,700

Task 3.0: Climate Planning	\$34,950
Task 3.1: Project Management of Climate Tasks	\$3,300
Task 3.3: Climate Outreach	\$8,050
Task 3.4: Climate Policy Advisory Team	\$4,400
Task 3.6: Climate Element and Adoption	\$19,200
Task 4.0: Transportation System Plan Amendment	\$16,700
Task 5.0: Contingency	\$18,750
Total Amendment Without Contingency	\$152,200
Total Amendment with Contingency (subject to future approval)	\$170,950

CLOSING

If you wish to accept this proposal for the services described above, please provide a contract for review and signature. This proposal is valid for 30 days. We thank you for the opportunity to offer this proposal, and we look forward to working with you. Should you have questions, please call us at 360-823-6100.

Sincerely,



Nicole McDermott, AICP
Vice President, Urban Planning