



Staff Report

March 15, 2021 - Workshop Meeting

Parks, Recreation and Open Space Comprehensive Plan (PROS) update – Consultant Contract

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BACKGROUND: The City of Camas’s Parks, Recreation and Open Space (PROS) Comprehensive Plan was adopted in December 2014, and is updated every six years. This next updated PROS Plan will cover the six-year period from 2022 to 2028; and will serve as a guide for the acquisition, development and management of the City of Camas system of parks, trails, open space and special facilities. It will also establish the City’s eligibility to apply for grants from a variety of state agencies including the Washington State Recreation and Conservation Office (RCO).

SUMMARY: The City issued a Request for Qualification in late 2020 to solicit a consultant team to prepare the updated PROS Plan. A consultant has been selected and this report summarizes the consultant’s contract scope, cost and timeline:

SCOPE:

- Project Management
- Existing Conditions and Baseline Analyses
- Community Engagement
- Community Needs Assessment
- Preliminary Plan Development
- Final Plan Review and Approvals

CONTRACT COST: \$118,327

- Project Scope of Work – Not To Exceed - \$101,969
- Optional Services* – Not To Exceed - \$16,358

*Optional Services requires City’s approval to proceed.

PROJECT TIMELINE:

- Final Plan and Approvals by March 2022

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

Review and understanding of the consultant contract. Discuss any questions and concerns with staff and be ready for Council approval on regular agenda on April 5, 2021.

What's the data? What does the data tell us?

N/A

How have communities been engaged? Are there opportunities to expand engagement?

A full public engagement approach is included in the project scope.

Who will benefit from, or be burdened by this agenda item?

The City of Camas as a whole will benefit from this project. The Updated PROS Plan will serve as a guide for the acquisition, development and management of the City of Camas system of parks, trails, open space and special facilities. It will also establish the City's eligibility to apply for grants from a variety of state agencies including the Washington State Recreation and Conservation Office (RCO).

What are the strategies to mitigate any unintended consequences?

N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

This planning process will incorporate approaches to engage all communities, with special attention on creating engagement tools that will reach underserved, people living with disabilities and/or communities of color. This project will gather and assess current and projected population and demographics; and will approach prioritizing projects and programs for recommendation to the City through an equity lens.

Will this agenda item improve ADA accessibilities for people with disabilities?

Yes. One of the scope items in this contract is to inventory and analyze the City's Parks & Recreation system and assets and provide recommendations.

What potential hurdles exist in implementing this proposal (include both operational and political)?

The City has a number of grant opportunities through the RCO that will be dependent on completion of the updated PROS Plan by the 2022 RCO Grant Cycle. This will require PROS Plan approval through the City's SEPA process and Council no later than March 2022. To meet the grant opportunities timeline, this project schedule will be constrained and staff will need to work effectively and efficiently with the consultant team to ensure project is completed on schedule. With anticipated consultant contract approval by Council on April 5, 2021, the project will have a tight timeline of eleven months, from start through Council approval.

How will you ensure accountabilities, communicate, and evaluate results?

The Parks & Recreation Commission will be the project advisory committee, and a separate Technical Advisory Committee will be formed. Both these committees will keep project team accountable and evaluate team's project results. In addition,

How does this item support a comprehensive plan goal, policy or other adopted resolution?

The updated PROS Plan is part of the City's Comprehensive Plan. The PROS Plan is updated every six years. This next updated PROS Plan will cover the six-year period from 2022 to 2028.

BUDGET IMPACT: This PROS Plan project budget is included in the approved 2021-22 Parks & Recreation Department budget.

RECOMMENDATION: Staff recommends Council's approval of this contract at the Council's April 5, 2021 Regular Meeting.