



CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT

616 NE 4th Avenue
Camas, WA 98607

PROJECT NO. N/A

COMPREHENSIVE PLAN UPDATE AND DOWNTOWN SUBAREA PLAN

THIS AGREEMENT is entered into between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **WSP USA, Inc.**, hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. Project Designation. The Consultant is retained by the City to perform professional services in connection with the project designated as the **Comprehensive Plan Update and Downtown Subarea Plan**.
2. Scope of Services. Consultant agrees to perform the services, identified on **Exhibit "A"** attached hereto, including the provision of all labor, materials, equipment, supplies and expenses.
3. Time for Performance. Consultant shall perform all services and provide all work product required pursuant to this agreement by no later than **December 31, 2025**, unless an extension of such time is granted in writing by the City, or the Agreement is terminated by the City in accordance with Section 18 of this Agreement.
4. Payment. The Consultant shall be paid by the City for completed work and for services rendered for an amount not to exceed **\$1,204,339** under this agreement as follows:
 - a. Payment for the work provided by Consultant shall be made as provided on **Exhibit "A"** attached hereto, provided that the total amount of payment to Consultant shall not exceed the amounts for each task identified in **Exhibit "A"** (Scope of Services) inclusive of labor, materials, equipment supplies and expenses. Billing rates as identified in **Exhibit "B"**.
 - b. The Consultant may submit vouchers to the City once per month during the progress of the work for payment for project completed to date. Vouchers submitted shall include the Project Number designated by the City and noted on this agreement. Such vouchers will be checked by the City, and upon approval thereof, payment will be made to the Consultant in the amount approved. Consultant will be paid within 30 days of City's receipt of each voucher. Payment to the Consultant of partial estimates, final estimates, and retained percentages shall be subject to controlling laws.
 - c. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this agreement and its acceptance by the City.
 - d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.
 - e. The Consultant's records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the City and of the State of Washington for

a period of three (3) years after final payment. Copies shall be made available upon request.

5. Ownership and Use of Documents. All documents, drawings, specifications, electronic copies and other materials produced by the Consultant hereinafter "Work Product" in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Consultant's endeavors. The City agrees, to the fullest extent permitted by law, to indemnify and hold the Consultant harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any reuse or modification of the Work Product by the City or any person or entity that obtains the Work Product from or through the City.

All work product which may be produced or modified by the Consultant while performing the Services shall belong to the City, upon full payment of all monies owed to the Consultant under this agreement. Upon written notice by the City during the Term of this Agreement or upon the termination or cancellation of this Agreement, the Consultant shall deliver all copies of any such work product remaining in the possession of the Consultant to the City.

6. Compliance with Laws. Consultant shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal state, and local laws, ordinances and regulations, applicable to the services to be rendered under this agreement. Compliance shall include, but not limited to, 8 CFR Part 274a – Control of Employment of Aliens, § 274a.2 Verification of identity and employment authorization.
7. Indemnification. Consultant shall indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, except for injuries and damages caused by the sole negligence of the City.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials and employees, the Consultant's liability, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Consultant's Liability Insurance.
- a. Insurance Term. The Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.
- b. No Limitation. Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- c. Minimum Scope of Insurance. Consultant shall obtain insurance of types and coverage described below:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000.00 per accident. Automobile Liability

insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000.00 each occurrence, \$2,000,000.00 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent Consultants and personal injury and advertising injury. The Public Entity shall be included as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
 3. Professional Liability insurance appropriate to the consultant's profession. Professional Liability insurance shall be written with limits no less than \$2,000,000.00 per claim and \$2,000,000.00 policy aggregate limit.
 4. Workers' Compensation coverage as required by Industrial Insurance laws of the State of Washington.
 5. Verification. Consultant shall furnish the City with certificates of insurance and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, showing the City of Camas as additional insured, evidencing the Automobile Liability and Commercial General Liability of the Consultant before commencement of the work.
- d. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect to the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
 - e. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
 - f. Verification of Coverage. Consultant shall furnish the City with certificates of insurance and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.
 - g. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.
 - h. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
9. Independent Consultant. The Consultant and the City agree that the Consultant is an independent Consultant with respect to the services provided pursuant to this agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be

responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Consultant, or any employee of Consultant.

10. Covenant Against Contingent Fees. The Consultant warrants that he/she has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the City shall have the right to annul this contract without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. Discrimination Prohibited. During the performance of this Agreement, the Consultant, for itself, its assignees, and successors in interest agrees to comply with the following laws and regulations:
- Title VI of the Civil Rights Act of 1964
(42 USC Chapter 21 Subchapter V Section 2000d through 2000d-4a)
 - Federal-aid Highway Act of 1973
(23 USC Chapter 3 Section 324)
 - Rehabilitation Act of 1973
(29 USC Chapter 16 Subchapter V Section 794)
 - Age Discrimination Act of 1975
(42 USC Chapter 76 Section 6101 et seq.)
 - Civil Rights Restoration Act of 1987
(Public Law 100-259)
 - Americans with Disabilities Act of 1990
(42 USC Chapter 126 Section 12101 et. seq.)
 - 49 CFR Part 21
 - 23 CFR Part 200
 - RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the Consultant is bound by the provisions of **Exhibit "C"** attached hereto and by this reference made part of this Agreement, and shall include the attached **Exhibit "C"** in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

12. Confidentiality. The Consultant agrees that all materials containing confidential information received pursuant to this Agreement shall not be disclosed without the City's express written consent. Consultant agrees to provide the City with immediate written notification of any person seeking disclosure of any confidential information obtained for the City. The restrictions on the use and disclosure of the confidential information shall not apply to information which (a) was known to the Consultant before receipt of same from the City; or (b) becomes publicly known other than through the Consultant; or (c) is disclosed pursuant to the requirements of a governmental authority or judicial order, but only to the extent required to comply with the said requirements of the government authority or judicial order.
14. Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion—
Primary and Lower Tier Covered Transactions.
- a. The Consultant, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency.
 2. Have not within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this section; and
 4. Have not within a three-year period preceding the signing of this contract had one or more public transactions (federal, state, or local) terminated for cause of default.
- b. Where the Consultant is unable to certify to any of the statements in this contract, the Consultant shall attach an explanation to this contract.
 - c. The Consultant agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City.
 - d. The Consultant further agrees by signing this contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Lower Tier Covered Transactions

1. The lower tier Consultant certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 2. Where the lower tier Consultant is unable to certify to any of the statements in this contract, such Consultant shall attach an explanation to this contract.
- e. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the City for assistance in obtaining a copy of these regulations.

15. Intellectual Property.

- a. Warranty of Non-infringement. Consultant represents and warrants that the Consultant is either the author of all deliverables to be provided under this Agreement or has obtained and holds all rights necessary to carry out this Agreement. Consultant further represents and warrants that the Services to be provided under this Agreement do not and will not infringe any copyright, patent, trademark, trade secret or other intellectual property right of any third party.
- b. Rights in Data. Unless otherwise provided, data which originates from this Agreement shall be a "work for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the

City. Data shall include, but not be limited to reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, films, tapes, and sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

16. Assignment. The Consultant shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.
17. Non-Waiver. Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provision.
18. Conflict of Interest. It is recognized that Consultant may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Consultant's ability to perform the Services. Consultant agrees to resolve any such conflicts of interest in favor of the City. Consultant confirms that Consultant does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Consultant's selection, negotiation, drafting, signing, administration, or evaluating the Consultant's performance.
19. City's Right to Terminate Contract. The City shall have the right at its discretion and determination to terminate the contract following ten (10) calendar days written notice. The consultant shall be entitled to payment for work thus far performed and any associated expenses, but only after the city has received to its satisfaction the work completed in connection with the services to be rendered under this agreement.
20. Notices. Notices to the City of Camas shall be sent to the following address:
Alan Peters
City of Camas
616 NE 4th Avenue
Camas, WA 98607
PH: 360-817-7254
EMAIL: apeters@cityofcamas.us

Notices to Consultant shall be sent to the following address:

Nicole McDermott
WSP USA, Inc.
500 East Broadway
Vancouver, WA 98660
PH: 360-823-6139
EMAIL: nicole.mcdermott@wsp.com

21. Integrated Agreement. This Agreement together with attachments or addenda, represents the entire and integrated agreement between the City and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both City and Consultant. Should any language in any Exhibits to this Agreement conflict with any language in this Agreement, the terms of this Agreement shall prevail. Any provision of this Agreement that is declared invalid, inoperative, null and void, or illegal shall in no way affect or invalidate any other provision herof and such other provisions shall remain in full force and effect.
22. Arbitration Clause. If requested in writing by either the City or the Consultant, the City and the Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by first entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration in the Portland USA&M

office in accordance with the applicable United States Arbitration and Mediation Rules of Arbitration. The arbitrator's decision shall be final and legally binding and judgement be entered thereon.

Each party shall be responsible for its share of the arbitration fees in accordance with the applicable Rules of Arbitration. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, the other party is entitled to costs of suit, including reasonable attorney's fee for having to compel arbitration or defend or enforce award.

- 23. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Washington.
- 24. Venue. The venue for any dispute related to this Agreement or for any action to enforce any term of this Agreement shall be Clark County, Washington.
- 25. Remedies Cumulative. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law or in equity.
- 26. Counterparts. Each individual executing this Agreement on behalf of the City and Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counter-parts, which counterparts shall collectively constitute the entire Agreement.

DATED this _____ day of _____, 20__.

CITY OF CAMAS:

WSP USA, INC:

Authorized Representative

By _____

By _____

Print Name _____

Print Name _____

Title _____

Title _____

Date _____

**EXHIBIT “A”
SCOPE OF SERVICES AND
COSTS FOR SCOPE OF SERVICES**



September 8, 2023

Alan Peters, Community Development Director
City of Camas
616 NE 4th Avenue
Camas, WA 9860

Subject: Comprehensive Plan Update and Downtown Subarea Plan – Scope of Work for Professional Planning Services

Dear Alan:

Thank you for selecting WSP USA, SERA Architects, 3J Consulting, DKS, and EcoNorthwest (herein the Consultant Team) to assist the City of Camas (City) with your comprehensive plan update and downtown subarea plan. This scope of work specifies the planning, engineering, transportation, natural resources, public involvement, and economic development services the Consultant Team will provide to the City to complete the two plans.

PROJECT UNDERSTANDING

The City is developing a comprehensive plan update and new subarea plan for downtown Camas. The goal of this scope of work is to produce two separate plans while taking advantage of opportunities for overlap and synergy in the planning processes (e.g., joint open houses, efficiencies in team members, etc.). Each plan should be thoughtful and intentional in responding to the shifting development, demographic, economic, and social trends facing the community, as well as both realistic and creative in their implementation.

The comprehensive plan must be updated consistent with the periodic update requirements of the Washington State Growth Management Act (GMA) (RCW 36.70A.130). The City's last periodic update was completed in 2016, with some minor amendments in subsequent years. While some elements in the existing plan may only require minor updates, others will require more substantial revisions. For example, the housing element will need to be updated to reflect the City's recent Housing Action Plan. The plans will also need to be responsive to recent legislative changes, including House Bill (HB) 1220, HB 1110, and HB 1181.

OVERALL ASSUMPTIONS

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

- The 21-month project is estimated to be complete by June 2025.

- Meetings between the City and Consultant Team will be conducted virtually, except where noted otherwise. Community and stakeholder meetings will be conducted in-person or virtually as described in the scope of work.
- The City is responsible for in-person meeting logistics, including securing venue(s), public notices, related fees, and coordinating the attendance of other groups and outside agencies as applicable.
- The City will prepare and issue required public notices and comply with applicable notices and review periods required by the Washington Department of Commerce and other agencies as needed.
- One consolidated review of all project materials and deliverables by the City unless otherwise specified per task.
- All work products will be provided in Microsoft Word or PDF format. Mapping products will be provided in PDF and ESRI shapefile format.
- All baseline data, information, and existing planning reports and policies, for example GIS data or the existing comprehensive plan, will be provided by the City.
- The City will be responsible for the preparation of a SEPA checklist to cover all actions included in this scope.
- The City will be responsible for printing all project materials to be distributed physically to the public, committees, commissions, and elected officials. Printing of large-format boards and maps for workshops and public events will be done by the Consultant.
- Material translation into languages other than English, is not included. Written and in-person translation can be provided at an additional cost.
- The analysis completed throughout the project and the updated plan policies and elements will be developed to be consistent with applicable Washington State requirements under the GMA. However, the Consultant is not responsible for review of the plan by state agencies or others or for potential legal challenges to the City's actions taken to update the plan or development regulations.
- All materials prepared in support of adoption will be consistent with applicable City plans, policies, and ordinances; however, the consultant cannot guarantee adoption of the comprehensive plan, zoning code, or design standard amendments.

SCOPE OF WORK

Following is the scope of work for the Consultant Team to complete the work products and processes for both the comprehensive plan update and downtown subarea plan. **Task 1** addresses the comprehensive plan update, **Task 2** addresses work and deliverables specific to the downtown subarea plan, and **Task 3** addresses work specific to preparation of a Climate Element. Where a deliverable or process overlaps (e.g., a joint open house), the bulk of the scope is described under Task 1 (e.g., selecting a meeting venue, preparing an event plan, etc.), with

downtown specific or climate deliverables identified under Tasks 2 and 3 (e.g., preparation of display boards about the downtown subarea).

TASK 1. COMPREHENSIVE PLAN UPDATE

Task 1.1 Project Management and Kickoff

For project management specific to the downtown subarea plan, see **Task 2.1**.

1.1.1 Project Management

This task will be led by WSP, who will perform the following project management tasks:

- Prepare a project management plan, project risk plan, and safety plan.
- Conduct biweekly project management team meetings with the City and Consultant Team to review progress, scope, schedule, communication protocols, etc.
- Conduct biweekly internal Consultant Team coordination meetings.
- Prepare a brief email agenda and summary for each of the biweekly project management meetings.
- Complete the subcontracting process
- Manage subconsultant invoicing and general management of subconsultants.
- Provide monthly invoices.

1.1.2. Project Kickoff Meeting

The Consultant Team will prepare a draft and final agenda for and participate in a kickoff meeting with the City to formalize project details, schedule, identify potential advisory committee members, and review and confirm approach and deliverables. The consultant will provide the following to complete this task:

- Prepare a kickoff meeting agenda.
- Facilitate a kickoff meeting with City staff and the project team.
- Obtain City feedback on advisory committee membership, confirm scope understanding, schedule, key assumptions, and deliverables.
- Discuss roles for City staff, the consulting team, planning commission, city council, and interested parties.
- Prepare brief summary notes of the meeting.

Task 1.1 Assumptions

- Up to two staff will attend up to 44, 1-hour biweekly project management team meetings.
- Up to 44 agendas and action item lists will be provided by email for the project management meetings.
- The comprehensive plan project manager will attend up to 44, 1-hour biweekly Consultant Team coordination meetings.
- Kickoff meeting will be in-person and up to 2 hours in length. One kickoff meeting will be held to cover both the comprehensive plan and downtown subarea plan.

- Up to six consultant staff will attend the project kickoff meeting for the comprehensive plan. Staff attendance for the downtown subarea plan is covered in Task 2.1.
- Summary meeting notes for the kickoff meeting will cover both projects and include key discussion points and action items.
- Project schedule will be updated up to six times throughout the project.

Task 1.1 Deliverables

- Monthly progress reports and invoices (22)
- Email agendas and action items for project management meetings
- Project schedule and six updates
- Kickoff meeting agenda and summary

Task 1.2 Existing Conditions Analysis and Equity Framework

1.2.1 Existing Conditions Analysis

It is imperative to begin the process with a clear understanding of the work that has been done, the underlying fundamentals of the community and a clear understanding of how the comprehensive plan can best address critical issues and opportunities. The Existing Conditions Analysis will be designed as a standalone document to be appended to the comprehensive plan. The existing condition analysis for the downtown subarea plan is covered under **Task 2.2**. For this task, the Consultant Team will complete the following:

- An inventory of past and current plans and studies.
- An existing conditions overview of housing, parks and opens spaces, infrastructure and transportation, and the built and natural environment, including identification of wetlands, habitats, threatened and endangered species, streams, riparian areas, geologic hazards, aquifer recharge areas, and frequently flooded areas. The natural environment section will identify areas best suited for development, preservation, or mitigation.
- The public infrastructure and facilities section will summarize the existing water, stormwater, and sewer systems and provide an inventory of existing capital facilities. The public services section will summarize existing parks, schools, fire, police, and emergency medical services that serve the city.
- The transportation section will identify key considerations and existing constraints as documented in the City's Transportation System Plan.
- A community profile, including population and demographic data.
- A summary of existing comprehensive plan policies and associated documents that should be considered during the planning process, including the Countywide Planning Policies and current GMA requirements.
- Complete the Department of Commerce Periodic Update Checklist to identify components of the comprehensive plan and development regulations that may need updating to reflect the latest local conditions or to comply with GMA changes since the last periodic update.

- An evaluation of economic development trends.
- An evaluation of available climate change information (i.e., reports and studies applicable to Camas), anticipated existing and future conditions, and planning considerations (this section will be prepared under Task 3).
- Participate in one meeting with City staff to review the existing conditions analysis.

1.2.2 Equity Framework

An equity framework is important to guide the City's desired equitable outcomes and to provide a means to measure how the city is advancing equity. The equity framework will be developed in coordination with the project committees as described in Task 1.3.2. The framework will define what equity means for the project and identify equitable outcomes and specific measures of success. The equity framework will be used throughout the project to guide the development of each plan element, including equity-specific goals and policies.

Task 1.2 Assumptions

- Community profile will be based on existing data sources (American Community Survey, Census, etc.) and no additional demographic information will be collected via survey or other method.
- Existing conditions analysis will be based on existing plans and data sources. No field work will be conducted as part of the existing condition analysis.
- Transportation analysis will be based on the City's Transportation System Plan. No additional traffic counts or data will be collected.
- The natural resources database will use Clark County, Washington Department of Fish and Wildlife, Washington State Department of Natural Resources, and U.S. Department of Fish and Wildlife data.
- The City will provide background public infrastructure information, including, but not limited to, the Water System Plan, Stormwater Plan, and General Sewer System Plan (currently being updated), information on existing stormwater infrastructure, and the Park, Recreation, and Open Space Plan.
- The City will facilitate communications with the existing local utility providers, including Clark Public Utilities.
- The evaluation of existing public services will generally rely on publicly available information (e.g., the school district website, the fire department's annual report).
- Analysis of existing cultural resources and historic preservation will be based on publicly available data. No field reconnaissance or testing will be completed.
- The technical work completed for the existing conditions analysis will be used to support the SEPA compliance and environmental review, to be completed by the City.
- Up to 2 Consultant Team staff will participate in one, 2-hour meeting with the City to review the findings of the existing conditions analysis. Additional meetings to prepare and review the existing conditions analysis and equity framework are covered under other tasks.

Task 1.2 Deliverables

- Draft and final existing conditions analysis report, including up to 12 maps, summarizing land use, market and funding assessment, transportation, natural resources, cultural resources, and public infrastructure and services.
- Draft and final equity framework
- Draft and final Department of Commerce Periodic Update Checklist

Task 1.3 Visioning and Community Outreach

1.3.1 Public Participation Plan

The Consultant Team will prepare a Public Participation Plan (PPP) to guide outreach efforts throughout the vision and comprehensive plan process and encourage community-wide participation by providing many opportunities for public exchange in a variety of formats and locations. The PPP will capitalize on existing City mechanisms for community engagement; establish community engagement objectives; identify the diverse set of stakeholders; and describe the array of tools and activities best suited to inform and engage stakeholders. The PPP will be consistent with GMA requirements (RCW 36.70A.035) as well as applicable City objectives for engagement. The PPP will provide an approach for engaging Camas' youth. The PPP also will identify methods of communication to keep community members up-to-date with the project, and notify residents, businesses and other interested parties about opportunities to be actively involved in the comprehensive plan and downtown plan processes. The PPP will cover both the comprehensive plan and the downtown subarea plan.

1.3.2 Advisory Committees and Commissions

The Consultant Team will lead two committees to support the comprehensive plan update and will participate in ongoing planning commission and city council briefings.

Community Advisory Committee

The Consultant Team will lead up to eight (8) meetings of a Community Advisory Committee (CAC) that represents a broad cross-section of community interests. The CAC will review and comment on work products, guide public outreach and engagement efforts, act as liaisons to specific constituencies or interest groups, help host public events, encourage community members to participate in the process, and act as champions of the ultimate Camas Vision, Comprehensive Plan, and Downtown Plan that emerge from this process. To facilitate this group, the Consultant Team will develop a CAC charter that establishes roles, shared ground rules and decision-making procedures. The anticipated purpose and outcome of each CAC meeting will be as follows:

CAC #1: Learn about the Comprehensive Plan and Downtown Plan process, discuss key issues, provide input into the Equity Framework, and review draft Public Participation Plan

CAC #2: Review Existing Conditions Analysis and Equity Framework, report back on interviews and visioning activities

CAC #3: Report back on visioning activities, Identify Vision Themes

CAC #4: Review Draft Vision Statement, Feedback from Community Summit #1, Identify goals and priorities

CAC #5: Review Project Charter and Compass, Review land use alternatives for Comprehensive Plan

CAC #6: Review preferred land use alternative for the Comprehensive Plan, Feedback from Community Summit #2, review updated Comprehensive Plan elements

*CAC #7: Review land use alternatives for the Downtown Plan (**work for this meeting is included under Task 2.3.2**)*

*CAC #8: Review preferred land use alternative for the Downtown Plan, Feedback from Community Summit #3 (Downtown Plan Design Charette), review draft Downtown Plan (**work for this meeting is included under Task 2.3.2**)*

Project Advisory Committee

The Consultant Team will facilitate up to eight (8) meetings of a Project Advisory Committee that engages technical stakeholders, agency partners and service providers to work alongside the CAC, review project materials and advise on technical issues. PAC meetings may be scheduled on the same day as CAC meetings and review similar materials, but with a greater focus on technical details and members' areas of expertise.

Planning Commission and City Council Briefings

The Consultant Team will support the City with up to five (5) Planning Commission and five (5) City Council briefings at key points throughout the project. These briefings are important touchpoints to ensure elected and appointed officials are engaged in the process and receive report-backs on outreach activities. These briefings are in addition to the adoption workshops and hearings included in Task 1.6.

1.3.3 Interested Party Interviews

The Consultant Team will prepare for and conduct up to six (6) interviews with interested parties at the outset of the project. Interviews will help build relationships with trusted community leaders and identify important issues, challenges, and assets. Additional interviews specific to the downtown subarea process are covered under task 2.3.

1.3.4 Community Conversations and Events

The Consultant Team will prepare a Community Conversation Kit and conduct Community Conversations in a shared effort with the project team, City staff and CAC members. Community Conversation Kits will be structured in a manner that provides community members with information about the project and engages them in discussion about what they value about Camas today and what could make it a better place to live in the future.

In addition to community conversations, the Consultant Team will support City staff to identify and design activities for community events, like an informational booth or intercept surveys.

Visioning activities are anticipated to occur in late 2023/early 2024 and could include participation in Boo Bash Trick or Treat, Holiday Sip & Shop, and Hometown Holidays. Visioning activities will be designed to create awareness of the project and engage youth and adults in identifying what they love about Camas today and what they would change to make Camas an even better place to live, work and play in the future. City staff and CAC members will be the primary staff at these events.

Review of land use scenarios are anticipated in the summer of 2024 and could include participation in Camas Days, the Camas Farmers Market, and others. Activities associated with the land use scenarios will engage the community in review of the different scenarios and seek feedback on how the scenarios meet the community's vision.

1.3.5 Surveys and Online Engagement

Develop up to four (4) online community forums or surveys to gather the general interests and positions of the public throughout the Visioning and Comprehensive Planning process. Digital surveys will be provided through Engage Camas, and paper surveys may be distributed or conducted as intercept surveys at strategic locations around the city. The data from these surveys will be aggregated and used to inform the development of the Camas Vision and the goals and priorities to be captured in the project charter and compass. Surveys will coincide with each of the (4) rounds of public involvement and provide an alternative opportunity to comment for those who may not come to a meeting or event or feel comfortable voicing their opinions among others. These engagement opportunities will be advertised in Camas community Facebook groups, City communication channels, and in-person in aforementioned "third places."

1.3.6 Community Summits

Work with City staff and the CAC to host four (4) Community Summits throughout the course of the project. These fun and engaging community events are the main opportunities for Camas community members to engage and share ideas with their neighbors face-to-face regarding the Vision, Comprehensive Plan and Downtown Plan. Community Summits may include a variety of activities, such as multiple stations around a room, breakout discussion groups and/or real-time polling. Additionally, staff and officials will be available to answer questions and discuss ideas with participants. In order to encourage participation, snacks/beverages and activities for children will be provided.

- Community Summit #1 (2024 Q1): *Community members will review and comment on the draft Vision Statement and participate in discussions to identify goals and priorities (to inform the project charter and compass).*
- Community Summit #2 (2024 Q2): *Validate project charter and compass, Review draft land use alternatives and identify the elements of each alternative that best serves the community's vision*
- Community Summit #3 (Downtown Plan Design Charette) (2024 Q4): *Review draft land use alternatives for the Downtown Plan and identify the elements of each alternative that best serves the community's vision (work for this meeting is included under Task 2.3.6)*

- Community Summit #4 (2025 Q1): *Review draft Comprehensive Plan and Downtown Plan*

1.3.7 Communication Tools

Work with City staff to use a variety of methods to notify residents about events and other opportunities to be involved in the process. Seek a proper balance between these tools in order to achieve maximum engagement:

- *Project Website.* We will support staff in utilizing the Engage Camas platform to design and administer an informative and accessible project page that includes a project overview and timeline, important contacts, schedules for public events, surveys and other online engagement activities, updates on the project’s status, and the ability to view or download documents.
- *Social media.* Our team is well acquainted with social media services that supplement traditional public relations and media approaches. We will provide City staff with content for their social media platforms, such as Facebook and Instagram accounts to increase project awareness and provide multiple avenues for community input.
- *Media contacts.* We will prepare media releases to the Camas-Washougal Post Record and other local media outlets for the City to distribute.
- *Public information materials.* We will prepare flyers, newsletters, facts sheets and other materials to educate and inform the public.
- *Electronic mailing list.* The City will maintain a database of e-mail addresses of people who express interest in the planning process. We will prepare e-blasts for the City to distribute to help notify people about events and activities. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.

1.3.8 Camas Community Vision and Project Charter

Concurrent with the collection and analysis of background/technical information, the first round of outreach activities will focus on the Camas Community Vision. The community will be asked open-ended questions about what they like about Camas today and what could be improved in the future. Input will be compiled and summarized into major themes or “topic areas” for the entire city, including a theme for Downtown Camas. To further reflect community priorities, these themes will be refined into goals and priorities to be included in a project charter. This information will be carried forward into Plan Development (Task 1.4).

Task 1.3 Assumptions

- City will convene CAC and PAC members and handle all communications with the committees.
- Consultant Team will prepare content for committee communications.

- City will send calendar invites for advisory committee meetings, including in-person meeting logistics or Zoom links as applicable.
- City will prepare staff reports for Planning Commission and City Council briefings.
- City will identify key stakeholders for interviews and send interview invitations.
- Consultant Team will prepare invitations and questions and conduct up to 6 stakeholder interviews.
- Up to two consultant staff will participate in the interviews.
- Up to four consultant staff will participate in each advisory committee meeting.
- For the Community Conversations and Events, the City will:
 - Identify key groups, organizations, committees etc. for Community Conversations
 - Conduct community conversations as needed (1-2 staff).
 - Identify Community events for tabling.
 - Staff table/booth at community events (1-2 staff at each event)
 - Coordinate event/tableing logistics and setup
- For the Community Conversations and Events, the Consultant Team will:
 - Prepare one (1) Community Conversations Kit that CAC members, staff, and the general public can use to facilitate community conversations. The kit will consist of one fillable PDF or Word document with instructions on how to facilitate a discussion and submit notes, key project messages/soundbites to convey, as well as the discussion questions and prompts.
 - Prepare a tracking log and a submission mechanism for notes from community conversations.
 - Support CAC members in tracking and logging community conversations.
 - The Consultant Team will conduct up to ten (10) community conversations. Up to two (2) staff will attend each community conversation to support and take notes.
 - Design one (1) outreach activity for tabling at community events
 - Prepare outreach materials for community events, consisting of one (1) project flyer, two (2) poster boards, and two (2) fact sheets.
 - Support city staff/CAC members in staffing a table/booth at up to five (5) community events.
- The City will print and distribute paper copies of surveys at key locations around the city (e.g. city hall, Camas library, Lacamas Lake Lodge, etc.).
- The City will monitor and collect paper copy submissions, and provide scanned copies to the consultant team.
- Consultant Team will prepare up to 4 online surveys and create a printable Word version for each.
- Consultant Team will prepare draft and final survey summary of each survey.
- Consultant Team will receive log in credentials for Engage Camas and post content and surveys to Engage following City approval.
- Each Community Summit will last up to 5 hours, including setup, breakdown, and a 1.5- to 2-hour event.
- For the Community Summits, the City will:

- Participate in (4) summits, with 2-4 City staff attending each event, depending on the activity.
- Review and comment on draft summit materials (agendas, comment forms, and boards)
- Coordinate logistics for the summit venue (reservation, setup, technology) and provide refreshments.
- Promote the summits through the City's communication channels (see Task 1.3.8 Communication Tools).
- For the Community Summits, the Consultant Team will:
 - Participate in (4) summits, with up to 4 Consultant Team staff attending each event.
 - Design one (1) outreach activity for each summit (three activities total with one additional activity specific to the downtown and covered under Task 2.3).
 - Prepare materials (agendas, comment forms, and up to four boards) for up to (3) summits. Materials for one additional summit is included in Task 2.3.
 - Summarize engagement results for each summit (four summaries total).
- Consultant Team will prepare up to five (5) posts for Facebook and Instagram and up to 5 media releases, to coincide with the project kickoff and each summit.
- Consultant Team will prepare one (1) project flyer, one (1) 1-2 page fact sheet/infographic community profile, and one (1) postcard mailer.
- Consultant Team will prepare up to five (5) e-blasts, to coincide with the media releases and social media posts about the kickoff and summits. The City will send the e-blasts to the project listserv using EngageCamas.
- At the conclusion of the outreach activities, the Consultant Team will compile outreach results and summarize by key theme (raw dataset).

Task 1.3 Deliverables

- Draft and Final Public Participation Plan
- Up to eight (8) CAC meeting summaries
- Summary of stakeholder interviews
- Community Conversation Kit, Community Event materials
- Up to four (4) online community forum or survey summaries
- Up to four (4) Community Summit summaries
- Outreach and communications materials
- Draft and final Camas Community Vision
- Draft and Final project charter and compass

Task 1.4 Plan Development and Refinement

The purpose of the comprehensive plan update task is to create a plan that reflects the communities' vision, addresses current and future needs, and leads to a future that reflects Camas' small-town charm. The Consultant Team will work with the City to create a living document that is user-friendly, provides a clear and concise vision of the future, reflects the

ideals of the community, integrates all plan elements, is data-driven, graphic-forward, and implementable.

Development and refinement of the downtown subarea plan would occur under **Task 2.4**.

1.4.1 Draft Comprehensive Plan

The Consultant Team will meet with City staff to discuss the format and layout of the draft comprehensive plan document and outline the required and optional elements. The document will be a digitally based PDF document. The document will generally follow the format of Camas 2035 with additional elements as necessary to address new legislation and the updated community vision. Based on input received on the document format, the Consultant Team will provide a preliminary draft template and table of contents outline of the document for review and approval.

The comprehensive plan will address all required plan elements and will contain a combination of written narrative, infographics, and other supporting visuals. The document will reflect the values and desires of the community as defined through the planning process and will clearly articulate the community's vision, values, and aspirations for Camas. It is anticipated the comprehensive plan will include the following elements:

- Community Character (new)
- Land Use
- Housing
- Natural Environment
- Climate (new) (see Task 3)
- Transportation
- Public Facilities and Services
- Economic Development
- Technical Appendices, including the existing conditions report, market assessments, and community outreach summaries (new)

A separate equity element is not anticipated, but equity will be woven within each plan element with equity-specific goals and policies that correspond to the individual element. Additional details are included in the element descriptions below.

COMMUNITY CHARACTER

The Community Character element will describe the key characteristics of the built and natural environment that make Camas feel like Camas. The purpose of this element is to establish the sense of place that should be retained and created through new development over the planning horizon. The Community Character element will provide context for the comprehensive plan and sets the scene for other elements. This element influences every aspect of the City, from defining the physical built environment to the livability of natural places within the City's sphere of influence. This task will build on the information gathered during the community visioning task

to develop a community character element that defines the physical and social character of Camas and establishes the means of protecting and supporting the community's character as growth occurs. This may include retaining the "small town feel" that makes Camas a unique place to live and work, open spaces and tree coverage, and supporting livability through thoughtful design. Preparation of the community character element will include the following key activities:

- Summarize existing design guidelines and standards in Camas and develop a list of recommendations for additional standards to guide future development in a way that is consistent with the community's character.
- Prepare a map of key community resources, corridors, and neighborhoods, and short profiles of key areas (or districts) in the City, identifying the district's history, existing character, and opportunities for enhancing community character.
- Develop a list of goals and policies to retain and create community character through thoughtful placemaking and design, organized by category (e.g., public and community gathering places, streetscapes and corridors, buildings and site design, and open spaces/parks).
- Incorporation of feedback received from the public through broad community outreach (described in Task 1.3).
- Prepare a new community character element

LAND USE

The Land Use element is the heart of the comprehensive plan and establishes the vision for the urban form and future development in the city. This task will build on the information gathered during the community visioning task to update the land use and development element to reflect the community's land use vision. The Consultant Team will work closely and collaboratively with the City and community to develop land use scenarios and solutions that meet the unique needs of Camas and integrate housing, parks and open space, transportation, infrastructure, and equitable outcomes.

During this task, the Consultant Team will prepare three land use and growth scenarios that will support the City's population and employment projections and establish appropriate residential densities to meet the requirements of recent Growth Management Act (GMA) legislation, including HB 1110 and HB 1220. Preparation of the land use element will include the following key activities:

- Preparation of a land use analysis memorandum that includes the methodology for creating the land use scenarios, builds off the existing conditions analysis and informs the preparation and evaluation of land use scenarios.
- Consideration of any need for urban growth area (UGA) expansion.
- Preparation for and facilitation of a land use scenario workshop with City staff and the project team.

- Preparation of three land use scenarios to represent the community's vision for Camas.
- Preparation for and facilitation of workshops with the advisory groups (included in Task 1.3) to evaluate the land use scenarios and make recommendations for a preferred scenario.
- Incorporation of feedback received from the public through broad community outreach (described in Task 1.3).
- Preparation of visualizations and graphics for each land use scenario.
- A meeting with the City to review the feedback from the public and advisory groups and identify a preferred land use scenario.
- Preparation of updated land use policies that reflect the integration of all other plan elements with specific policies focused around the land use vision, policies specific to downtown, policies that enhance the urban form, create interesting places, and complete, connected neighborhoods.
- Preparation of an updated land use element that includes an updated comprehensive plan map and incorporates the land use analysis, scenario process, input, and updated policies.
- Identification of draft implementation measures to support the updated land use policies, including strategies to achieve growth and density targets, as well as recommended zoning map and code updates. Implementation measures will be finalized in Task 1.5.

HOUSING

The Consultant Team will assist the City in developing goals and policies to meet the housing needs of the whole community and comply with GMA requirements. The team understands the critical need to provide more housing options, innovative housing types, and low barrier housing all while supporting equitable outcomes and maintaining the quality of life in Camas. The team's housing policy approach will focus on effectively bridging the gap in housing needs, customized to the unique community conditions and desires in Camas.

The Housing element will include the following key activities:

- **Housing Element and Housing Action Plan Audit:** Evaluate the City's Housing Element (2016) and the Housing Action Plan (2021) to gauge the current plans' effectiveness in light of today's housing market and the post-COVID-19 trends across the region. The Consultant Team will evaluate the effectiveness of the existing comprehensive plan policies (focused on the housing element and related sections) through a focused audit. This step of our work might require interviews/focused conversations with City staff. This audit will help identify areas of the housing element in need of updates to be more consistent and reflective of the area's current vision, housing needs, and recent amendments to the GMA.

- **Housing Needs Assessment:** Assess the best available information regarding the housing inventory and future housing demand for the next two decades to update the Housing Needs and Supply data in the Housing Action Plan and identify ways to better address housing needs across income levels and housing types. This analysis will also integrate Camas' share of countywide housing targets developed by Clark County including identifying housing needs by all income categories consistent with recent amendments to the GMA through HB1220 and aligned with the County's adopted 1.4% annual growth rate through 2045.
- **Housing Market Evaluation:** Improve the understanding of the dynamics of the housing market and how to calibrate policies, programs, and incentives to work with - rather than against- the market to support community desired housing outcomes and advance housing policies, programs and actions needed to achieve housing availability for the identified housing targets by income category. The team can also help support this work by conducting development feasibility testing of various housing types to understand how policies, regulations, and programs meet GMA requirements to make adequate provision for housing for existing and projected housing needs for all economic segments of the community including moderate, low, very low and extremely low income, as well as emergency housing and permanent supportive housing.
- **Prepare Updated Housing Policies and Housing Element.** Based on community and stakeholder feedback, housing analysis findings, and best practices research, the Consultant Team will provide updated housing policies that reflect the housing vision defined through the public involvement process, the housing analysis described above, and incorporate new state requirements. include strategies, a timeline for implementation, and performance metrics to help the City gauge progress toward achieving their housing goals and objectives.

The Consultant Team will also provide recommendations regarding code and development standard updates associated with the Housing Element policies, including new state requirements of HB1110. These will inform the code updates in Task 1.5.2.

- **Provide Input into the Land Use Growth Scenarios.** The housing analysis will directly inform the housing inputs and alternatives considered in the land use growth scenarios. The Consultant Team will coordinate with the city to identify scales and types of development that should be evaluated in the scenarios analysis.

NATURAL ENVIRONMENT

The updated comprehensive plan must provide a path that elevates environmental and community health and resiliency for a livable, sustainable Camas. To prepare the Natural Environment Element, the Consultant Team will complete the following steps:

- Prepare updated Natural Environment goals and policies that advance environmental and community health.

- Prepare an updated Natural Environment element that includes the updated goals and policies and addresses consistency with the City's current Shoreline Master Program and critical areas regulations.
- Update goals and policies related to landscape enhancement and tree preservation.

CLIMATE

Tasks and deliverables to prepare a climate element are identified in Task 3.

TRANSPORTATION

The Transportation element will be based on the data, analysis and findings in the City's Transportation System Plan (TSP) that is in progress, planned for adoption in early 2024. The team will not complete additional traffic analysis or data collection as part of the comprehensive plan update. For this task, the Consultant Team will:

- Prepare a summary memorandum of the draft Camas TSP and related planning documents.
- Participate in two, virtual 1-hour meetings with City staff to review the summary memorandum and draft Transportation element.
- Prepare updated transportation goals and policies related to transportation demand management, concurrency and performance standards, and revenue. Incorporate goals and policies from the draft Camas TSP.
- Prepare an updated Transportation element.

PUBLIC FACILITIES AND SERVICES

This element is necessary to support the anticipated growth and development and to implement the community's vision. The GMA requires that capital facilities be in place or planned and funded to support the growth identified in the comprehensive plan. This element will set the stage for the next 20 years of budgetary decisions (minimum), as the GMA requires that capital budget decisions are made in conformance with the plan. To prepare an updated Public Facilities and Services element consistent with RCW 36.70A.070(3), the Consultant Team will complete the following subtasks:

- Conduct public facilities and services analysis that builds off the existing conditions analysis and identifies opportunities and constraints related to public facilities and services, and parks. This task will include coordination with local service providers.
- Provide a forecast of future public facility needs, including the proposed locations and capacities of expanded or new capital facilities.
- Prepare a six-year finance plan for the proposed public facilities.
- The water and sewer master plans have growth predictions that may be different than the findings from the land use and population evaluation. If the previous reports and the findings are different, it is anticipated that additional hydraulic evaluation be conducted to evaluate

future potential deficiencies within the system. In the case that these need to be updated, it is assumed that WSP will coordinate with the City's modeling consultant to update the model, as required. The City's modeling consultant will provide updated model simulations in GIS format with the model results attached for WSP's use in the evaluation. WSP will develop a technical memorandum that describes the differences between the report and any modeling updates that were conducted.

- Prepare updated public facilities and services goals and policies. The goals and policies will address the improvements needed over the next 20-years to implement the preferred land use scenario.
- Prepare an updated Public Facilities and Services element.
- Identify draft implementation measures. This task will include identification of specific implementation actions the City and others will need to take to meet the goals and policies identified in the updated plan element. Potential actions include additional planning and updates of supporting plans, targeted investment strategies, funding opportunities, and evaluating different service methods.

ECONOMIC DEVELOPMENT

The Consultant Team will work with the City to develop an Economic Development Element that revises the City's goals, policies and objectives around economic development. The team's extensive recent experience working in Clark County will help us identify feasible contextualized policies to advance Camas's economic development objectives. Our approach focuses on the following primary areas:

- **Policy Review and Recommendations:** The Consultant Team will evaluate the City's Economic Development Element in comparison to identified economic development goals to gauge the current plan's effectiveness and how well it addresses current trends. This review will result in recommendations for policies, programs and tools for the Economic Development Element to ensure that Camas provides access to opportunity for all residents in the community.
- **Economic Conditions Analysis:** The Consultant Team will conduct an Economic Conditions Analysis using the best available information from public and private data sources to assess the city and region's economic trajectory. This task will include a quantitative analysis of economic conditions and competitiveness, including measures of employment, growth and productivity, business creation and retention, entrepreneurship, investment flows, access to capital, distribution of wealth and income, and racial and geographic inclusion.
- **Prepare Updated Economic Development Policies and Element:** The Consultant Team will develop a strategic plan to guide the City's economic development actions, include tangible next steps and recommendations highlighting how city staff can support small businesses and entrepreneurs. We will evaluate current actions in the CREDC Strategic Plan and coordinate with CREDC staff and other economic development

stakeholders to integrate regional economic development actions with the Economic Development Element and identify how city staff and leadership can support implementation through partnership with organizations like CREDC, the Downtown Camas Association, and the Port of Camas-Washougal.

- **Provide Input into Land Use Growth Concepts.** Like the analysis completed for the other plan elements, the economic development analysis will inform the land use scenarios, including the integration of uses and the location, scale, and function of commercial and employment centers. The Consultant Team will work with City staff to evaluate existing employment lands and their viability for economic development potential. This subtask will include an assessment of industry trends and future employment land needs, considering land availability, available data on employment land capacity and employment projections, and current policies and standards that impact development of employment lands.

1.4.2 Final Comprehensive Plan Document

Following review by the City, project committees, and the community, the Consultant Team will prepare a final adoption-ready comprehensive plan. The document will be a digitally based PDF, including all technical appendices.

Task 1.4 Assumptions

- The comprehensive plan document will generally follow the same format as the Camas 2035 Comprehensive Plan, but will be updated to be consistent with a project brand established by the City and will include the new Community Character and Climate elements.
- Input from outreach activities described in Task 1 will inform all element updates.
- Community Character Element:
 - Consultant Team will prepare draft element based on the existing condition analysis (Task 1.2) and visioning meetings (Task 1.3).
- Land Use Element:
 - Consultant Team will prepare three land use scenarios.
 - Regular meetings will be held with City staff to review and refine the land use scenarios and prepare for advisory group and public outreach activities.
 - Up to 6 Consultant Team staff will participate in a 2-hour workshop with City staff to develop land use scenarios.
 - Public, stakeholder, agency, and advisory group meetings to review the land use scenarios are included in Task 1.3.
 - Consultant Team will prepare up to 5 visualizations or graphics to represent each land use scenario.
 - Up to 3 Consultant Team staff will participate in a 2-hour meeting with City and County staff to discuss the annexation plan.
 - The City will prepare the updated zoning map based on Consultant recommendations and to correspond with the updated comprehensive plan map.

- The City will lead coordination with the County related to UGA expansion.
- Housing Element:
 - Up to 4 Consultant Team staff will participate in two, 2-hour meetings with City staff to review the Housing Audit and Housing Needs Assessment findings.
- Natural Environment Element:
 - Input from the Existing Conditions Analysis in Task 1.2 will inform the Natural Environment element updates.
 - The City will provide information on their open space conservation plan, being prepared under a separate contract, to inform tree preservation goals and policies.
- Transportation Element:
 - Transportation element updates will be based on the current TSP, no additional traffic analysis or data collection will be completed.
 - Up to 3 Consultant Team staff will participate in two 1-hour meetings with City staff.
- Public Facilities and Services Element:
 - The Consultant will rely on existing capital facilities plans to complete this element. Updated plans are not included in this scope of work.
 - Cost estimates to support 6-year finance planning will be planning-level.
 - A separate Ports element per RCW 36.70A.085 is not included in this scope of work.
 - No stormwater modeling will be conducted at a city-wide level. Desktop analysis using spreadsheets and other available stormwater information from the city will be incorporated into the evaluation.
 - No hydraulic modeling will be conducted for water and sewer. It is anticipated that if a model simulation is required that the City's modeling team will coordinate with WSP to provide the required model outputs in a GIS format. Coordination with the City's modeling team is included in Task 1.4 and Task 3.
 - Additional analysis of public facilities and services related to the impacts of climate change are included in Task 3.
- Economic Development Element:
 - Up to 4 Consultant Team staff will participate in two, 2-hour meetings with City staff to review the economic development policy review and recommendations and the Economic Conditions Analysis.
 - Up to 2 Consultant Team staff will participate in up to two, 1-hour meetings with CREDC staff.

Task 1.4 Deliverables

- Community Character Element:
 - One map showing key community resources, corridors, and neighborhoods, and character "districts".
 - Profiles of five districts, describing the district's history, existing character, and opportunities for enhancing community character.
 - Draft and final community character goals, policies, and plan element

- Land Use Element:
 - Land Use Analysis Memorandum
 - Three (3) Land Use Scenarios
 - One map showing two-dimensional land uses and street networks, and up to 4 perspective sketches for each scenario
 - Preferred Land Use Scenario, including map and visualizations
 - Updated Comprehensive Plan Map and Future Land Use Designations
 - Updated Land Use Policies and New Plan Element
- Housing Element:
 - Housing needs assessment and housing market memorandum (draft and final)
 - Updated housing policies, code update recommendations, and plan element
- Natural Environment Element:
 - Health impact assessment memorandum
 - Updated natural environment goals, policies, and plan element
- Climate Element:
 - Draft and final climate workbook
 - Draft and final climate goals, policies, and plan element
- Economic Development Element:
 - Economic conditions analysis memorandum
 - Updated economic development goals, policies, and plan element
- Transportation Element:
 - TSP summary memorandum
 - Updated transportation goals, policies, and plan element
- Public Facilities and Services Element:
 - Public Facilities and Services Analysis Memorandum
 - Updated Policies and Plan Element
 - Draft Implementation Measures
- Draft and final comprehensive plan document template and outline
- Draft and final comprehensive plan document in PDF format

Task 1.5 Implementation

The following work is proposed to support the implementation of the final comprehensive plan. For implementation of the downtown subarea plan, see **Task 2.6**.

1.5.2 Action Plan

Following development of the final comprehensive plan document (**Task 1.4.2**), the Consultant Team will develop an action plan that will provide a list of projects, priorities, planning-level

costs, and a schedule to implement the plan. These actions may include a range of activities, including, but not limited to, updates to City regulations and capital facility plans; pursuing funding opportunities; and developing infrastructure and public services to incentivize development. The action plan will assign responsibility for the update and propose a method for tracking the actions to ensure the City is able to track future progress. To complete the action plan, the Consultant Team will:

- Develop a draft action plan in tabular format listing actions, responsibility, priority, and estimated, planning-level costs to complete each item (first draft)
- Provide the draft action plan to City staff for review and comment, including scheduling one up to 2-hour meeting to discuss the draft action plan
- Revise the action plan based on City staff comment (second draft)

1.5.2 Code Updates

The Consultant Team will update the Camas Municipal Code, focusing on Title 18, Zoning, to implement the goals and policies in the updated comprehensive plan and address the requirements of the new GMA legislation. Title 16, Environment, will also be updated as needed to comply with periodic update requirements and new comprehensive plan goals and policies. To complete the Title 18 updates, the Consultant Team will complete the following tasks:

- Meet with the City to review the existing code and develop a list of known opportunities and constraints within the code.
- Prepare a Title 18 audit to identify regulatory and process barriers to implementation of the updated comprehensive plan policies and new legislation.
- Meet with the City to review the audit and workshop potential code updates and inform Draft 1 of the code updates.
- Meet with the City to review Title 18 Update Draft 1.
- Prepare Title 18 Update Draft 2.
- Meet with the City, project advisory committees, and conduct workshops with the Planning Commission and City Council to review Draft 2.
- Prepare Title 18 Update Draft 3 to reflect comments from City staff, advisory committees, Planning Commission and City Council. Draft 3 will be used by the City to prepare the SEPA checklist and presented to the Planning Commission as part of the adoption process.
- Draft 4 will be completed after the review process addressing updates through the Planning Commission hearing. The draft will be presented to the City Council for adoption.

Task 1.5 Assumptions

- The action plan will be provided in tabular format with explanatory text and is anticipated to be approximately 5 to 10 pages in length.
- The existing CMC Title 18 will be the baseline starting point for the update.
- City staff will provide a list of known opportunities and constraints within the existing code.

- Up to 3 Consultant Team staff will participate in 4, 1-hour meetings with city staff to prepare the audit and review draft code updates.
- Meetings with the advisory committees are covered under Task 1.3
- Planning Commission and City Council workshops are covered under Task 1.3.
- Planning Commission and City Council hearings are covered under Task 1.6.
- Updates in response to the review of Drafts 2 and 3 will be minor in nature and will not require the development of new sections or changes in overall approach.
- The City will be responsible for evaluation of the Title 18 update for legal sufficiency.

Task 1.5 Deliverables

- Draft and final action plan
- Draft and final code audit
- City staff meeting agendas, presentations, and summary notes.
- 3 Drafts of Updated Title 18
- Final Draft Updated Title 18

Task 1.6 Adoption

The Consultant Team and City staff will inform the Planning Commission and City Council throughout the planning process. In addition to giving updates at strategic points, such as the completion of the existing conditions analysis, after community events, and during plan development, the team will solicit Commission and Council feedback to vet land use and transportation alternatives and to help select a preferred alternative for the comprehensive plan. With assistance from City staff, our process will keep decision-makers vested and engaged throughout the process to promote buy-in. Prior to adoption, notice would be given to the Washington Department of Commerce for a 60-day review. It is anticipated that adoption of the comprehensive plan would happen concurrently with adoption of the downtown subarea plan. For the scope of work for adoption of the downtown subarea plan, see **Task 2.7**. To support the City through the adoption process, the Consultant Team will:

- Participate in 1 workshop and 1 public hearing before the Planning Commission and 1 workshop and 1 public hearing before the City Council.
- Prepare a presentation summarizing the comprehensive plan update and code updates.

Task 1.6 Assumptions

- Planning Commission and City Council workshops throughout the project are covered under Task 1.3. Workshops specific to the adoption process are covered in this task.
- Up to 2 Consultant Team staff will participate in 1 workshop and 1 public hearing before the Planning Commission and 1 workshop and 1 public hearing before the City Council.
- Adoption workshops and hearings will be in person.
- Continued public hearings and/or additional work sessions are not included in this scope of work.

- City staff will lead the adoption work sessions and hearings with support from the Consultant Team.
- The City will coordinate with the County for all updates to the County's GIS database resulting from adoption.

Task 1.6 Deliverables

- One initial draft and final presentation for the adoption process and 3 minor revisions to address comments received through the workshops and hearings.

TASK 2. DOWNTOWN SUBAREA PLAN

Task 2 identifies the scope of work and deliverables needed to complete the downtown subarea plan. Notes are provided where Task 2 ties back to the comprehensive plan update (e.g., joint open houses) and advisory committee meetings. Staff hours specific to the downtown subarea plan work as part of those joint tasks are assigned throughout Task 2 as described further below.

Task 2.1 Project Management and Kickoff (Downtown Subarea Plan)

For tasks and deliverables specific to the comprehensive plan update, see **Task 1.1**.

2.1.1 Project Management

Project management specific to the downtown subarea plan will include:

- Participation by the Consultant Team downtown subarea plan project manager at biweekly project management team meetings with the City.
- Participation by the Consultant Team downtown subarea plan project manager at biweekly internal Consultant Team coordination meetings.
- Preparation of a schedule for the downtown subarea plan.
- Monthly invoices for the downtown subarea plan work will be prepared and included in the invoice submitted to the city as identified in Task 1.1.1.

2.1.2 Project Kickoff Meeting and Site Tour

Project kickoff meeting and site tour tasks specific to the downtown plan will include:

- Participation by the Consultant Team downtown subarea plan project manager in the project kickoff meeting identified in Task 1.1.2.
- Preparation of a downtown subarea plan focus area map following the kickoff meeting.

Task 2.1 Assumptions

- The downtown subarea plan project manager will attend up to 44, 1-hour biweekly project management team meetings.
- The downtown subarea plan project manager will attend up to 44, 1-hour biweekly Consultant Team coordination meetings.
- Up to 2 downtown subarea plan staff will attend the project kickoff meeting.
- Agenda and notes for the meetings included in this task are covered in Task 1.1.

Task 2.1 Deliverables

- Downtown subarea plan schedule
- Downtown subarea plan focus area map

Task 2.2 Downtown Site Assessment

To complete a downtown site assessment, downtown subarea plan staff will conduct the following tasks:

- Participate in a site tour with city staff and key stakeholders immediately following the project kickoff meeting.
- Conduct interviews with downtown stakeholders, developers, and property owners; prepare summary notes. Individuals to be interviewed will be identified by the City with assistance from the Consultant Team.
- Complete an existing conditions material review including analyzing current policies by reviewing previous planning documents and other background materials relevant to the project.
- Prepare a base map using the City's GIS data.
- Participate in one existing conditions review meeting.
- Prepare a slide deck presentation of the downtown site assessment findings.
- Conduct a market and demographic analysis as part of the comprehensive plan effort (included in Task 1.2 and 1.4) with a focus on understanding market conditions and positioning of the downtown relative the City of Camas and the region. This task will create a deeper understanding of current market conditions, opportunities for economic growth, and unique attributes of the downtown subarea in order to inform the Opportunities and Constraints Memorandum that will be development in Task 2.4.
- Conduct infrastructure assessment as part of the comprehensive plan effort (included in Task 1.2 and 1.4) with a section focused on downtown. It is understood that aging infrastructure is currently one of the significant challenges for property and business owners in the downtown area. The timing for any infrastructure improvements will directly inform recommendations for surface improvements in the public right of way. Improvement recommendations will be captured in the action plan covered in Task 1.5 and the Downtown Subarea Plan (Task 2.7).
- Conduct a bike and pedestrian safety and connectivity assessment for downtown. The assessment will include a summary of the walking and biking system, available data, needs and recommended improvements from the Camas Transportation System Plan. A safety evaluation will identify potential safety concerns based on crash data from the last 5 years. This task will inform the Opportunities and Constraints Memorandum that will be development in Task 2.4.
- Conduct an audit of the applicable codes and regulations that apply to Downtown Camas, including an assessment of the potential updates to the 2014 Downtown Design Manual that will be completed as part of task 2.6. The audit will supplement the audit prepared for the comprehensive plan under tasks 1.2 and 1.5. The goal of the downtown plan and

code audit will be to provide a summary starting point of the current regulations to better understand how the Plan Framework Concepts (task 2.5) for the area could build upon, improve, or replace these regulations.

Task 2.2 Assumptions

- Site tour will be up to 4 hours and include up to 3 downtown subarea plan staff.
- Up to 6 one (1) hour interviews with Developers and Property Owners.
- Up to 6 one (1) hour interviews with Downtown stakeholders
- The City will provide the Consultant Team with previous studies relevant to the project area, along with summaries of the plan content. The Consultant Team will research and analyze information related to the cultural, ecological, and settlement history of the project area to establish a place-based foundation for the subsequent Opportunities & Constraints Assessment (See Task 2.4).
- Two downtown subarea plan staff will participate in the existing conditions review meeting identified in Task 1.2.
- Downtown site assessment will be presented as a slide deck.

Task 2.2 Deliverables

- GIS base maps
- Downtown site assessment slide deck

Task 2.3 Visioning and Community Outreach (Downtown Subarea Plan)

See **Task 1.3** for visioning and outreach tasks and deliverables that apply to both the comprehensive plan update and downtown plan. Visioning and outreach specific to the downtown subarea plan are identified below.

2.3.1 Public Participation Plan

Information specific to the downtown subarea plan will be included in the PPP (**Task 1.3**). This will include the identification of stakeholders for downtown Camas and the outreach and visioning activities identified below.

2.3.2 Advisory Committees and Commissions

The CAC established as part of Task 1.3 will review plans and materials specific to the downtown subarea plan as part of CAC meetings 7 and 8. Preparation of an agenda, presentation, and summary for these two CAC meetings is included in this task.

CAC #7: Review land use alternatives for the Downtown Plan

CAC #8: Review preferred land use alternative for the Downtown Plan, Feedback from Community Summit #3 (Downtown Plan Design Charette), review draft Downtown Plan

Project Advisory Committee

A downtown-specific advisory committee is not included in this scope of work. To continually engage downtown stakeholders, the Consultant Team will attend Downtown Camas Association (DCA) meetings at key project milestones. The Consultant Team will attend up to eight (8) meetings with the DCA board or subcommittees throughout the project.

Planning Commission and City Council Briefings

One downtown subarea plan staff member will attend the Planning Commission and City Council briefings identified in task 1.3.

2.3.3 Stakeholder Interviews

Interviews with downtown developers, property owners, and stakeholders is included in Task 2.2. Input received through the comprehensive plan stakeholder interviews (Task 1.3) relevant to the downtown subarea plan will be called out in the stakeholder interview summaries. No additional deliverables or staff hours are included for the downtown subarea plan for this task.

2.3.4 Community Conversations and Events

One downtown subarea plan staff member will attend the community conversations and events identified in Task 1.3.4. Information related to the downtown subarea plan will be incorporated into event materials. Downtown subarea plan staff time is included in this task to provide input into the event materials. Additional materials specific to downtown will be prepared in other tasks.

2.3.5 Surveys and Online Engagement

Information and questions specific to downtown will be included in the surveys and online engagement identified in Task 1.3.5. Downtown subarea plan staff time is included in this task to provide input into the surveys and engagement materials.

2.3.6 Community Summits

The Community Summits identified in Task 1.3.6 will all include information about the downtown subarea plan process. Two summits will have more focus on downtown as described below. Preparation of materials, including meeting plans, comment forms, and project boards, for these two summits is included in this task.

- Community Summit #3 (Downtown Plan Design Charette) (2024 Q4): *Review draft land use alternatives for the Downtown Plan and identify the elements of each alternative that best serves the community's vision. This summit will include an activity to engage participants in the evaluation of the downtown plan framework concepts (Task 2.5).*
- Community Summit #4 (2025 Q1): *Review draft Comprehensive Plan and Downtown Plan*

2.3.7 Communication Tools

Information and communication materials specific to downtown will be included in the communication tools identified in Task 1.3.7. Downtown subarea plan staff time is included in

this task to provide input into the communication materials. Additional materials specific to downtown will be prepared in other tasks.

2.3.8 Downtown Vision and Project Charter

The Vision and Project Charter developed under Task 1.3.8 will include a Downtown Camas vision theme and downtown-specific charter. Downtown subarea plan staff time is included in this task to provide input into the vision and charter.

Task 2.3 Assumptions

- Downtown subarea plan staff time to develop the PPP, engagement materials, communications, and to participate in is included in Task 2.3. Deliverables are included in Task 1.3.
- One downtown subarea plan staff member will attend the Planning Commission and City Council briefings identified in Task 1.3.2.
- One downtown subarea plan staff member will attend the community conversations and events identified in Task 1.3.4.
- Consultant Team will design one activity for the Downtown Design Charette summit, and support material development, including agendas, comment forms, and project boards.
- Assumptions associated with the Community Summits identified in Task 1.3 apply to the summits included in this task.

Task 2.3 Deliverables

- Draft and final agenda, presentation, and summaries for CAC meetings 7 and 8.
- Draft and final meeting plan, comment forms, and project boards for Community Summit 3.
- Draft and final Downtown Goals and Priorities
- Draft and final Downtown Charter
- Draft and final Downtown Vision

Task 2.4 Opportunities & Constraints Assessment

Task 2.4.1 Opportunities & Constraints Diagram

This task builds upon the earlier assessment of baseline conditions to explore opportunities and challenges and to identify preliminary recommendations for improving key systems in the Study Area. The Opportunities & Constraints Analysis diagram and corresponding table will describe both the possibilities and the challenges that must be overcome in order to realize those opportunities. This analysis will consider urban design, land use, potential (re)development sites, transportation connectivity and mobility systems, site history and historic features, cultural heritage, parking and access, activity nodes and gateways, infrastructure, and open space systems.

Task 2.4.2 Existing Conditions, Opportunities & Constraints Summary

An Opportunities & Constraints memorandum will summarize the work in Task 2.2 related to existing conditions and provide the opportunities and constraints analysis. This will help to set the foundation for the approach to the development of the Plan Framework Concepts in Task 2.5.

Task 2.4 Assumptions

- Discussion and review of the Opportunity & Constraints Summary with City staff will occur as part of regular project check ins.

Task 2.4 Deliverables

- Draft and final Opportunities & Constraints Memorandum

Task 2.5 Plan Framework Concept Alternatives and Site Concepts

The Framework Plan Concept Alternatives will consider the high-level urban design elements for Downtown Camas: sub-districts, activity centers, land use and density, gateways, connectivity and mobility systems, and potential (re)development sites. To prepare Plan Framework Concept Alternatives, the Consultant Team will:

- Participate in a two-day work session with city staff and downtown stakeholders. The work session will start with the Project Charter and Opportunities & Constraints Assessment to support the development of the Plan Framework Concept Alternatives sketch diagrams for up to three (3) Framework Alternatives, to be illustrated with plan diagram sketches, perspective sketches, section diagrams, and/or precedent imagery.
- Refine the 3 Plan Concept Framework Alternatives generated during the work session to incorporate feedback gathered from City staff, stakeholders, and the public. Refined plans will be digitized and presented with pros/cons listed for evaluation by City staff.
- With input from City staff, identify up to three (3) Opportunity Sites that typify development opportunities and challenges within the Downtown area. The Consultant will generate high-level development massing and site concepts to test the existing policy/development feasibility context.
- Conduct a development feasibility pro forma analysis for 3 opportunity sites. This analysis will integrate development feasibility analysis to the design, massing, and site concepts. This analysis will allow city staff and stakeholders to understand how land use/zoning designations, design standards, development standards, use requirements, and any regulatory and financial incentives interact to support the vision of desired development outcomes in Downtown.
- Conduct a high level assessment of the 3 opportunity sites based on land use/zoning destinations, and estimate daily, AM and PM peak hour trip generation. Conduct a traffic analysis of up to 6 intersections for year 2045 PM peak hour conditions to identify potential off-site transportation system improvements needed to support the pro forma analysis. The analysis will refine the SWRTC regional travel demand model in the downtown area to forecast future 2045 volumes and overlay estimated new growth generated by each opportunity site.

- Prepare Final Opportunity Site Concepts incorporating feedback from the City, property owners, and developers.

Task 2.5 Assumptions

- Up to 3 Consultant Team staff will participate in the two-day Plan Framework Concept Alternatives work session to be held in Camas.
- City staff will identify the staff and stakeholders to be included in the two-day work session.
- Up to 3 Framework Alternatives will be prepared, including plan diagram sketches, perspective sketches, section diagrams, and/or precedent imagery.
- Up to 3 Opportunity Site Concepts will be prepared.

Task 2.5 Deliverables

- Three plan framework alternatives
- Draft and final Opportunity Site Concepts with associated pro formas.

Task 2.6 Draft and Final Downtown Subarea Plan

The Consultant Team will incorporate City, stakeholder, and public feedback into a final Framework Plan Concept that will establish high-level guidance for site and building design in Downtown Camas. The plan will include direction for sub-districts, land use and density, connectivity and mobility systems, potential (re)development sites, gateways, and activity centers. The Draft Downtown Subarea Plan will consist of the framework, a series of plan diagrams and supporting illustrations, such as perspective sketches and section diagrams, with accompanying narrative descriptions. In addition, the Downtown Subarea Plan will include:

- Preparation of a list of short and long-term implementation recommendations that will support the goals and objectives of the Downtown Subarea Plan. The Consultant Team will facilitate one, 2-hour workshop with staff and downtown stakeholders to review implementation items, priorities, and champions.
- Conduct a traffic analysis of the final Framework Plan Concept based on land use/zoning destinations and estimated PM peak hour trip generation. Analysis conducted for up to 6 intersections for year 2045 PM peak hour conditions to identify potential off-site transportation system improvements needed to support the concept plan.
- Preparation of a final Downtown Subarea Plan Report to summarize all work completed under Task 2.

Task 2.6 Assumptions

- Up to 3 Consultant Team staff will participate in the 2-hour implementation recommendations workshop to be held in Camas.

Task 2.6 Deliverables

- Final Plan Framework Concept
- Draft Downtown Subarea Plan

- Final Downtown Subarea Plan
- Implementation Recommendations Matrix and Summary Report

Task 2.7 Downtown Subarea Code and Design Guidelines Update

The Consultant Team will prepare code language and updated design guidelines to implement the recommendations included in the Downtown Subarea Plan. This task will include:

- Preparation of code concepts to illustrate the code mechanisms for achieving the vision articulated in the Downtown Subarea Plan in order to gather public feedback.
- Prepare an initial draft of the code updates for review with the CAC, City staff, and downtown stakeholders.
- Prepare a draft update to the Downtown Design Manual for review with the CAC, City staff, and downtown stakeholders.
- Participate in one meeting with City staff to review the code updates and draft design manual.
- Prepare final code updates that reflects feedback from the CAC, staff, and downtown stakeholders.
- Prepare final Downtown Design Manual that reflects feedback from the CAC, staff, and downtown stakeholders.

Task 2.7 Assumptions

- Staff time and material preparation for CAC meetings are included in Task 2.3.
- Code concepts will be presented in slide deck format.
- Meeting to review the code concepts will occur as part of a regularly scheduled check in meeting.
- Up to 3 Consultant Team staff will participate in an up to 2-hour virtual meeting with city staff to review the initial draft code and draft design manual.

Task 2.7 Deliverables

- Code concepts.
- Draft and final code updates
- Draft and final Downtown Design Manual

Task 2.8 Downtown Subarea Plan Adoption

Downtown Subarea Plan staff will participate in the adoption process included in Task 1.6.

Task 2.8 Assumptions

- Material preparation for Planning Commission and City Council meetings is included in Task 1.6.
- One Downtown Subarea Plan staff member will participate in the adoption process.
- City staff will prepare the SEPA checklist to cover the downtown subarea plan, code updates, and design manual.

Task 2.8 Deliverables

- No deliverables associated with this task.

TASK 3. CLIMATE PLANNING

Task 3 identifies the tasks and deliverables to prepare a climate element for the comprehensive plan. The City intends to pursue a grant from the Department of Commerce to fund the City's climate planning. It is assumed in this scope of work and budget that a grant will be obtained to cover all of the work and deliverables included under Task 3.

Task 3.1 Project Management of Climate Tasks

This task will cover project management needed to prepare and coordinate the climate tasks with the overall project management of the comprehensive plan and downtown plan (Task 1.1 and Task 2.1). This includes management of climate planning task budgets and schedules, coordinating with subconsultants and the City, and contributions to project management team meetings and progress reports.

Task 3.2 Climate Conditions and Considerations

This task will prepare a climate section of the existing conditions analysis and equity framework (Task 1.2). In order to provide the project team and community with a common understanding of climate planning, the Consultant Team will prepare a climate section for the existing conditions analysis that summarizes current climate conditions, predicted future trends applicable to Camas, existing data sources, and State climate planning requirements.

This task will also provide input from a climate perspective for the equity framework, including consideration of frontline communities and climate justice.

Task 3.3 Climate Outreach

This task will provide staff time needed to prepare climate planning materials for the outreach activities identified for the comprehensive plan and downtown plan (Task 1.3 and Task 2.3). This may include, but is not limited to, review of and contribution to the PPP to include climate outreach work and to confirm consistency with Commerce's guidance for establishing a public engagement strategy and tribal engagement strategy for climate elements; developing written materials about climate planning for fact sheets and the project website; open house boards about climate planning; and survey questions specific to climate planning.

Task 3.4 Climate Policy Advisory Team

WSP will work with the City to establish a Climate Policy Advisory Team (CPAT). The CPAT will be a climate-focused interdisciplinary team and will coordinate with the primary planning and public-engagement tasks conducted under Task 1.3. The anticipated purpose and outcome of each CPAT meeting will be as follows:

CPAT #1: Learn about the State and federal climate planning requirements, discuss key climate issues and opportunities in Camas, provide input into the Equity Framework, and review draft Public Participation Plan

CPAT #2: Review key findings from Clark County's climate technical analysis, and review audit of City plans

CPAT #3: Review draft findings from other comprehensive plan elements and develop draft climate goals and policies

CPAT #4: Review draft climate element, identify recommendations for future climate planning actions (e.g., develop a climate action plan)

For the CPAT, WSP will:

- Work with the City to identify and recruit team members. Members may include planners, public works professionals, representatives of community-based organizations, community members, and agency partners.
- Facilitate up to four meetings with the CPAT to develop and review the climate planning deliverables described in Task 3. The CPAT will also provide guidance and insight on the climate nexus with other elements, such as land use and the natural environment.
- Prepare meeting agendas, presentations, and summaries.

Task 3.5 Climate Infrastructure Assessment

The Consultant Team will build off the infrastructure assessment included within Task 1.4 for the Public Facilities and Services Element. In this task, the team will assess the required need for infrastructure improvements based on the future land use map and identify the potential for climate-related impacts. The team will also develop a stormwater model for the downtown area to evaluate climate change impacts related to stormwater collection and future development in downtown. The Consultant Team will develop the stormwater model using PCSWMM or a similar software. The City will provide GIS information for the existing stormwater system in the downtown area as well as the desired design standard for stormwater to be used (alternatively, the existing design standard for stormwater may be used).

Task 3.6 Climate Element and Adoption

House Bill 1181 calls for the development of two sub-elements: a greenhouse gas (GHG) emissions reduction sub-element that identifies actions to reduce overall GHG emissions, and a resiliency sub-element that improves the community's resilience to identified hazards. Clark County is developing technical analysis for their climate element and the County offered to coordinate their climate change analysis with cities. The City anticipates collaborating with Clark County (and through them other county jurisdictions) and utilizing the analysis prepared by the County for baseline GHG emissions, vehicle miles traveled (VMT), climate impacts, health disparity and vulnerable community data, resiliency plan audits of County or regionwide plans, and a vulnerability assessment.

The Consultant Team will prepare the City's new climate element by conducting the following, which are consistent with Commerce's guidance for climate element planning for local governments. The County's technical analysis will be incorporated into the City's climate element as appropriate.

- For the **GHG reduction sub-element**:
 - Attend two meetings with the City and Clark County staff to discuss the County's scope and timeline for their technical analysis and confirm how this analysis may be incorporated into the City's climate element.
 - Review the County's GHG and/or VMT analysis and vulnerability assessments for applicability to Camas, and refine if needed to focus on conditions in Camas (e.g., update the transportation assumptions in the VMT analysis to reflect current and future traffic conditions in Camas)
 - Work with the City and CPAT to establish GHG and/or VMT reduction measures for the City based on the modeling results provided by Clark County (and refined by the project team).
- For the **resiliency sub-element**:
 - Use the University of Washington Climate Impacts Group's (UW CIG) Climate Mapping for a Resilient Washington (CMRW) webtool to identify anticipated hazards and changes in climate applicable to the city.
 - Use Commerce's Climate Element Workbook to identify community assets, document climate hazards identified as local priorities, and identify potential priority climate hazards. The priority climate hazards will be vetted with the CPAT.
 - Audit up to ten existing City or regional plans for climate resilience opportunities, gaps, and barriers, and to identify goals and policies that explicitly or implicitly build resilience to the identified climate hazards and impacts. Plans to be audited include the existing comprehensive plan and shoreline master program (SMP), and others to be identified in coordination with the City (e.g., the Clark Regional Emergency Services Agency Natural Hazard Mitigation Plan, the Lacamas Lake Management Plan, etc.).
 - Work with the City and CPAT to review and refine the deliverables identified above.
- Develop a draft list of new climate goals and policies, using Commerce's "menu of measures" repository, for review and workshop with the CPAT.
 - Coordinate with the other project elements to incorporate climate policies and information into other elements where appropriate (e.g., policies to reduce VMT in the transportation element, policies to reduce flooding risks in the public facilities element, etc.).
- Incorporate feedback received from the public through CPAT meetings as well as broader public outreach events (described in Task 1.3).

- Prepare a new Climate Element, organized into a GHG reduction sub-element and resiliency sub-element.
- Provide input to the project team for the inclusion of climate planning considerations during the implementation and adoption tasks (Task 1.5 and Task 1.6).
- Coordinate with the Downtown Subarea Plan team to incorporate climate planning considerations specific to downtown Camas.

Task 3 Assumptions

- The City will apply to Commerce for a climate planning grant in October 2023 to cover all activities in Task 3. It is assumed that all Task 3 activities are grant eligible. Consistent with grant requirements, all final grant deliverables and final invoices will be submitted to Commerce by June 15, 2025.
- The climate element will be prepared and written consistent with Commerce’s June 2023 guidance. Commerce intends to publish an “intermediate version” of their guidance by December 31, 2023; if the next iteration markedly changes the approach or requirements, then a contract amendment may be required.
- The climate element will include one climate resilience goal for each of the climate element’s 11 sectors (i.e., transportation, zoning and development, etc.). Each goal will have up to five supportive policies.
- Stormwater model will be developed using PCSWMM or a similar software.
- The City will provide GIS information for the existing stormwater system in the downtown area.
- The City will provide the desired design standard for stormwater to be used or the existing design standard for stormwater will be used.
- It is assumed that the stormwater system is not metered and the calibration of the model will be done to known City information such as existing flooding locations during similar size storms.

Task 3 Deliverables

- Draft and final climate section for existing conditions analysis
- GIS map with existing modeled stormwater conditions
- Stormwater model for downtown with bulleted list documentation of stormwater assumptions
- Up to two (2) stormwater model simulations
- Agendas, presentations and summaries for (4) CPAT meetings
- Draft and final climate workbook
- Draft and final climate goals, policies, and plan element

COMPENSATION

The following professional fees will be billed as incurred and will not exceed \$1,204,339, including \$3,140 in expenses, without written authorization.

Task 1.0: Comprehensive Plan Update

\$ 606,955

Task 1.1: Project Management and Kickoff	\$36,669
Task 1.2: Existing Condition Analysis and Equity Framework	\$23,192
Task 1.3: Visioning and Community Outreach	\$245,215
Task 1.4: Plan Development and Refinement	\$249,483
<i>Element budgets are provided below and add up to the total Task 1.4 budget.</i>	
<i>Community Character</i>	<i>\$15,604</i>
<i>Land Use</i>	<i>\$50,336</i>
<i>Housing</i>	<i>\$56,937</i>
<i>Natural Environment</i>	<i>\$14,095</i>
<i>Transportation</i>	<i>\$30,315</i>
<i>Public Facilities and Services</i>	<i>\$14,034</i>
<i>Economic Development</i>	<i>\$55,258</i>
<i>Comprehensive Plan Document</i>	<i>\$12,904</i>
Task 1.5: Implementation	\$42,084
Task 1.6: Adoption	\$10,312
Task 2.0: Downtown Subarea Plan	\$424,986
Task 2.1: Project Management and Kickoff	\$37,152
Task 2.2: Downtown Site Assessment	\$51,249
Task 2.3: Visioning and Community Outreach	\$43,747
Task 2.4: Opportunities & Constraints Assessment	\$22,748
Task 2.5: Plan Framework Concept Alternatives	\$104,632
Task 2.6: Draft and Final Downtown Subarea Plan	\$47,563
Task 2.7: Downtown Subarea Code and Design Guidelines Update	\$113,592
Task 2.8: Downtown Subarea Plan Adoption	\$4,303
Task 3.0: Climate Planning	\$169,258
Task 3.1: Project Management of Climate Tasks	\$4,445
Task 3.2: Climate Conditions and Considerations	\$43,873
Task 3.3: Climate Outreach	\$22,551
Task 3.4: Climate Policy Advisory Team	\$12,921
Task 3.5: Climate Infrastructure Assessment	\$24,119
Task 3.6: Climate Element and Adoption	\$61,349
Expenses	\$3,140
Total	<u>\$1,204,339</u>

Alan Peters
September 8, 2023
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CLOSING

If you wish to accept this proposal for the services described above, please provide a contract for review and signature. 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 us at 360-823-6100.

Sincerely,

Nicole McDermott, AICP
Vice President, Planning

Brian Carrico
Senior Vice President – Director Vancouver
Planning and Environmental

EJ:NM:BC:nb

**EXHIBIT “B”
BILLING RATES**

Employee Name/Position	Bill Rate
Senior Engineer (WSP)	\$ 182.00
Vice President, Planning (WSP)	\$ 210.00
Senior Planner (WSP)	\$ 185.00
Senior Vice President (WSP)	\$ 293.00
Associate Planner (WSP)	\$ 137.00
Senior Strategic Communications Manager (WSP)	\$ 183.00
Creative Services Specialist (WSP)	\$ 121.00
Vice President, Engineer (WSP)	\$ 256.00
Assistant Planner (WSP)	\$ 94.00
Senior Environmental Scientist (WSP)	\$ 189.00
Technical Editor (WSP)	\$ 124.00
Assistant Engineer (WSP)	\$ 117.00
Project Accountant (WSP)	\$ 149.00
Planner, Hazard Mitigation (WSP)	\$ 183.00
Vice President, Environmental Planning (WSP)	\$ 295.00
Principal (DKS)	\$ 260.00
Project Engineer (DKS)	\$ 230.00
Sr. Planner (DKS)	\$ 245.00
Assistant Engineer (DKS)	\$ 160.00
Principal (3J)	\$ 194.00
Project Manager (3J)	\$ 174.00
Principal (SERA)	\$ 224.00
Senior Urban Designer (SERA)	\$ 219.00
Project Manager (SERA)	\$ 158.00
Urban Designer (SERA)	\$ 196.00
Project Assistant (SERA)	\$ 133.00
Senior Job Captain (SERA)	\$ 219.00
Project Director (ECO)	\$ 290.00
Senior Economic Advisor (ECO)	\$ 330.00
Senior Planner (ECO)	\$ 200.00
Project Manager (ECO)	\$ 175.00
Associate (ECO)	\$ 145.00
Technical Manager (ECO)	\$ 160.00
Analyst (ECO)	\$ 115.00

Note: Rates current as of September 2023. Rates are provided by staff category. Rates for individual staff may be different and may change over the course of the project due to personnel changes and salary adjustments.

EXHIBIT “C”
TITLE VI ASSURANCES

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agree as follows:

1. **Compliance with Regulations:** The CONSULTANT shall comply with the Regulations relative to non-discrimination in federally assisted programs of the AGENCY, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the “REGULATIONS”), which are herein incorporated by reference and made a part of this AGREEMENT.
2. **Equal Opportunity Employer:** The CONSULTANT, In all services, programs, activities, hiring, and employment made possible by or resulting from this Agreement or any subcontract, there shall be no discrimination by Consultant or its selection and retention of sub-consultants, including procurement of materials and leases of equipment, of any level, or any of those entities employees, agents, sub-consultants, or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant shall comply with and shall not violate any of the terms of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, 49 CFR Part 21, 21.5 and 26, or any other applicable federal, state, or local law or regulation regarding non-discrimination.
3. **Solicitations for Sub-consultants, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the CONSULTANT of the CONSULTANT’s obligations under this AGREEMENT and the REGULATIONS relative to non-discrimination of the grounds of race, color, sex, or national origin.
4. **Information and Report:** The CONSULTANT shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by AGENCY, STATE or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the AGENCY, STATE or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the CONSULTANT’s non-compliance with the non-discrimination provisions of this AGREEMENT, the AGENCY shall impose such AGREEMENT sanctions as it, the STATE or the FHWA may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies, and/or;
 - Cancellation, termination, or suspension of the AGREEMENT, in whole or in part.
6. **Incorporation of Provisions:** The CONSULTANT shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment,

unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any sub-consultant or procurement as the AGENCY, STATE, or FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY and the STATE enter into such litigation to protect the interests of the AGENCY and the STATE and, in addition, the CONSULTANT may request the United States enter into such litigation to protect the interests of the United States.

The United States Department of Transportation
Appendix A of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. Compliance with Regulations: The Consultant (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Consultant, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or Limited English Proficiency (LEP) in the selection and retention of subConsultants, including procurements of materials and leases of equipment. The Consultant will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subConsultant or supplier will be notified by the Consultant of the Consultant's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level or LEP.
4. Information and Reports: The Consultant will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a Consultant's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Consultant under the contract until the Consultant complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with litigation by a subConsultant, or supplier because of such direction, the Consultant may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

The United States Department of Transportation
Appendix E of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the “Consultant”) agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat.252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), prohibits discrimination on the basis of sex);
 - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, prohibits discrimination on the basis of disability; and 49 CFR Part 27;
 - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), prohibits discrimination on the basis of age);
 - Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123, as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
 - The Civil Rights Restoration Act of 1987, (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Consultants, whether such programs or activities are Federally funded or not);
 - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38.
 - The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*)