

September 27, 2023

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

Re: Camas Citywide Sports Field Plan - Scope of Work

Dear Trang:

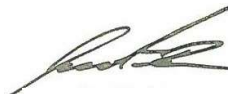
On behalf of the MacKay Sposito team, I thank the City of Camas for this opportunity to provide the following scope and fee for professional services for developing a Citywide Sports Field Assessment Plan. For this effort, we have added Erik Sweet, PLA to our team as a subconsultant to provide support 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.

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 you may have.

Sincerely,



Juanita Rogers, PLA
Landscape Architecture Manager
Mackay Sposito
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

- Washougal School District
- Clark County Youth Football (CCYF)
- Rugby user group
- Sand volleyball group

The city and consultant will identify the final selection of stakeholders at the project's startup phase. This scope includes up to 6 individual stakeholders and/or small user group meetings.

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 Assessment
- 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

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.
- Improvement of Conceptual Plans for recommendations

The following elements are not included in the project scope:

- Site Assessments for non-city sport fields and courts
- Conceptual Plans and associated ROM costs for athletic facilities outside of the nine city sites.
- RCO Grant Support

Scope of Work

(Exhibit "A")

City of Camas Parks and Recreation Department
Citywide Sports Field Plan

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 an 8-month period (November to July).

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 clearly 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 to completion. 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 or, 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. The intent of this meeting is 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 during the project.

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.
- 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). These meetings will gather information and insight 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 60 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 to obtain 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 & Recreation Commission and City 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 (2) 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.
- Conduct physical site assessment visits (of City of Camas facilities) 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.
- Assess and rate conditions of amenities and identify existing deficiencies based on the agreed-upon desired level of service standards established.
- Prepare a demand analysis to identify sports programs underserved by the current field availability, including fields within East County owned by other jurisdictions.
- Research and compare levels of service and O&M practices used by other regional cities to help inform recommendations.

Assumptions:

- *Anticipate a 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, 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 schematic 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.

Fees

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

1.0	Project Management	\$ 17,248.00
2.0	Community Engagement	\$ 21,920.00
3.0	Data Gathering and Condition Assessment	\$ 32,231.00
4.0	Plan Development	\$ 51,696.00
	Reimbursable	\$ 1,785.00
Total Fees		\$ 124,880.00

2023 HOURLY RATE SCHEDULE

Southern Washington

	<u>Regular</u>		<u>Regular</u>
Senior Principal	\$328.00	Clerical	\$88.00
Principal	\$268.00	Survey Manager	\$208.00
Engineering Manager	\$228.00	Project Manager – Survey	\$188.00
Project Engineer	\$192.00	Land Surveyor IV	\$168.00
Engineer IV	\$176.00	Land Surveyor III	\$156.00
Engineer III	\$160.00	Land Surveyor II	\$148.00
Engineer II	\$148.00	Land Surveyor I	\$136.00
Engineer I	\$124.00	Survey Technician IV	\$136.00
Project Manager – Design	\$204.00	Survey Technician III	\$120.00
Project Controls Manager	\$232.00	Survey Technician II	\$112.00
Contract Administrator	\$172.00	Survey Technician I	\$100.00
Project Coordinator II	\$136.00	Survey Aid	\$80.00
Project Coordinator I	\$124.00	Survey Party Chief	\$148.00
Design Technician IV	\$152.00	Survey Party Chief – Out of Town	\$153.00
Design Technician III	\$140.00	Survey Instrument Person	\$104.00
Design Technician II	\$132.00	Survey Instrument Person – Out of Town	\$109.00
Design Technician I	\$112.00	GIS Mapping Specialist	\$148.00
Landscape Manager	\$196.00	GIS Mapping Specialist II	\$156.00
Project Manager – Landscape	\$168.00	Public Involvement Associate/Mgr.	\$156.00
Landscape Architect II	\$152.00	Public Involvement Coordinator	\$104.00
Landscape Architect I	\$132.00	Creative Designer	\$100.00
Landscape Designer III	\$124.00	Stormwater Analyst	\$136.00
Landscape Designer II	\$116.00	Environmental Manager II	\$185.00
Landscape Designer I	\$104.00	Environmental Manager I	\$165.00
Planning Director	\$244.00	Environmental Specialist IV	\$135.00
Planning Manager	\$220.00	Environmental Specialist III	\$126.00
Senior Planner	\$208.00	Environmental Specialist II	\$114.00
Project Manager – Planning	\$190.00	Environmental Specialist I	\$102.00
Planner III	\$172.00	Environmental Tech IV	\$90.00
Planner II	\$165.00	Environmental Tech III	\$85.00
Planner I	\$160.00	Environmental Tech II	\$80.00
Planning Technician	\$136.00	Environmental Tech I	\$75.00
Land Development Assistant	\$100.00	Natural Resource Specialist IV	\$148.00
Accounting Manager	\$204.00	Natural Resource Specialist III	\$135.00
Project Accountant	\$140.00	Natural Resource Specialist II	\$120.00
Administrative Manager	\$140.00	Natural Resource Specialist I	\$112.00
Administrative Assistant	\$100.00	UAV Pilot	\$152.00

The above rates cover salaries, overhead and profit. All other materials and expenses will be billed on an actual cost plus 10% basis. Overtime rates will be 1.5 times unless otherwise negotiated. These rates will be adjusted annually or as necessary to reflect market conditions. Sub-Consultants costs will be on actual cost plus 10% to compensate MacKay Sposito for Business Occupation Tax and administrative costs.

Per diem rates for travel within the continental United States will be billed in accordance with the rates published by the Office of Governmentwide Policy, General Services Administration (GSA) for the applicable fiscal year. Mileage will be billed in accordance with standard mileage rates published by the Internal Revenue Service.

Engineering categories are in accordance with ASCE Classifications. Rates detailed above do not apply to Federal or State contracts with specific Wage Determinations or mandated prevailing wage/fringe benefits minimum.



HOURLY RATE SHEET & EXPENSES

AS OF 01/01/2023

(Rates subject to change without notice)

LABOR

PRINCIPAL LANDSCAPE ARCHITECT	\$175.00/HR
SENIOR LANDSCAPE ARCHITECT	\$150.00/HR
LANDSCAPE DESIGNER	\$115.00/HR
GRAPHIC DESIGNER	\$95.00/HR
ADMINISTRATIVE	\$85.00/HR

COPIES AND PRINTS

	<u>8 1/2 x 11</u>	<u>11 x 17</u>	<u>LARGE FORMAT</u>
BLACK & WHITE COPIES/PRINTS	\$ 0.15	\$ 0.30	COST + 10%
COLOR PRINTS	\$ 0.50	\$ 1.00	COST + 10%

EXPENSES

VEHICLE MILEAGE CURRENT IRS RATE

AUTO RENTAL, SHIPPING CHARGES, PHOTOGRAPHY, LODGING, AIRFARE, PER DIEM,
SUB-CONSULTANTS AND MISC. EXPENSES: COST PLUS 10%

EFFECTIVE FOR 2023/27/23