



Staff Report

September 8, 2026 Council Workshop Meeting

Professional Services Agreement LSW Architecture for City Hall Facility Planning Study

Presenter: Justin Monsrud, Engineering Project Manager / Scott Collins, Public Works Director

Time Estimate: 15 minutes

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BACKGROUND: Camas City Hall was constructed in 1967 and has undergone limited modernization since its original construction. A Citywide Facility Condition Assessment identified significant deferred maintenance and aging building systems at City Hall. In response, the City retained Windsor Engineers to evaluate and design replacement of the building's aging mechanical, electrical, and plumbing (MEP) infrastructure. Design of those improvements has been substantially completed.

As the City began evaluating implementation of the MEP improvements, additional considerations emerged regarding the long-term use of the facility. Construction would require significant investment in the existing building while also creating opportunities and challenges related to interior improvements, staff relocation during construction, accessibility and life-safety upgrades, and the future reuse of Fire Station 41. At the same time, the City does not currently have a comprehensive facility plan establishing its long-term space and operational needs or determining whether continued investment in the existing City Hall represents the best long-term strategy. With the future vacancy of Fire Station 41 and the need to evaluate the long-term location of other City functions, this provides an opportunity to consider these facility needs comprehensively rather than as individual projects.

Rather than proceeding immediately with a significant capital investment in the existing facility without first understanding these broader needs, the City paused implementation of the MEP project to evaluate its long-term options. This planning effort provides an opportunity to establish a long-term strategy for City Hall and, within that context, determine which investments in the existing facility should move forward now, including which elements of the previously designed MEP improvements are necessary and appropriate based on the City's long-term direction. The previously completed MEP design will serve as an input to the planning effort, allowing the City to identify critical near-term improvements while determining how those investments align with the City's long-term facility strategy.

In February 2026, staff issued a Request for Qualifications (RFQ) for Architectural and Engineering (A&E) professional services to undertake a comprehensive facility planning study. The study is intended to establish the City's current and future space, staffing, operational, and community needs and provide a framework for evaluating where and how the City should make future investments in City Hall and related civic facilities.

The RFQ identified several factors to be considered as part of the long-term planning effort:

Aging Facility: City Hall's aging infrastructure and deferred maintenance needs require significant future investment. The existing facility cannot accommodate all City departments under one roof, resulting in the use of leased offsite space. The facility also has accessibility limitations and limited opportunities for expansion without triggering significant life-safety and building improvements.

Changing Needs: The City needs to better understand its current and future space, staffing, operational, and community needs. This includes evaluating the future use of Fire Station 41 once vacated, as well as the long-term needs of Court Services, which operates through an interlocal agreement with the City of Washougal in leased space owned by the Port of Camas-Washougal.

Long-Term Options: The planning study will evaluate three primary options: renovation of the existing City Hall, full replacement at the existing downtown site, and relocation to an alternate site, including evaluation of the UL property owned by the Camas School District.

Funding and Partnership Opportunities: This effort will evaluate potential funding strategies and public and private partnership opportunities that could support facility investment, site development, financing, facility use, and project delivery.

Decision Roadmap: The planning study will provide leadership with framework to compare potential facility strategies including anticipated costs, site and facility considerations, operational impacts, and phasing plans, and funding approaches to assist leadership in making an informed decision on next steps.

No Predetermined Outcome: The planning effort is intended to objectively evaluate alternatives. No future City Hall location, facility configuration, or development approach has been determined. The study will provide the information and decision-making framework necessary to establish the City's long-term strategy for City Hall while addressing the facility's aging infrastructure, improving operations, and meeting future community needs.

CAMAS

1966

SUPPLEMENT TO
THE POST-RECORD and
SHOPPERS' GUIDE
MAY 24, 1967

1967

Annual Report of the City of Camas, Washington

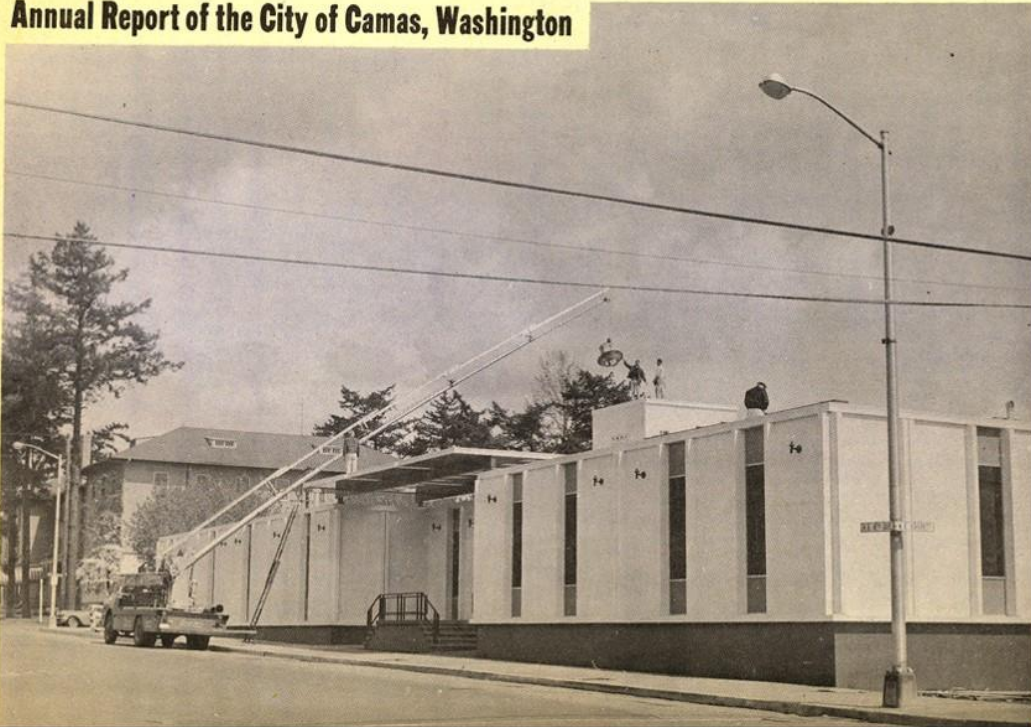


Photo 1: 1967 Newly Constructed Camas City Hall (source Downtown Camas Association)

SUMMARY: Staff received twelve proposals from qualified A&E firms in response to the RFQ. Staff's selection committee reviewed the proposals and shortlisted three firms for interviews. Following selection process, LSW Architecture was identified as the most qualified firm to assist with this planning study.

Following selection, staff worked with LSW Architecture to negotiate the scope and fee for the planning effort. The scope is structured as an iterative process, progressing from vision and goal setting, through information gathering and operational analysis, to the development and evaluation of scenarios and, ultimately, an implementation roadmap. Findings from each task will inform subsequent work, allowing the team to refine the analysis and scenarios as the City's needs and priorities become more clearly defined.

Initial task order work includes:

Task 1 Project Framework: Work with City leadership to establish priorities, goals, and guiding principles for future of City Hall and community needs. This task will establish decision making framework, project objectives, and communication approach between teams and departments.

Task 2 Operational Needs: Engage City departments to understand current functions, staffing, space utilization, and anticipated growth. The task will evaluate opportunities to consolidate offsite services (Court services, IT department, other functions) and will consider coordination with the future public Works operation Center design team to align departmental needs and facility strategies between sites.

Task 3 Project Scenario Options: Define and develop potential future facility scenarios based on the findings from the operational needs assessment. Scenarios will include renovation of the existing City Hall, replacement of the existing facility at the downtown site, and relocation to an alternative site. As the City's needs and priorities are better defined, Staff and the consultant will revisit the level of analysis and services necessary for each scenario.

Task 4 Evaluate Scenarios: Evaluate the defined scenarios to provide a comparative understanding of feasibility, benefits, limitations, and anticipated requirements. Analysis will include but not limited to conceptual test fits, facility and site assessments, A&E analysis, preliminary cost estimating, potential public/private partnership opportunities, and funding considerations.

Task 5 Funding and Implementation: Prepare a comprehensive report summarizing findings, compares the evaluated scenarios, identifies potential partnership opportunities, and funding strategies providing a implementation roadmap to support future decision-making.

Public and Private Partnerships: Potential public/private partnership opportunities will be evaluated as part of each primary facility scenario. The planning process will also include broader outreach to identify other potential opportunities that may warrant consideration. Based on the City's current understanding of potential development opportunities, an additional viable option is not anticipated; however, the City does not want to exclude opportunities that may be identified through the planning process. If outreach identifies a viable option warranting further evaluation, additional consultant services may be added to the scope at that time.

BENEFITS TO THE COMMUNITY: This planning effort will help ensure future investments in City facilities are strategically aligned with long-term operational and community needs. The study will provide a framework for evaluating facility options, costs, funding strategies, and implementation considerations before the City makes significant future capital investments.

STRATEGIC PLAN: This planning study aligns with strategic plan priority "Stewardship of City Assets."

POTENTIAL CHALLENGES: Balancing necessary near-term investments in the existing facility with the City's long-term facility strategy and available funding will be a key challenge.

BUDGET IMPACT: The planning study scope of work totals \$224,868 and will be funded by the General Fund through the Engineering Division's operating budget.

RECOMMENDATION: Staff recommend this item be placed on the September 21, 2026 regular meeting agenda for Council consideration.