



CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT

616 NE 4th Avenue
Camas, WA 98607

Project No. N/A

2022 Recreation Conservation Office (RCO) Grant Application Assistance

THIS AGREEMENT is entered into between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **MacKay Sposito** 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 **2022 Recreation Conservation Office (RCO) Grant Application Assistance.**
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 **October 31, 2022**, 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 **\$26,415**, under this agreement as follows under this agreement as follows:
 - a. Payment for the work provided by Consultant shall be made as provided on **Exhibit "B"** 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. Consultant billing rates are provided 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. 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 created by the Consultant 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.
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, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, 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, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, 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 contractors and personal injury and advertising injury. The Public Entity shall be named 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 original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, showing the City of Camas as a named 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 original certificates 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.
 - i. City Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.
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 Contractor agrees that all materials containing confidential information received pursuant to this Agreement shall not be disclosed without the City's express written consent. Contractor agrees to provide the City with immediate written notification of any person seeking disclosure of any confidential information obtained for the City.
13. Work Product. All work product, including records, files, documents, plans, computer disks, magnetic media or material which may be produced or modified by the Contractor while performing the Services shall belong to the City. Upon written notice by the City during the Term of this Agreement or upon the termination or cancellation of this Agreement, the Contractor shall deliver all copies of any such work product remaining in the possession of the Contractor to the City.

14. Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion—
Primary and Lower Tier Covered Transactions.

- a. The Contractor, 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:
 6. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency.
 7. 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;
 8. 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
 9. 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 Contractor is unable to certify to any of the statements in this contract, the Contractor shall attach an explanation to this contract.
- c. The Contractor 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 BOARD.
- d. The Contractor 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 contractor 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 contractor is unable to certify to any of the statements in this contract, such contractor 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 BOARD for assistance in obtaining a copy of these regulations.

15. Intellectual Property.

- a. Warranty of Non-infringement. Contractor represents and warrants that the Contractor 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. Contractor 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 Contractor 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 Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the City. Contractor confirms that Contractor 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 Contractor's selection, negotiation, drafting, signing, administration, or evaluating the Contractor'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:
Trang Lam
City of Camas
616 NE 4th Avenue
Camas, WA 98607
PH: 360-817-7037
EMAIL: tlam@cityofcamas.us

Notices to Consultant shall be sent to the following address:

Juanita Rogers
MacKay Sposito
18405 SE Mill Plain Boulevard, Suite 100
Vancouver, WA 98683
PH: 360-823-1331
EMAIL: jrogers@mackaysposito.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. In the event a dispute shall arise between the parties to this Agreement, it is hereby agreed that the dispute shall be referred to the Portland USA&M office or alternate service by agreement of the parties for arbitration in accordance with the applicable United States Arbitration and Mediation Rules of Arbitration. The artibrator’s decision shall be final and legally binding and judgment 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 _____, 2022.

CITY OF CAMAS:

MACKAY SPOSITO:
Authorized Representative

By _____

By _____

Print Name _____

Print Name _____

Title _____

Title _____

Date _____

EXHIBIT "A"
SCOPE OF SERVICES

March 10, 2022

Trang Lam
Parks & Recreation Director
City of Camas
616 NE 4th Avenue
Camas, WA 98607

Re: RCO Grant Support Services, City of Camas

Dear Trang,

Mackay and Sposito is pleased to submit the following fee proposal to the City of Camas (City) to provide Recreation Conservation Office (RCO) grant support services for the following grant applications:

- **Green Mountain Acquisition** - Land and Water Conservation Fund (LCWF)
- **Crown Park Development** - Washington Wildlife Recreation Program (WWRP) Local Parks
- **Lacamas Trailhead Development** - Washington Wildlife Recreation Program (WWRP) Trails

Each grant is split out separately in the following scope of work to allow the City to choose one or more grants to move forward with based on how many grant applications the City anticipates to submit.

The proposal includes our scope of work, Exhibit A, and our fees, Exhibit B. Each task has been broken out with identified assumptions and deliverables for your review and approval. If additional coordination is needed or extensive revisions are necessary after draft review with RCO, Mackay Sposito and the City might need to negotiate additional scope and fees.

We look forward to the opportunity to assist the City of Camas and please feel free to call me if you have any questions.

Sincerely,



Juanita Rogers, PLA
Landscape Architecture Manager

Scope of Work

(Exhibit "A")
City of Camas
RCO Grant Support Related Services

1.0 PROJECT MANAGEMENT

1.1 INVOICING

Prepare and submit monthly invoices consistent with the work completed.

Invoicing shall be by Task as described in this Scope of Work. Invoices will indicate, by Task, total budget, amount previously billed, amount of current billing, total amount billed to date, and budget remaining. Invoice attachments shall include personnel names, personnel classifications, billing rates, hours, and direct charges.

Assumptions: The project completion date is anticipated in August 2022.

Deliverables: Monthly Invoices (6) total

1.2 KICK-OFF MEETING

Mackay Sposito will prepare for and participate in one kick-off meeting with City staff and design team consultants to discuss the proposed grant applications.

Assumptions: City will coordinate schedule with design team consultants

Deliverables: Draft and final agenda and meeting notes.

2.0 RCO LWCF GRANT SUPPORT - GREEN MOUNTAIN ACQUISITION

The City anticipates submitting a Land and Water Conservation Fund (LWCF) grant for Green Mountain property acquisition.

Key target dates for LWCF grant application schedule:

- Plan Due: March 1, 2022 (extension request has been expected by RCO)
- Application Due: May 3, 2022
- Technical Review: June 8-10, 2022 (varies slightly from WWRP grant)
- Technical Completing Deadline: July 19, 2022
- Project Evaluation Presentation: August 24-26, 2022 (varies slightly from WWRP grant)

Mackay Sposito will provide the following RCO grant support as listed in the following subtasks

2.1 GRANT APPLICATION

Mackay Sposito will coordinate with the City on project intent for the property and prepare the LWCF grant application. Responsibilities include project narratives and metrics to clearly identify the intended use of the property to ensure uses are eligible and compatible with RCO funding.

The City will be responsible for providing the following legal application materials including, but not limited to: land appraisals, authorizing resolution/application authorization, landowner acknowledgment form, and local jurisdiction review and conferral. All additional legal documents identified in the grant application, community support documentation, and required studies/investigations will be the responsibility of the City.

Assumptions:

- City will conduct one round of review on each deliverable
- City to provide legal documentation as identified above
- City will be responsible for uploading all necessary application materials through RCO's PRISM Online
- Cost estimate for schematic concept site plan is not a required metric for acquisition and is excluded
- Narratives associated with presentation slides will be prepared under a separate task

Deliverables:

- Draft and final application narratives and metrics

2.2 GRAPHIC DEVELOPMENT

Graphics are a large part of successful grant applications. Evaluators are looking for maps, site plans, aerial views, and ground shot imagery of the site. Mackay Sposito will provide the following graphic support for the LWCF grant application for the Green Mountain property acquisition.

- Development of location and vicinity maps, parcel map, and site photographs (ground and aerial)
- In collaboration with the City, Mackay Sposito will also develop a schematic concept site plan identifying opportunities for future development.

Assumptions:

- City will conduct one round of review on each deliverable
- City to provide all background information available for map development.
- Alternatives for concept site plan development are not anticipated
- Concept Site Plan will be schematic in nature to provide flexibility in future
- Graphics will be provided in PDF and JPEG format

Deliverables:

- Up to three (3) hours of coordination support with City staff
- Draft and final site location map
- Draft and final vicinity map
- Draft and final parcel map
- Site photographs (using ground and drone technology)
- Draft and final schematic concept site plan

2.3 POWERPOINT PRESENTATION

Mackay Sposito will prepare a draft and final PowerPoint presentations to be used by the City to participate in technical and final evaluation with the RCO review committee. Graphic materials used in the development of the presentation will be developed during other tasks in this scope of work. Presentations will respond to evaluation criteria questions including, but limited to: project need, project scope, immediacy of threat, community support, cost efficiencies.

Assumptions:

- City will conduct one round of review on each deliverable
- City will be available to support and coordinate presentation narratives and graphics
- City will be responsible for presentations to RCO
- PowerPoint presentation will be provided in native and PDF format

Deliverables:

- Up to three (3) hours of coordination support
- Draft and final Technical PowerPoint presentation
- Draft and final Evaluation PowerPoint presentation

3.0 RCO WWRP GRANT SUPPORT - CROWN PARK DEVELOPMENT

The City is currently working with design consultant, Greenworks, for 30-percent design work on Crown Park Master Plan. Major features include an interactive splash pad water feature, ADA accessible pathways, inclusive playground, a sports court, improvements to the pavilion, and a new restroom building. The City anticipates submitting a Washington Wildlife Recreation Program (WWRP) grant for Crown Park development.

Key target dates for WWRP (Local Parks) grant application schedule:

- Plan Due: March 1, 2022 (extension request has been expected by RCO)
- Application Due: May 2, 2022
- Technical Review: June 6-10, 2022 (varies slightly from LWCF grant)
- Technical Completing Deadline: July 19, 2022
- Project Evaluation Presentation: August 22-26, 2022 (varies slightly from LWCF grant)

Mackay Sposito will provide the following RCO grant support as listed in the following subtasks:

3.1 GRANT APPLICATION

Mackay Sposito will coordinate with the city to gather information on the project scope and prepare the WWRP grant application. Responsibilities include project narratives and metrics which identify clearly the intended use of the property to ensure uses are eligible and compatible with RCO funding.

- The City’s design team will be responsible to provide project metrics such as quantity take-offs and cost estimates.
- All legal documentation, cultural and environmental assessments, and other documentation required for compliance with grant application will be the responsibility of the City.
- Mackay Sposito will be responsible for the preparation of project narratives for the grant application

Assumptions:

- City will conduct one round of review on each deliverable
- City to provide all required legal documentation
- Project metrics, quantity takeoffs, and cost estimates will be provided by the City’s design team
- City will coordinate and request all materials from design team
- Narratives associated with presentation slides will be prepared under a separate task

Deliverables:

- Draft and final application narrative

3.2 GRAPHIC DEVELOPMENT

Graphics are a large part of successful grant applications. Evaluators are looking for maps, site plans, aerial views, and ground shot imagery of the site. Mackay Sposito will be responsible for developing the following graphic support for the WWRP grant application for Crown Park development grant:

- Development of location and vicinity maps, a boundary map, area of potential impact (APE) map, and site photographs (ground and aerial)
- The City’s design consultant will be responsible to provide all required graphics to support project intent and proposed site features including approved master plan, perspective renderings, phasing diagrams, building concepts, site furnishings, material types, play features, etc

Assumptions:

- City will coordinate and request all materials from design team
- City will conduct one review cycle for all deliverables
- Graphics will be provided in PDF and JPEG format

Deliverables:

- Up to three (3) hours of coordination support with City
- Draft and final Site Location and Vicinity Map
- Draft and final APE map and Boundary Map
- Site photographs (using ground and drone technology)

3.3 POWERPOINT PRESENTATION

Mackay Sposito will prepare the draft and final PowerPoint presentations to be used by the City to participate in technical and final evaluation with the RCO review committee. Graphic materials used in the development of the presentation will be developed during other tasks in this scope of work or provided by the design team. Presentations will respond to evaluation criteria questions including, but limited to: project need, project scope, the immediacy of threat, community support, cost efficiencies.

Assumptions:

- City will conduct one round of review on each deliverable
- City will be available to support and coordinate presentation narratives and graphics
- City will be responsible for presentations to RCO
- PowerPoint presentation will be provided in native and PDF format

Deliverables:

- Up to three (3) hours of coordination support
- Draft and final Technical PowerPoint presentation
- Draft and final Evaluation PowerPoint presentation

4.0 RCO WWRP GRANT SUPPORT - LACAMAS TRAILHEAD DEVELOPMENT

The City is currently working with design consultant, Greenworks, for 90-percent design work for Lacamas Trailhead. Major features include signage, paved parking, and a restroom facility. The City anticipates submitting a Washington Wildlife and Recreation Program (WWRP) grant for the Lacamas Trailhead.

Key target dates for WWRP (Trails) grant application schedule:

- Plan Due: March 1, 2022 (extension request has been expected by RCO)
- Application Due: May 2, 2022
- Technical Review: June 6-8, 2022 (same as the LWCF grant application)
- Technical Completing Deadline: July 19, 2022
- Project Evaluation Presentation: August 22-24, 2022 (same as the LWCF grant application)

Mackay Sposito will provide the following RCO grant support as listed in the following subtasks:

4.1 GRANT APPLICATION

Mackay Sposito will coordinate with the City and design team to gather information on the project scope and prepare the WWRP grant application. Responsibilities include project narratives and metrics which identify clearly the intended use of the property to ensure uses are eligible and compatible with RCO funding.

- The City's design team will be responsible to provide project metrics such as quantity take-offs and cost estimates.
- All legal documentation, cultural and environmental assessments, and other documentation required for compliance with grant application will be the responsibility of the City.
- Mackay Sposito will be responsible for the preparation of project narratives for the grant application

Assumptions:

- City will conduct one round of review on each deliverable
- City to provide all required legal documentation
- Project metrics, quantity takeoffs, and cost estimates will be provided by the City's design team
- City will coordinate and request all materials from design team
- Narratives associated with presentation slides will be prepared under a separate task

Deliverables:

- Draft and final narrative and grant application

4.2 GRAPHIC DEVELOPMENT

Graphics are a large part of successful grant applications. Evaluators are looking for maps, site plans, aerial views, and ground shot imagery of the site. Mackay Sposito will be responsible for developing the following graphic support for the WWRP grant application for the Lacamas Trailhead development grant:

- Development of location and vicinity maps, a boundary map, area of potential impact (APE) map, and site photographs (ground and aerial)
- The City's design consultant will be responsible to provide all graphics supporting project intent and proposed site features including conceptual master plan, perspective renderings, restroom building concepts, etc.

Assumptions:

- City will coordinate and request all materials from design team
- City will conduct one review cycle for all deliverables
- City and design consultant to provide design graphics to support the grant application.
- Graphics will be provided in PDF and JPEG format

Deliverables:

- Up to three (3) hours of coordination support with City
- Draft and final site location and vicinity map
- Draft and final APE map and Boundary Map
- Site photographs (using ground and drone technology)

4.3 POWERPOINT PRESENTATION

Mackay Sposito will prepare the draft and final PowerPoint presentations to be used by the City to participate in technical and final evaluation with the RCO review committee. Graphic materials used in the development of the presentation will be developed during other tasks in this scope of work or provided by the design team. Presentations will respond to evaluation criteria questions including, but limited to: project need, project scope, the immediacy of threat, community support, cost efficiencies.

Assumptions:

- City will conduct one round of review on each deliverable
- City will be available to support and coordinate presentation narratives and graphics
- City will be responsible for presentations to RCO
- PowerPoint presentation will be provided in native and PDF format

Deliverables:

- Up to three (3) hours of coordination support
- Draft and final Technical PowerPoint presentation
- Draft and final Evaluation PowerPoint presentation

EXHIBIT "B"
COSTS FOR SCOPE OF SERVICES

Fees

(Exhibit "B") Fees
City of Camas
Grant Support Related Services

RCO Grant Services

| | | |
|--------------------|---|-----------------|
| 1.0 | Project Management | \$1,666 |
| 2.0 | RCO Grant Support - Green Mountain Acquisition | \$9,171 |
| 3.0 | RCO Grant Support - Crown Park Development | \$7,789 |
| 4.0 | RCO Grant Support - Lacamas Trailhead Development | \$7,789 |
| <hr/> | | |
| Total Costs | | \$26,415 |



| Project Name: RCO Grant Support Services Project Manager: Juanita Rogers MSi Job No.: 22-125 Client Job No.: Date: 03/10/2022 | | MacKay Sposito, Inc. | | | | | | | |
|---|---|------------------------------|-------------------|---------------------------|------------------|-----------|---------------------------|-----------------------|-------|
| | | ESTIMATED HOURS AND EXPENSES | | | | | | | |
| | | Administrative Assistant | Landscape Manager | Project Manager Landscape | Technical Editor | UAV Pilot | GIS Mapping Specialist II | Landscape Designer II | Total |
| 1.0 - Project Management | 1.1 - Invoicing | 6.00 | 3.00 | | | | | \$1,032.00 | |
| | 1.2 - Kick-off Meeting | | 2.00 | 2.00 | | | | \$634.00 | |
| | 1.0 - Project Management Subtotal | | | | | | | \$1,666.00 | |
| 2.0 - RCO LWCF Grant Support - Green Mountain | 2.1 - Grant Application | | | 8.00 | 1.00 | | | \$1,294.00 | |
| | 2.2 - Graphic Development | | 3.00 | 11.00 | | 4.00 | 8.00 | \$4,311.00 | |
| | 2.3 - Powerpoint Presentation | | 4.00 | 18.00 | 2.00 | | | \$3,566.00 | |
| | 2.0 - RCO LWCF Grant Support - Green Mountain Subtotal | | | | | | | \$9,171.00 | |
| 3.0 - RCO WWRP Grant Support - Crown Park Development | 3.1 - Grant Application | | 1.00 | 8.00 | 1.00 | | | \$1,466.00 | |
| | 3.2 - Graphic Development | | 1.00 | 6.00 | | 2.00 | 6.00 | \$2,612.00 | |
| | 3.3 - Powerpoint Presentation | | 4.00 | 19.00 | 2.00 | | | \$3,711.00 | |
| | 3.0 - RCO WWRP Grant Support - Crown Park Development Subtotal | | | | | | | \$7,789.00 | |
| 4.0 - RCO Grant Support - Lacamas Trailhead | 4.1 - Grant Application | | 1.00 | 8.00 | 1.00 | | | \$1,466.00 | |
| | 4.2 - Graphic Development | | 1.00 | 6.00 | | 2.00 | 6.00 | \$2,612.00 | |
| | 4.3 - Powerpoint Presentation | | 4.00 | 19.00 | 2.00 | | | \$3,711.00 | |
| | 4.0 - RCO Grant Support - Lacamas Trailhead Subtotal | | | | | | | \$7,789.00 | |

| | | | | | | | | |
|----------------------|----------|------------|-------------|------------|------------|------------|------------|-------------|
| TOTAL HOURS | 6.00 | 24.00 | 105.00 | 9.00 | 8.00 | 20.00 | 16.00 | |
| RATE | 86.00 | 172.00 | 145.00 | 134.00 | 130.00 | 135.00 | 100.00 | |
| TOTAL DOLLARS | \$516.00 | \$4,128.00 | \$15,225.00 | \$1,206.00 | \$1,040.00 | \$2,700.00 | \$1,600.00 | \$26,415.00 |

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 contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (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 contractor, 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 subcontractors, including procurements of materials and leases of equipment. The contractor 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 contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor'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 contractor 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 contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor 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 contractor'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 contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The contractor 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 contractor 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 contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor 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 contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) 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 contractors, 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.*).