



October 21, 2021

Robert Maul  
Planning Manager  
616 NE 4th Avenue  
Camas, WA 98607

Subject: Proposal to Provide Professional Subarea Planning Services.

Dear Robert:

Thank you for the opportunity to submit the following proposal for professional planning services to be added to the contract for the Camas North Shore Subarea Plan. The City of Camas (City) requested that WSP submit an amendment to provide additional support for Phase 2 of the subarea plan project. This scope of work details Amendment 3 and addresses the additional support tasks requested by the City, and amends the original contract and prior amendments. The original contract was signed July 31, 2019 and included Phase 1 of the project; Amendment 1 added additional services to Phase 1 (December 16, 2019); and Amendment 2 initiated Phase 2 of the subarea plan (July 6, 2021).

## PROJECT UNDERSTANDING

The City wants to develop a subarea plan for the North Shore Subarea to guide future development consistent with the North Shore Vision developed during Phase 1. This amendment addresses new work to be conducted under existing Phase 2 tasks 1 (Project Management and Communication) and 7 (Subarea Plan Report), and adds a new Phase 2 task (task 10, Comprehensive Plan and Zoning Code Amendments):

- Provide project management and task coordination of the supplemental tasks included in this scope of work (Task 1).
- Preparation of the staff report, presentation, and State Environmental Policy Act (SEPA) checklist for the Subarea Plan (Task 7).
- Develop and write new comprehensive plan policies, a new zoning ordinance, and design standards for the subarea, consistent with the Subarea Plan (Task 10).

## OVERALL PROJECT ASSUMPTIONS

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

- The contract term, until December 31, 2022, will not change; however, Amendment 2 identified a scope of services through May 2022. This amendment (Amendment 3) provides additional services through December 2022 (seven additional months).
- The City will host all virtual meetings through the City's Zoom account or similar platform.
- 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 SEPA review and coordinate with other agencies for external review.
- The City will provide the consultant team with one consolidated set of review comments for all project deliverables.
- 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 additional tasks WSP will complete for Phase 2 of the North Shore Subarea Plan.

### **Task 1.0: Project Management and Communication**

For the remainder of the project (until December 31, 2022), WSP will provide project management and task management for the additional support tasks identified in this amendment. Additional time has been allotted to conduct this work; no other changes to Task 1 are proposed.

#### Assumptions

- Project duration is until December 31, 2022
- Two WSP staff will participate in up to 14 additional 1-hour project management meetings
- Up to 14 additional email agendas and action item lists, if needed for the project management meetings

#### Deliverables

- Additional monthly progress reports and invoices (7)
- Email agendas and action items for project management meetings

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

To support the City during the plan adoption process, the WSP team will complete the following additional tasks under Task 7. No other revisions to Task 7 are proposed beyond those specified below.

- Prepare a staff report that summarizes all project deliverables and describes the preferred subarea plan and recommendations.
- Prepare a PowerPoint presentation to City Council for the adoption hearing.
- Prepare a draft and final SEPA checklist, including the supplemental sheet for non-project actions.

#### Assumptions

- City staff will lead the adoption work sessions and hearings. WSP will support with the tasks identified in the original contract and as amended here and will attend the work sessions and hearings to answer questions.
- The City will act as the Lead Agency for the SEPA review and will be responsible for procedural SEPA tasks, including noticing and distribution of the SEPA checklist.
- The City will issue a Determination of Non-Significance or a Mitigated Determination of Non-Significance and an Environmental Impact Statement will not be required.
- No new technical analysis, field work, or graphics will be required for the SEPA checklist or presentation.
- The PowerPoint presentation will be up to 30 slides and include a summary of information prepared in other tasks.
- The City will be responsible for responding to any public comments received during the SEPA review process.

#### Deliverables

- Draft and final staff report and presentation
- Draft and final SEPA checklist

#### **Task 10.0: Comprehensive Plan and Zoning Code Amendments**

The City requested additional WSP support and services to develop and write comprehensive plan policies, a new North Shore zoning ordinance, and design standards that will be used to implement the Subarea Plan. Amendment 2 included comprehensive plan, zoning, and design standard recommendations; this amendment (Amendment 3) includes the development of the implementing ordinances based on those recommendations. Following adoption of the subarea plan, WSP will complete the following tasks for implementation:

- Develop an agreed-upon list of elements (sections and pages) within the comprehensive plan, municipal code, and design standards manual to be updated based on final sub area plan recommendations and review with City prior to updates.
- Draft Updates:
  - Prepare policy amendments to the City's comprehensive plan, Camas 2035 to address subarea plan recommendations for the North Shore.

- Prepare amendments to Camas Municipal Code Title 18, Zoning, to include a North Shore District with unique zoning and design standards consistent with the subarea plan recommendations.
- Prepare up to four code graphics to visually represent code requirements.
- Prepare amendments to the City of Camas Design Standards Manual to address unique streetscape standards for the North Shore, including street cross section drawings.
- Participate in two meetings with City staff to review the draft policy and code language.
- Prepare a draft and final SEPA checklist for the amendments, including the supplemental sheet for non-project actions.
- Final Updates:
  - Prepare final amendments to the comprehensive plan, municipal code, and design standards for adoption.
- Support the City through the adoption process, including preparation of a draft staff report and PowerPoint presentation, and attendance at Planning Commission and City Council Hearings and workshops.

#### Assumptions

- WSP will provide both draft and final rounds (2 rounds) of policy updates for the comprehensive plan, zoning code, and design standards amendments and additional rounds of update can be provided at an additional cost.
- WSP will provide up to four code graphics to visually represent code requirements
- WSP will provide up to three street cross section details to be included in the City's Design Standards Manual.
- Up to three WSP staff members will participate in two 1-hour prep meetings with City staff to review draft policy and code language.
- The City will act as the Lead Agency for the SEPA review and will be responsible for procedural SEPA tasks, including noticing and distribution of the SEPA checklist.
- The City will issue a Determination of Non-Significance or a Mitigated Determination of Non-Significance and an Environmental Impact Statement will not be required.
- No new technical analysis, field work, or graphics will be required for the SEPA checklist or presentation.
- The PowerPoint presentation will be up to 30 slides and will include a summary of information prepared in this task.
- The City will be responsible for responding to any public comments received during the SEPA review process.
- 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 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; all meetings 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 support of adoption will be consistent with applicable City plans, policies, and ordinances; however, WSP cannot guarantee adoption of the comprehensive plan, zoning code, or design standard amendments.

#### Deliverables

- Draft and final comprehensive plan, zoning ordinance, and design standards amendments
- Draft and final staff report and presentation
- Draft and final SEPA checklist

### COMPENSATION

The following additional professional fees will be billed as incurred and will not exceed \$74,215, including \$40 in expenses, without written authorization.

Task 1.0: Project Management and Communication (supplemental task work)	\$9,095
Task 7.0: Subarea Plan Report (supplemental task work)	\$12,420
Task 10.0: Zoning Code Amendments (new task)	\$52,660
Expenses	\$40
<b>Total</b>	<b><u>\$74,215</u></b>

Mr. Robert Maul  
October 21, 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