

Exhibit A: Scope of Work

August 30th, 2023

Trang Lam
Parks and Recreation Director
City of Camas

Re: **Camas Parks and Open Space Management Plan**
Services Proposal

GreenWorks Consultant Team:

GreenWorks (GW): Prime Consultant and Project Management; Community Engagement, Parks, Trails, and Open Space Planning, Design and Management

Strategy Development and Synthesis

ECONorthwest (ECO): Economic and Operations Analysis Consultant

PlanIT Geo (PG): Geospatial Analyses and Urban Forestry Management

Scope of Services

Taks 1: PROJECT MANAGEMENT

1.1 Plan and Conduct Kickoff Meeting/Site Visit

The GreenWorks team will prepare for and conduct a kickoff meeting with the City to review project scope and schedule and clarify communication protocols; then explore representative parks, open space, and trail sites and adjacent public areas together. Attending will be representatives from GreenWorks, ECONorthwest, and PlanIT Geo. This will be an approximately four-hour meeting (split approximately equally between on-site(s) and in a meeting room). The GreenWorks team will prepare brief meeting notes for City review.

1.2 Bi-Weekly Call – Videoconference

The GreenWorks team will conduct a bi-weekly meeting with the City via videoconference to coordinate. There will be approximately 15 one half-hour calls. ECONorthwest and PlanIT Geo will attend as needed but anticipated to be approximately half of the meetings.

1.3 Team Coordination

GreenWorks will coordinate the consultant project team around key milestones for the project. Approximately eight one-hour meetings are anticipated with ECONorthwest and PlanIT Geo. Coordination includes preparation and additional coordination between meetings.

Task 1 Deliverables:

1. Meeting summary notes and action items

Task 2: COMMUNITY ENGAGEMENT

2.1 Prepare Public Participation Plan

The GreenWorks Team will prepare a draft Public Participation Plan and then meet with City staff to review and discuss. The plan will include two components: an overall community approach leading to an Open House, and an education strategy to engage with the high school biology club (and other potential pertinent clubs such as geography, environmental, or related), project-based learning, and/or high school AP science classes.

The community engagement plan will include staff and community members. GreenWorks will plan and conduct a staff focus group that will describe the POSMP goals and objectives and learn from staff their questions, concerns, and issues with the proposed work. Staff input will help shape management policies and actions. The main community approach will be the Open House. The Open House will be geared towards 1) Information Sharing and 2) Confirming the alignment of citizens' values with the POSMP, and where and how the City determines to spend and prioritize resources managing the 1,000+ acres of parks and open space. The GreenWorks team will prepare for and conduct the Open House at a city facility or school. The team will present the POSMP goals and objectives, preliminary findings, and proposed management policies and actions. City Communication staff will film the presentations and then post it to an appropriate location on the City website. People can attend the meeting or participate virtually for a two-week period after the Open House where they will share their responses to proposed management actions, and share questions they may have.

2.2 Prepare Education Strategy

In conjunction with 2.1 above, the GreenWorks team will meet with City staff and School District staff for a brainstorming work session to provide educate about the project for two different groups:

High school students – The education strategy will engage high school students in Camas to participate in a pilot tree inventory data collection program. The GreenWorks team will work with the City and the School District to engage through two potential venues: appropriate high school clubs, project-based learning or AP science classes. This pilot program may be replicated in future years to continue tree inventory data gathering.

The general public – Parallel to the Open House sharing session, The Greenworks Team will strategize with the City ways to format the final deliverables in a way that they can be used as educational tools for future outreach and education.

2.3 Coordinate Curriculum with School District

Concurrent with Task 2.2, the GreenWorks team will work with school staff to coordinate a training session for students and host one or two field sessions to guide the students' contributions to the tree inventory. Conduct a two-hour meeting led by PlanIT Geo via a videoconference. The session will include a high-level overview of the issues that the project is looking to address, as well as training on software that they can use to help with the inventory activity. It is anticipated that the student work will need to be completed by mid-November while leaves are still on to facilitate tree identification.

2.4 Prepare for and Conduct Open House

The GreenWorks team will prepare for and conduct a two-hour Open House Meeting at a City facility or school. The GreenWorks team will prepare a draft agenda and review and revise with the City Project Manager in advance of posting the meeting. This task will include preparing materials for several stations sharing existing canopy information, existing tree canopy information, relevant operations and capacity information, proposed POSMP goals and objectives, and the means to receive and record comments. An on-line version of the meeting and brief survey will allow polling for up to two weeks around the Open House to track the community's priorities. The GreenWorks team will prepare a brief summary memo.

2.5 Prepare for and Make PowerPoint Presentation to a Joint Parks & Recreation Commission/ Planning Commission and City Council Meeting

The GreenWorks team will prepare a draft presentation and share with the City Project Manager for comments and then revise. This will be a virtual presentation.

Task 2 Deliverables:

1. Public participation and open house plan
2. Open House presentation
3. Education training plan and presentation
4. Open House summary memo
5. Two Presentation to the City of Camas

Task 3: BACKGROUND INFORMATION

3.1 Gather Existing Plans, Reports, Guidelines and Summarize Relevant Information

The GreenWorks team will review previous existing plans, reports, and guidelines that City staff share with the consultant team. We will perform this work to describe the status of the existing park and open space system.

Greenworks Landscape Designer and Certified Arborist, Anya Moucha, will gather and combine information into pertinent plans, reports, and guidelines. She will summarize the historical information in a concise illustrated document. This document will include the status of parks and open space policies, resources, and management, as well as the history and land use changes, environmental conditions, existing vegetation communities, tree canopy status, published environmental and health disparities, and documented community values and concerns. This document will describe the physical and environmental conditions, and it will include the cultural, historical, political, and budgetary context that staff interviews reveal.

3.2 Assess Policies, Resources, and Management

The GreenWorks team will assess policies, resources and existing management structure and staffing for the parks and open space mission and identify where gaps exist for management of the system. The consultant team will share their observations with the City Project Manager via videoconference, and then prepare a brief draft memo with findings for review by the City Project Manager. The GreenWorks team will review the draft memo with the City Project Manager and revise to create a final memo.

3.3 Map Land Use, Environmental and Tree Canopy Changes Over the Last 12 Years

The GreenWorks team will conduct a comprehensive urban tree canopy assessment as an important step in better understanding current conditions of tree canopy, rate of change in urban tree canopy due to development and growth, its distribution and value, and the tree canopy potential for the study area. Consultant team member PlanIT Geo's detailed assessment will use high resolution land cover mapping with greater than 95% accuracy that will encompass the entire City.

The technical approach will include mapping the City's land and tree canopy cover, QA/QC of derived data, analysis of canopy cover and change in canopy cover, estimation of plantable space within various planning scales, tree equity analysis, an accuracy assessment following protocols developed by the U.S. Forest Service, and a project report. The land cover map will serve as the foundation of all other tasks included in this project.

The consultant team will identify the percentage of land cover for six land cover classes including tree canopy, herbaceous, vegetation, water, impervious and dry land. We will identify how canopy has changed from 2010-2022, where 2022 is the most recent high quality data imagery available. We will be able to break down canopy change by any geography available, from census block groups down to parcels and anything in between.

3.4 Prepare Summary Status and Trajectory Memo

The GreenWorks team will prepare a memo to summarize findings of the canopy assessment and provide estimates of how the coverage might continue to change over time. This will influence the goals and recommendations in other tasks.

3.5 Interview Park and Operations Staff Re: Priorities and Context

Concurrent with Task 2.1, the GreenWorks team will facilitate a Focus Group meeting with City staff. This in-person, two-hour meeting is anticipated to include staff from Parks & Recreation, Community Development, Public Works, Communication and Finance. Members of the consulting team will interview Parks and Operations staff to determine the priorities and goals of the current operations and management program, as well as to gain insight into the cultural, historical, political, and budgetary context. The GreenWorks team will prepare a draft agenda and meet via videoconference with the City Project Manager to review and revise the agenda. The team will also incorporate information from the May 2023 DNR/Camas stakeholder focus group.

Task 3 Deliverables:

1. Tree Canopy displayed visually in our [CANOPY](#) software tool temporarily for the project to visualize changes in canopy over time. This data will also be summarized into spreadsheets for analysis by the PlanIT Geo team.
2. Summary Status & Trajectory memo
3. Focus Group and Staff interview notes
4. Existing Plan and Policy memo

Task 4: OPERATIONS STATUS

4.1 Complete POS Audit & SWOT

Based on the information gathered in the preceding tasks, the GreenWorks team will conduct an assessment of the existing Parks and Open Space program and portfolio developing a summary of program and asset inventory, cataloging funding sources, and identifying potential gaps and areas of potential overlap and/or duplication, identifying key strengths and weaknesses of the existing Parks and Open Space program and portfolio. It will focus on current management practices and allocated resources.

The Greenworks Team will use feedback gathered from previous outreach to DNR to provide direction to the work. Client to provide feedback to incorporate.

4.2 Assess Current Management Practices and Allocated Resources

The GreenWorks team will review overall current management practices and allocated resources, including the roles and responsibilities of various departments in policy development, operations, and management, and permitting. It is expected to include:

- A summary of the program and asset inventory, developed through the work in Task 4.1, likely inclusive of park asset management and recreation programming, and
- Identification of areas where coordination of regulations, funding, processes, and/or geography overlap.

The GIS team may assist in identification and presentation of meaningful canopy data highlights as well as other geospatial analysis of gaps and overlap.

4.3 Provide Recommendations for Cost Effective Improvements

The GreenWorks team will provide recommendations and identification of opportunities for improved service delivery and may include a description of interagency or intergovernmental coordination necessary for improved service delivery.

Task 4 Deliverables:

1. Assessment Memorandum with recommendations for improvements and SWOT analysis summary

Task 5: DATA GATHERING & CONDITIONS ASSESSMENT

5.1 Assess Strengths and Opportunities for Canopy Enhancement

The GreenWorks team and PlanIT Geo will identify strengths and weaknesses in the tree canopy cover based on existing conditions and future projections. The canopy assessment will be able to identify areas of the city that have lost canopy cover and conversely, those that have grown canopy. We can utilize this data to identify positive and negative trends, under which geographies and conditions they exist. The team can come up with industry standard recommendations, as well as novel ideas, for improving tree canopy cover within the city boundary, with specific recommendations focusing on parks and open space properties.

5.2 Gather City-owned POS Tree Canopy and Vegetation Data With Representative POS Sampling

GreenWorks and PlanIT Geo will develop a sample tree inventory data set utilizing existing maps and layers. This sample data set will ideally represent a variety of city-owned properties with a focus on parks, open spaces, trails, and other vegetative areas.

5.3 Research POSMPs and LOS in the Pacific Northwest

This task includes research and analysis of best practices in the Pacific Northwest and elsewhere. The Greenworks Team will select case-study cities, park districts, or other special districts using recent experience by the PlanIT Geo team to understand strategies to address similar challenges and opportunities in the region for urban forestry management.

Task 5 Deliverables:

1. Recommendations for improving canopy cover, including ways in which the city can reduce canopy loss or encourage canopy growth, which includes ideas from best practices research.
2. Sample inventory data set of 2,500-3,500 trees with a breakdown on species diversity, health conditions and other important metrics. Can be displayed in TreePlotter tool temporarily and/or downloaded as a .csv or shapefile.
3. Summary of best practices and case studies research.

Task 6: FRAMEWORK

6.1 Establish Frameworks and Long-term Strategy

In concordance with Task 3, GreenWorks and its sub consultants will utilize existing canopy and tree inventory data to identify current trends, as well as make some projections based on ideal planting scenarios or tree preservation planning. With this information, the consultants can better guide Camas on its long-term strategy for maximizing the health of its urban forest and related natural systems. The frameworks will be guideposts by which Camas can better manage its current assets and those that it may have in the future.

6.2 Develop Goals & Priorities for POSMP including Climate Change, Pests, Native Plants, Diversity

The sample inventory and, to some extent the canopy assessment, will show the current diversity of tree species within the city both for parks and open spaces as well as developed areas and rights-of-ways. With the presence of a devastating beetle pest, Emerald Ash borer, it is critical for the city to know how many Ash trees it has both on developed and undeveloped land. In addition, utilizing ideas such as the 10-20-30 rule (no more than 10% of any one species, 20% of any one genus, 30% of any one family) can help guide the city towards a more diverse, resilient, and healthy urban canopy.

The team will also provide some high-level goals and strategies for addressing resilience across natural systems. These may include guidance on topics such as habitat and plant communities, water conservation, wildfire prevention, and other means of supporting the ecosystem services that parks and open spaces provide.

6.3 Coordinate Joint meeting with Parks & Recreation, Public Works, Community Development, Communication & Finance

Task 6 Deliverables:

1. Parks and Open Space resiliency goals and priorities deliverable

Task 7: PLAN DEVELOPMENT

7.1 Synthesize All Information into Draft POSMP with Recommendations & Implementation Strategies

The GreenWorks Team will prepare a Draft POSMP by synthesizing canopy, tree inventory, and park and open space operations information collected during preceding tasks. The draft will include recommendations and implementation strategies. This will be a comprehensive management plan that meets the City's long-term vision for its parks and open spaces.

7.2 Develop Monitoring Plan with Performance Metrics

The GreenWorks Team will develop a monitoring plan with performance metrics. The monitoring plan and metrics will be customized for Camas in terms of existing parks and open space assets, human resources, and City policies.

7.3 Complete Draft Plan and Submit to Camas and DNR for Review

The GreenWorks team will submit the Draft POSMP to the City for initial review.

7.4 Revise Draft Plan per Camas and DNR Comments

The GreenWorks team will meet with the City via videoconference to review comments on the Draft POSMP. The consultant team will share questions about comments and work through any misunderstandings to revise the document to share with the Parks & Recreation Commission.

7.5 Present Draft POSMP to Parks & Recreation Commission

The GreenWorks team will present the Draft POSMP to the Parks & Recreation Commission via videoconference.

7.6 Prepare Draft Final POSMP based on Parks & Recreation Commission Comments

The GreenWorks team will prepare the Draft Final POSMP based on comments from the Parks & Recreation Commission meeting.

7.7 Complete Minor Revisions to POSMP for City Council Presentation and Adoption

The GreenWorks team will complete minor revisions to the POSMP for City Council presentation and adoption via videoconference.

Task7 Deliverables:

1. Two presentations to the Parks & Recreation Commission and City Council
2. Draft and Final Reports compiling and summarizing all task items

TERMS OF AGREEMENT

Fee Schedule

Professional fees for the scope of work are as follows:

TASKS	SCOPE OF WORK	FEE TOTALS
1	PROJECT MANAGEMENT Task 1 Deliverables: 1. Meeting summary notes and action items	\$23,032.00
2	COMMUNITY ENGAGEMENT Task 2 Deliverables: 1. Public participation and open house plan 2. Open House presentation 3. Education training plan and presentation • High School pilot program • General public 4. Open House summary memo 5. Two Presentation to the City of Camas	\$25,046.00
3	BACKGROUND INFORMATION Task 3 Deliverables: 1. Tree Canopy displayed visually in our CANOPY software tool temporarily for the project to visualize changes in canopy over time. This data will also be summarized into spreadsheets for analysis by the PlanIT Geo team. 2. Summary Status & Trajectory memo 3. Focus Group and Staff interview notes 4. Existing Plan and Policy memo	\$30,998.00
4	OPERATIONS STATUS Task 4 Deliverables: 1. Assessment Memorandum with recommendations for improvements and SWOT analysis summary	\$16,442.00
5	DATA GATHERING AND CONDISIONS ASSESSMENT Task 5 Deliverables: 1. Recommendations for improving canopy cover, including ways in which the city can reduce canopy loss or encourage canopy growth, which includes ideas from best practices research. 2. Sample inventory data set of 2,500-3,500 trees with a breakdown on species diversity, health conditions and other important metrics. Can be displayed in TreePlotter tool temporarily and/or downloaded as a .csv or shapefile. 3. Summary of best practices and case studies research.	\$8,425.00
6	FRAMEWORK Task 6 Deliverables: 1. Parks and Open Space resiliency goals and priorities deliverable	\$16,453.00
7	PLAN DEVELOPMENT Task7 Deliverables: 1. Two presentations to the Parks & Recreation Commission and City Council 2. Draft and Final Reports compiling and summarizing all task items	\$35,756.00
	REIMBURSABLE EXPENSES	\$3,061.80
	PROJECT TOTAL	\$156,151.80

This total base fee of **\$156,151.80** will be billed monthly on a time and materials (T&M) basis, not to exceed the total fee stated above, and includes reimbursable expenses.

Hourly Rates

This proposal is based upon the hourly rates for the current calendar. If this proposal is accepted or work begun in the following calendar year, our fees will be revised to incorporate the billing rates then in effect. If work continues into subsequent calendar years, we reserve the right to revise and update our fees.

GREENWORKS, PC:

Principal / Technical Director.....	\$195.00
Landscape Architect IV/Project Manager	\$145.00
Landscape Architect III	\$140.00
Landscape Architect II.....	\$125.00
Landscape Architect I.....	\$120.00
Landscape Designer III	\$115.00
Landscape Designer II	\$110.00
Landscape Designer I	\$100.00
Clerical / Administrative.....	\$85.00

ECONorthwest:

Senior Advisor	Project Director	Associate	Analyst
(\$310/hr)	(\$260/hr)	(\$145/hr)	(\$105/hr)

PlanIT Geo:

Technical Director	Urban Forester	Project Staff
(\$175/hr)	(\$150/hr)	(\$100/hr)

REIMBURSABLE EXPENSES

Project expenses such as mileage, delivery services, printing and reproductions, supplies, and communication will be billed at cost.

Payment

Invoices are payable upon receipt, and Client shall not back charge or withhold payment from Landscape Architect for any charges, costs, or expenses without Landscape Architect's specific written consent. Invoices not paid within twenty (20) days are delinquent and shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by law, whichever is less, until paid. In addition, Client shall pay Landscape Architect's reasonable costs incurred in collection of any delinquent amounts, including attorney fees and costs of preparing and filing liens, regardless of whether suit or action is instituted.

Additional Work

Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project schedule or budget or to the Project's scope may require Additional Services of Landscape Architect. Fees for additional work, beyond the scope of work as outlined in this agreement, will be invoiced as provided above, or according to our regular rates in effect at the time. We will notify you before performing additional services. We will notify Client before performing any additional work.

Plan Processing

GreenWorks, P.C. will not be responsible for submittals to City or County agencies. GreenWorks, P.C. will cooperate with the person responsible for obtaining required approvals.

Contract Time Limit

Client accepts this Contract by returning this Proposal signed below to Landscape Architect or by accepting any part of Landscape Architect's performance under this Proposal. Upon acceptance, Client agrees to be bound by the Terms and Conditions printed above. If acceptance fails to occur within 90 days of the date above, this Proposal will be void unless accepted by Landscape Architect. If this proposal meets with your approval, kindly return one signed copy to our office.



Paul Agrimis, PLA, PE

Principal

GreenWorks, P.C.

503-222-5612 | pagrimis@greenworkspc.com

Accepted By

Trang Lam,
City of Camas

Signature

Date