

January 12, 2024

Camas Parks & Recreation Department
Attn: Trang Lam
227 NE Lake Road
Camas, WA 98607

Re: Camas Citywide Sports Field Plan and RCO Support - Scope of Work

Dear Trang:

On behalf of the MacKay Sposito team, I thank the City of Camas for this opportunity to provide the following scope and fee for professional services for developing a Citywide Sports Field Assessment Plan and RCO Grant support. For this effort, we have added Erik Sweet, PLA from Second Nature to our team as a subconsultant to provide support in athletic field design and synthetic turf expertise. Together our team brings a deep understanding of facility needs, construction, and management of athletic facilities.

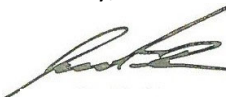
The attached scope of services (Exhibit A) and fees (Exhibit B) identify the scope of work and the associated costs for each task based on anticipated services outlined in the RFQ requirements and the sports court assessment we discussed in our recent scoping meeting. Once you have had an opportunity to review the following proposal, we would like to schedule a review meeting to discuss this proposal to ensure the scope of work aligns with the City's expectations.

Please note the following revisions have been made from the original scope and fee:

- Forest Home Park concept planning will occur under separate contract to support a RCO grant application. Fees under this scope have been reduced to reflect this separate effort.
- Assessment of use capacity and best practices for O&M programming for Forest Home Park will be included under this citywide assessment.
- The Citywide Sports Field Plan will build upon the Forest Home Park Conceptual Master plan and will incorporate recommendations for improvements into this planning document.
- Rates have been updated to reflect 2024.
- RCO Grant Support for Forest Home Park for the Community Outdoor Athletic Facilities (COAF) grant through the Recreation Conservation Office (RCO) grant application.

Again, we appreciate the opportunity to provide this proposal for your consideration. We are very excited to work with you and look forward to developing this plan to help the city assess and improve athletic facilities for the community of Camas. Please do not hesitate to contact me with any questions.

Sincerely,



Juanita Rogers, PLA
Landscape Architecture Manager
360.721.6394

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Introduction

GENERAL PROJECT DESCRIPTION/BACKGROUND

The Citywide Sports Field Plan (Plan) is an assessment of the athletic field's capacity and conditions, which include the nine existing city sites with athletic sports fields and courts within the city limits of Camas. Capacity assessment will also include a demand analysis of East County to better understand opportunities for partnerships amongst various jurisdictions to phase in additional capacity. The Plan will serve as a management tool for the City to maintain and enhance its existing fields and sports courts and provide a strategy for adding additional capacity to meet the growing demand efficiently and cost effectively. The Plan will complete field and court evaluations, assess use capacity, research best practices for service levels, and help identify best practices for the operations and maintenance (O&M) program. The goal is to develop strategies and recommendation plans to optimize existing fields and court use while providing a phased approach to adding capacity.

The consultant team and the City team will meet with stakeholders to quantify current field and court use, identify if there are system gaps, and explore opportunities to continue to build strong partnerships. This effort will include discussions with sports leagues to help support general maintenance and capital improvements. This process will also explore partnership agreements with school districts and other local jurisdictions to use existing fields and courts or interim use of other lands to increase capacity for sports users.

System-wide demand analysis in East County includes the following areas:

- Camas School District
- Washougal School District
- Clark County
- City of Washougal
- City of Vancouver (eastside adjacent to Camas)

The city's existing sports field and court locations include the following nine sites:

- Forest Home Park
- Crown Park
- Prune Hill Sports Park
- Dorothy Fox Field
- Fallen Leaf Park
- Louis Bloch Park
- Goot Park
- Grass Valley Park
- Oak Park

Anticipated stakeholders include:

- Camas Little League
- East County Little League
- Babe Ruth Baseball
- Soccer user group
- Lacrosse user group
- Pickleball/Tennis user groups
- Clark County/Harmony Sports Association

- City of Washougal
- Camas School District
- Clark County Youth Football (CCYF)
- Rugby user group

The city and consultant will identify the final selection of stakeholders at the project's startup phase. Anticipate up to (6) six individual stakeholder and/or small user group meetings.

The RCO grant manual for the COAF grant is anticipated to be published in mid-January 2024 and exact requirements for this new grant is unknown. For scoping purposes, MSi assumed similar grant requirements as for the Washington Wildlife and Recreation Program (WWRP). If there are significant differences with this new grant application, MSi and the City will need to review the Scope and Fee to make sure they are aligned with the grant requirements.

Key target dates for COAF grant application are:

- Pre-Application Due: February 27, 2024.
- Final Application Due: June 20, 2024.
- Technical Completion Deadline: August 15, 2024.
- Project Evaluation: Sept. 3-30, 2024.

Assessment and concept planning for Forest Home Park has been scoped under a separate contract to advance ahead of the Citywide Assessment and help prepare necessary documents to support the anticipated RCO grant application.

GENERAL PROJECT ASSUMPTIONS:

The following are assumed to be included as part of the project:

- Condition Assessment and Recommendations, by priority of improvements
- ADA Compliance Review
- Data Collection for Asset Management
- Recommendations for Future Growth Needs - Level of Service
- System-wide demand analysis in east county
- Stakeholder and Community Engagement
- Strategies and Phased Approach for Improvements
- Cost Model and User Fee Structure
- Operations and Maintenance Needs Assessment and Recommendations
- Rough Order of Magnitude (ROM) Cost Estimates
- Forest Home Park RCO Grant Support

The following elements are “optional” tasks in the project and additional scoping would be required to include:

- Two additional individual stakeholders and/or small user group meetings as needed.
- Development of Conceptual Plans for recommendations.

The following elements are not included in the project scope:

- Site Assessments for non-city sports fields and courts.
- Conceptual plans and ROM costs for athletic facilities outside of the nine city sites.

Scope of Work

(Exhibit "A")
City of Camas Parks and Recreation Department
Citywide Sports Field Plan and RCO Grant Support

1.0 PROJECT MANAGEMENT

The Project Manager will coordinate the Consultant’s team, organize project resources, and monitor and control budget and progress. We anticipate the project's duration to be (8) months from contract approval and Notice to Proceed.

1.1 PROJECT ADMINISTRATION

- Maintain the project schedule as a Gantt chart accessible using Smartsheet, containing task descriptions, start and end dates, completion milestones, and predecessors for each task. Critical path tasks will be identified. The schedule will conform to contract milestones.

Assumptions: *The City’s Internal Team will commit to an agreed-upon milestone schedule.*

Deliverable: *Project schedule, (2) updates.*

1.2 PROJECT STATUS REPORTS

- Prepare and submit monthly status reports along with invoices. Project status reports will be compared by task, budget status, and progress, including percent completion, and estimate at complete. In addition, status reports shall summarize specific progress, decisions required by the Owner, potential budget or schedule impacts, descriptions of any work required for successful project completion, and any tasks that MSI believes are outside of its agreed-upon scope of services, and other information deemed to be important to project completion.

Assumptions: *Assume an 8-month project timeline.*

Deliverable: *Monthly Status Report (8) total.*

1.3 INVOICING

- Prepare and submit monthly invoices consistent with the work completed.
- Assumption:** *Invoicing shall be by Task described in this Scope of Work. Invoices will indicate, by Task, total budget, amount previously billed, current billing amount, total amount billed to date, and budget remaining. Invoice attachments shall include personnel names, personnel classifications, billing rates, hours, and direct charges.*

Deliverables: *Monthly Invoices (8) total*

1.4 PROJECT COORDINATION MEETINGS

- Project check-in with MSi and the City Project Manager (Juanita & Trang) will occur bi-weekly by phone.
 - PM check-in - up to 16 meetings, 30 mins each, by phone.
- Schedule and lead recurring project coordination meetings with the consultant team and the City.
 - Recurring coordination meetings - monthly, up to 8 meetings, 1 hour each, virtual.

Deliverables: Meeting agenda, meeting minutes, and task assignments

1.5 KICK-OFF MEETING

- Attend a 1.5-hour virtual kick-off meeting with all City departments who will be involved and reviewing the project. This meeting intends to review the project and get input early on from each department. We will also use this meeting to identify key stakeholders.

Assumptions: The city will provide all contact information and be involved in establishing roles and responsibilities of the Internal Planning Committee (IPC) involved.

Deliverables: Meeting agenda, meeting minutes/notes, and task assignments.

2.0 COMMUNITY ENGAGEMENT

The MSi team will collect and review existing public input collected during the recently adopted PROS plan and other relevant city projects. A Public Participation Plan (PPP) will be created to augment community engagement specific to the needs of this scope and focus. Broader community outreach and stakeholder engagement will have a feedback loop at draft recommendations with at least two touch points.

2.1 BROADER COMMUNITY OUTREACH

- Help prepare for and attend (presentation support as needed) up to two public meetings.
- Develop project materials to promote community outreach, such as postcard mailers, community tabling, surveys, and social media as identified in the PPP.
- Provide presentation materials in PowerPoint, infographics, plans, and cost estimates for the City’s use in meetings and distribution to the public.

Assumptions: The city will distribute meeting notices and arrange any physical or virtual meeting venues and provide up to 44 hours of support.

Deliverables:

- Attend and present at (2) two public meetings.
- PowerPoint presentations including talking points for the City’s use.
- Promotion materials for outreach – Items outlined above for the City’s use and distribution.

2.2 STAKEHOLDER MEETINGS

- Develop survey materials to support stakeholder engagement.
- Conduct individual key stakeholder and small user group meetings (up to 6). Meetings will gather information from key stakeholders and will be vetted with the City.
- Meeting agenda and meeting minutes.

Assumptions:

- *The City will contact stakeholders, coordinate schedules, and identify a location for the meeting.*
- *The City will identify stakeholders at the startup phase of the project.*
- *Stakeholder/user group meetings will be up to 1.5 hours each. For scoping purposes, we will assume half will be in-person, and half will be virtual.*
- *Sports leagues and clubs will provide field use numbers based on registration, use hours, and type of play.*
- *Provide up to 42 hours of support.*

Deliverables:

- *Memo of stakeholder engagement.*
- *Summary of sports league and club's current use.*

2.3 INTERNAL PLANNING COMMITTEE (IPC) MEETING

- Workshop with the City's Internal Planning Committee (IPC), including parks, planning, land management, athletic programming, and O&M staff for city input.

Assumptions: *There will be at least two touch points, once at draft recommendations and again at final.*

Deliverables: *Agenda and meeting minutes.*

2.4 PARK BOARD AND COUNCIL UPDATES

- Parks Commission and Council presentations. Attend and provide presentation support for up to (4) four meetings.
- Provide PowerPoint presentation materials and narratives in the form of infographics, plans, and cost estimates.

Assumptions:

- *Anticipate two meetings each - draft and final recommendations.*
- *MSi will develop materials and attend meetings to support the City presentations as needed.*
- *Provide up to 28 hours of support.*

Deliverables:

- *Attend and present at (4) four park board and Council meetings.*
- *PowerPoint presentations including talking points for the City's use.*

3.0 DATA GATHERING AND CONDITION ASSESSMENT

3.1 EXISTING DOCUMENT REVIEW AND SITE VISITS

- Gather and combine relevant information from various plans, reports, studies, and other relevant documents for desktop review, including available GIS data.

3.2 SITE VISITS AND ASSESSMENT SUMMARY

- Site visits to conduct physical site assessment visits documenting data such as safety and risk, field orientation, site drainage, amenities, program type, and capacity, ADA accessibility and compliance, parking and access, overall field condition, and level of service provided with each of the existing fields.
- Identify potential needs for improvement, enhancement, or renovation, along with opportunities to improve operations and maintenance (O&M) to be reviewed and prioritized with the City.

3.3 COST MODEL AND USER FEE STRUCTURE

- Assess and rate conditions of amenities and identify existing deficiencies based on the agreed-upon desired level of service standards established.

3.4 DEMAND ANALYSIS SUMMARY

- Prepare a demand analysis to identify sports programs underserved by the current field availability.
- Research and compare levels of service and O&M practices used by other regional cities to help inform recommendations.

Assumptions:

- *Anticipate a 2 1/2-hour site visit per site to collect data.*
- *Only one site visit will be conducted per site. If site conditions are dry during the visit, the consultant team will rely on input from maintenance and user groups to identify drainage challenges and issues.*
- *Data collected during stakeholder interviews will be used to help complete data forms, per the examples provided to the City before scoping.*
- *Assessment of existing fields/courts in the Camas School District and nearby communities will be looked at a high level and will not include field visits.*
- *Demand Analysis summary is based on data collected from sports associations, City data provided, and other stakeholders.*
- *Development of conceptual site-specific maps for recommended improvements are an “optional task”, additional scoping would be required.*

Deliverables:

- *Data sheets for each City site, including each field/court, will be documented, and outlined in the findings from the visit, desktop review, and stakeholder input.*

- *Summary of the assessment in an easy-to-use matrix, including prioritization of recommended improvements and ROM cost estimate.*
- *Demand Analysis Summary.*
- *Recommendations for level of service and O&M practices.*

4.0 PLAN DEVELOPMENT

The MSi team will develop a draft and final plan that will serve as a management tool for the City to maintain and enhance its existing fields and sports courts and provide a strategy for adding additional capacity to meet the growing demand efficiently and cost-effectively. This document is intended to be a living document and support the city's efforts in asset management; therefore, it will be important to establish and agree upon the format of documenting the information early in the process of gathering data. Reformatting and redeveloping tools at the end of the process will result in added costs and time in completing the project. Re-evaluation should be conducted every 2-5 years as the community grows and the demands for athletic fields and sports courts change.

Information gathered in all prior tasks will be synthesized into a draft plan and will include the following:

- Summary of the planning process, including existing condition evaluations, assessment use capacity, and needs assessments.
- Document the community engagement process and findings.
- Recommendations and implementation strategies for improvements to existing fields, sports courts, and new facilities to accommodate present and future user demands.
- Research best practices in other Pacific Northwest cities' sports fields and sports courts, levels of service, and O&M programs to identify elements of those programs that meet the needs of Camas.
- Recommendations on funding and partnerships
- O&M program recommendations, including fee model.
- Development of working exhibits for ROM takeoffs.
- ROM cost estimating
- Develop strategies and implementation plans to optimize existing fields and sports court utilization while providing a phased approach to adding capacity.

4.1 DRAFT CITYWIDE SPORTS FIELD PLAN

- Draft narrative and spreadsheets.

Assumptions:

- *Working exhibits for ROM takeoffs will be developed using aerial imagery.*
- *Concept plans for recommended improvements are an optional task.*
- *Draft materials will be used for a second touch point with the stakeholders, city staff, community, and commissions to gain input and consensus before finalizing recommendations in the planning document. This scope assumes one round of review and revision comments.*

Deliverables: Draft assessment report narratives and graphics.

4.2 FINAL CITYWIDE SPORTS FIELD PLAN

- Incorporate review comments from the draft review and finalize the plan.
- Final narrative, maps, spreadsheets, and ROM budget estimates.

Deliverables: *Final assessment, including all maps, narratives, spreadsheets, ROM budget estimates, and supporting graphics.*

5.0 FOREST HOME PARK RCO GRANT SUPPORT

The City anticipates submitting a Community Outdoor Athletic Facilities (COAF) grant for improvements to Forest Home Park. MSi will provide the following RCO grant support as listed in the following subtasks:

5.1 GRANT APPLICATION

- MSi will coordinate with the City on project intent and prepare the COAF grant application to ensure uses are eligible and compatible with RCO funding.
- MSi will be responsible for providing project metrics such as quantity take-offs, cost estimates, and preparation of project narratives for the grant application.
- The City will be responsible for providing the following legal application materials including, but not limited to: land appraisals, authorizing resolution/application authorization, landowner acknowledgment form, and local jurisdiction review and conferral.
- All additional legal documents identified in the grant application, such as all required studies/investigations will be the responsibility of the City.

Assumptions:

- *City will conduct one round of review on each deliverable.*
- *City to provide legal documentation as identified above.*
- *City will be responsible for uploading all necessary application materials through RCO’s PRISM Online.*
- *Narratives associated with presentation slides will be prepared under a separate task.*

Deliverables: *Draft and final application narratives and metrics.*

5.2 GRANT GRAPHIC DEVELOPMENT

- Graphics are a large part of successful grant applications. Evaluators are looking for maps, site plans, illustrations, precedent images, aerial views, and ground shot imagery of the site. MSi will provide the following graphic support for the COAF grant application.
- Development of location and vicinity maps, parcel maps, and site photographs (ground and aerial).
- In collaboration with the City and with input from stakeholders, MSi will also develop a concept site plan in Task 2 which will identify recommended improvements and ROM cost estimates.

Assumptions:

- *Site-specific maps will be schematic and developed using approximate site measurements, GIS data, and aerial imagery. City will conduct one round of review on each deliverable, up to 8 maps and renderings.*
- *City to provide all background information available for map development.*
- *Graphics will be provided in PDF and JPEG format*

Deliverables:

- *Draft and final RCO grant graphics (TBD based on grant requirements).*
- *Site photographs (using ground and drone technology)*

5.3 POWERPOINT PRESENTATION

- MSi will prepare a draft and final PowerPoint presentations to be used by the City to participate in technical and final evaluation with the RCO review committee. Graphic materials used in the development of the presentation will be developed during other tasks in this scope of work. Presentations will respond to evaluation criteria questions including, but limited to: project need, project scope, immediacy of threat, community support, cost efficiencies.

Assumptions:

- *City will conduct one round of review on each deliverable.*
- *City will be available to support and coordinate presentation narratives and graphics.*
- *City will be responsible for presentations to the RCO review board.*
- *PowerPoint presentations will be provided in native and PDF format.*
- *Up to 26 hours of support.*

Deliverables:

- *Presentation narratives.*
- *Draft and final Technical PowerPoint presentation*
- *Draft and final Evaluation PowerPoint presentation*

6.0 SUBCONSULTANT SUPPORT

Second Nature will be providing sport field support services throughout the project.

Fees

(Exhibit "B") Fees
City of Camas Parks and Recreation Department
Citywide Sports Field Plan

Design Services

1.0	Project Management	\$ 15,876.00
2.0	Community Engagement	\$ 24,160.00
3.0	Data Gathering and Condition Assessment	\$ 23,644.00
4.0	Plan Development	\$ 47,536.00
5.0	RCO Grant Support	\$ 14,764.00
6.0	Second Nature (subconsultant)	\$ 17,200.00
	Reimbursable	\$ 1,785.00
Total Fees		\$ 144,965.00