



Staff Report

October 5, 2026 Council Regular Meeting

Professional Services Agreement Scott Edwards Architecture for Public Works
Operation Facility

Presenter: Scott Collins, Public Works Director

Time Estimate: 10 minutes

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BACKGROUND: The Public Works Department operates from a 3.7-acre site at 1620 SE 8th Avenue, with additional storage spread across other locations. The existing site has limited space for staff, vehicles, equipment, shops, and materials. In 2021, the City completed a Public Works Operations Site and Space Needs Analysis to assess current conditions and project needs over the following 20 years. The study compared expanding the existing facility and adding a satellite site with developing a consolidated operations center. It concluded that the existing property could not accommodate the full program and estimated that a consolidated facility would require approximately 12 to 15 acres.

In 2022 and 2023, staff evaluated potential properties using criteria related to the City's long-term operational needs. That process identified the Weakley Road area in North Shore as a suitable location. Staff began discussions with the property owners in 2023, and Council considered purchase and sale agreements in January 2025. The City subsequently acquired approximately 14.4 acres for a future operations center. Environmental and archaeological due diligence were also completed to help inform future site planning.

In April 2026, the City issued a request for qualifications seeking a consultant to update the Public Works space needs program, develop a master plan for the Weakley Road property, and support future design and construction. After the RFQ was issued, the City began a separate City Hall facility planning effort that raised the possibility of locating City Hall and some or all Public Works functions on a shared site. A shared site could offer operational and financial benefits, but those opportunities need further evaluation. The City raised this possibility with firms during the interview process. The proposed initial study will coordinate with the City Hall planning effort and evaluate the options before the City advances a detailed facility design.

SUMMARY: The City received eight statements of qualifications in response to the RFQ, which closed on May 26, 2026. The selection committee reviewed the submittals and shortlisted three firms for interviews held July 16, 2026. NBBJ was initially ranked first but subsequently withdrew from consideration. Staff then negotiated a scope and fee with the next-ranked firm, Scott Edwards Architecture (SEA).

The proposed agreement focuses on confirming Public Works' facility needs and evaluating a potential shared location in coordination with the City Hall planning effort. If that location is determined to be infeasible, the study will focus on the City's Weakley Road property. This initial work will inform the City's decision on location, costs, funding, and phasing before it advances detailed design.

The initial scope includes:

- **Task 1 – Kickoff Meeting:** Establish project goals, schedule, team roles, and the work plan; review the previous needs assessment and program.
- **Task 2 – Research and Analysis:** Review zoning and available property information, assess existing site conditions, and participate in visioning sessions with the City Hall planning team.
- **Task 3 – Programming Validation:** Observe current operations, visit potential sites, tour comparable operations facilities, and meet with Public Works divisions to update the space needs assessment and program.
- **Task 4 – Conceptual Planning, Preliminary Engineering, and Phasing Plan:** Develop conceptual site and building options, identify development opportunities and constraints, consider shared space and phasing, and review the options with City staff to select a preferred approach.
- **Task 5 – Cost Estimating, Funding Options, and Next Steps:** Prepare a conceptual construction cost estimate, discuss funding options with City finance staff, present the study to Council, and identify next steps.

Any future detailed design or construction services would require separate authorization.

BENEFITS TO THE COMMUNITY: This work will help the City determine how best to provide Public Works facilities that support reliable maintenance of streets, parks, water, sewer, and stormwater systems as Camas grows. Evaluating locations, operational needs, costs, funding, and phasing together will help the City make an informed decision before committing to a major facility investment.

STRATEGIC PLAN: This item aligns with the City's Strategic Plan element "Stewardship of City Assets" by evaluating the City's long-term Public Works facility needs and informing future investment decisions.

POTENTIAL CHALLENGES: The City will need to coordinate the Public Works and City Hall efforts while evaluating site constraints, operational needs, and available funding. These factors may affect the preferred location and how future improvements are phased.

BUDGET IMPACT: The proposed professional services agreement with Scott Edwards Architecture is \$187,400. The work will be funded through the Water Fund using the Water Repair and Replacement project funds, which has a 2026 budget of \$500,000.

Budget:

Water Repair and Replacement (2026 Capital Budget)	\$ 500,000
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Committed Expenditures:

Well Casing	\$ 79,821
Well 6 & 7 Pump Maintenance	<u>\$ 105,736</u>
<i>Subtotal</i>	<i>\$ 185,557</i>

Proposed Expenses:

Scott Edwards Architecture – Initial Scope	\$ 187,400
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Remaining Budget	\$127,043
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RECOMMENDATION: Staff recommend this item be placed on the October 19, 2026 regular meeting agenda for Council consideration.