

8 December 2014

Sarah Fox, AICP  
Senior Planner  
City of Camas  
616 NE 4th Avenue  
Camas, Washington 98607

**Subject: Proposal to Provide Consultant Services for 2016 Comprehensive Plan Update**

Dear Ms. Fox:

We are pleased to have the opportunity to submit the following scope of work necessary to update the City of Camas Comprehensive Plan. Our scope of work reflects our prior conversations on the necessary comprehensive plan elements and the completion of the comprehensive plan update. The following understanding and scope of work provides detail about how we would work with you to prepare the comprehensive plan.

#### **PROJECT UNDERSTANDING**

According to state requirements, the City of Camas (City) must update its comprehensive plan (plan) by June 2016 and therefore has requested a scope of work from BergerABAM to complete the update. The Phase 1 work, (contracted separately by the City) to create a vision for the plan update, is nearing completion and will be finished by January 2015. BergerABAM will complete Phase 2 work which consists of updating elements of the plan, and will incorporate the Phase 1 visioning work into the update.

BergerABAM will work closely with City staff to update the Land Use, Housing, Environmental, and Economic elements of the plan. The City will complete updates to all of the other plan elements, and BergerABAM will compile all the element into one comprehensive plan document. BergerABAM will update the land use, zoning, and comprehensive plan maps and the critical area mapping, using City and Clark County mapping sources, and will complete GIS mapping of up to two corridors and two potential town centers. This work will be competed to assist in providing redevelopment opportunities, to make the entrance corridors more attractive and to provide a better mix of land uses.

The City anticipates that the draft comprehensive plan will be completed by December 31, 2015. The City may need additional comprehensive plan services in 2016 and would request a separate scope of services for this work that may include: additional comprehensive plan document and mapping preparation.

BergerABAM will also manage the City's project website during the plan update and hold two open houses and four focus group sessions to solicit public comments and develop the draft comprehensive plan polices and maps identified in the scope of work.

The following is BergerABAM's proposed scope of work for your project:

## **SCOPE OF WORK**

### **Task 1: Kickoff Meeting and Washington State Department of Ecology Checklist**

Upon notice to proceed, BergerABAM will develop a project schedule that defines for you the anticipated dates for the delivery of products, open houses, focus groups, and Planning Commission and City Council hearings. To ensure that your project begins effectively, we will work with you to schedule a kickoff meeting. Following the meeting, the City will prepare the Washington State Department of Ecology (Ecology) checklist and provide it to BergerABAM to peer review and we will provide one set of comments in tracked changes to the City. The City will incorporate these comments and submit the checklist to Ecology.

#### *Assumptions*

- City to provide all existing comprehensive plan and supporting documentation and other City Council-adopted plans in MS Word format.
- City to prepare and submit the Ecology checklist and coordinate with Ecology.
- One round of City review of the project schedule.
- The kickoff meeting will be in Camas.

#### *Deliverables*

- Preparation for and attendance by three BergerABAM staff at one, 2-hour kickoff meeting
- Kickoff meeting summary notes
- Draft and final project schedule
- One review of Ecology checklist

### **Task 2: Public Outreach**

BergerABAM will prepare a public outreach plan that outlines the public outreach effort for the comprehensive plan update process. The three primary public outreach components for your plan are the project website, open houses, and focus group sessions.

#### **Website**

Your existing project website for Camas 2035 for the Phase 1 process, will be updated from a "visioning" site to an "implementation" site. The site will continue to be a portal for information and will house project updates, meeting notes, open house announcements, open house materials, surveys, and survey results. One survey through SurveyMonkey will be completed for the project. The site will summarize the visioning process and inform the public on the next steps in the plan update process and how they can stay involved. The site also will provide an opportunity for the public to comment and ask questions. This will allow you and the project team to continue communications flawlessly from Phase 1 to Phase 2 of the plan update process.

BergerABAM will update the City Facebook page and prepare and upload website updates for the open house meetings and Planning Commission and City Council work sessions and hearings. The website and Facebook work will include a book of hours to complete updates and upon BergerABAM

reaching the maximum scoped hours, the City will take responsibility for the website and Facebook pages and maintain them.

The City will grant BergerABAM administrative authority for the existing project website and Facebook account to allow communications with the citizens who have been involved in the visioning process.

### **Open Houses**

BergerABAM will work with the City to arrange two open houses where residents can learn from City and BergerABAM staff members about the project. Open House 1 will occur early in the plan update process and will include a PowerPoint presentation to the audience that provides information about the background of the 2004 comprehensive plan and describes the recently completed visioning process. BergerABAM staff will assist City staff with developing this presentation.

Messaging for the open house presentation will include a Growth Management Act (GMA) 101 primer completed by BergerABAM and the City. BergerABAM will also prepare up to 3 display boards, including the project schedule, for the open house. Comment forms will be prepared and made available for attendees to complete at the event and/or to submit by e-mail. The open house will include time for a question and answer period.

Open house 2 will be later in the plan update process. The purpose of this open house is to “vet the findings” with the community, and participants will hear about the update process, what we’ve heard to date and how it has been incorporated into the plan update recommendations.

This open house format will include stations, arranged by topic area; such as land use and housing, corridor areas and town centers, economic development/employment lands, natural environment, transportation, and capital facilities. There will be a total of five display boards (including the two to three used at Open House 1) at this open house. Community members will be able to visit each station and discuss growth issues and give their input on draft policy issues to City and BergerABAM staff.

Open house comments will be recorded on flipcharts at each station and comment forms will be made available in an area where attendees can be seated to complete the forms. An email response option will also be provided on the comment forms.

Both open houses will be advertised on the project website, the project Facebook page, and via a digital postcard developed by BergerABAM and e-mailed by the City. At each open house, BergerABAM also will arrange for a children’s area with activities, so that parents can attend and participate.

In addition to comment forms, BergerABAM will also provide sign-in sheets and compile the comments into an open house summary which will be e-mailed to the City.

### **Focus Group Sessions**

The City and BergerABAM will work together to develop a series of four focus group sessions, each devoted to key elements of the plan update. Key areas of these sessions are anticipated to include land use and housing, corridor areas and town centers, economic/employment lands, natural environment, transportation and capital facilities. The first two focus group sessions will be

scheduled between the open houses with agendas to determine “Vision to Implementation” at the first, and “Review of Draft Policy Changes” at the second. The third and fourth sessions will be held after the second open house. The third session agenda will focus on “Refinement of Recommendations” and the fourth session on the “Final Recommendations”.

The focus group sessions will include individuals identified by the City as having feedback and advice to offer that would be valuable to the plan update. BergerABAM will prepare a draft and final agenda for each session. With feedback from the City, BergerABAM will develop questions for the Focus group sessions and facilitate each session. Display boards used in other outreach efforts will be used in the sessions. BergerABAM will compile a summary report that captures all of the feedback provided at each session and provide it to the City.

#### *Assumptions*

- Up to four focus group sessions will be held with key project stakeholders. The City will lead the stakeholder recruitment for the focus groups and BergerABAM will assist.
- BergerABAM will prepare for and implement two open houses; up to three BergerABAM staff will attend each open house and a total of up to five display boards will be developed for the two open houses.
- BergerABAM will design a digital postcard to advertise each open house. The City will distribute the digital postcard.
- The City will reserve and pay for the venue(s) for the open houses and focus group sessions and provide refreshments.
- Up to 54 hours for BergerABAM to update website and Facebook materials. After this, the City will take responsibility for the website and Facebook pages.
- One round of City review of display boards, digital postcards, website page updates, public outreach summary report, and focus group summary report.

#### *Deliverables*

- Draft and final public outreach plan
- Initial website update and Facebook update
- Up to 54 hours of time for website and Facebook updates
- Draft and final focus group questions
- Design of up to two postcards advertising the project survey, website, and open houses
- Preparation for and attendance of three BergerABAM staff at up to two open houses
- Preparation of open house materials, including:
  - Five display boards
  - Sign in sheets
  - Comment forms
  - Name tags
  - Flip charts and markers for capturing ideas
  - Children’s area
- Preparation of two open house summaries and compilation of comment forms
- One open house PowerPoint presentation

- Preparation for and attendance of two BergerABAM staff at up to four focus group sessions
- Preparation of focus group materials, including:
  - Agenda (in conjunction with City staff)
  - Sign-in sheets
  - Name tags
  - Flip charts and markers for capturing ideas and discussion topics
  - Focus group questions (unique for each session)
- Preparation of summary report of focus group sessions
- BergerABAM will provide the City with a summary report of Phase 2 public outreach efforts to include in the update of the public involvement element

### **Task 3: Comprehensive Plan Update**

Based on the existing comprehensive plan and supporting information that the City provides, BergerABAM will develop draft comprehensive plan elements for the City to comment on in one document in MS Word format in strikethrough and underline format. BergerABAM will revise the draft document and will prepare a final electronic version for presentation to the Planning Commission and City Council. BergerABAM and the City will coordinate on formatting and layout of the comprehensive plan and BergerABAM will update the plan a total of four times following staff, Planning Commission, and City Council reviews. The plan will be clearly identified with a version number for document tracking purposes. The City will prepare the Introduction, Background, and Public Involvement elements and provide current population projections to BergerABAM. BergerABAM will update the Land Use, Housing, Environmental, and Economic Development elements. The elements will be structured consistent with 2004 Comprehensive Plan and the Housing element will contain the same level of analysis as the 2004 Comprehensive Plan.

The City will incorporate the following elements into each draft: Introduction, Background, Public Involvement, Transportation, Parks, Recreation, Open Space, and Trail/Bikeway, Public Facilities, Utilities, and Services, and Capital Facilities. The City will also provide other appendices, map figures and tables not otherwise identified in this scope of work. It is anticipated that the City provided elements and supporting documents will be incorporated into the comprehensive plan document that BergerABAM will compile. City staff will prepare the staff reports for Planning Commission and City Council work sessions and hearings and facilitate them. BergerABAM will provide peer review of all staff reports, but will not be attending work sessions or hearings.

### **Comprehensive Plan Elements**

BergerABAM will update the following elements of the comprehensive plan:

- Land Use element (using population data provided by the City). BergerABAM will work with the City to determine population and building intensities for the 20-year comprehensive plan horizon, including undeveloped and developed properties. BergerABAM staff will develop a comprehensive plan map consistent with the City population projection and allocation from Clark County. An urban growth boundary expansion is not anticipated.
- Housing element to include an evaluation of existing and projected housing needs and verification that forecasted housing needs can be met over the next 20 years.

- Environmental element to include updated wetlands mapping based on existing City and County data sources and delineations provided by the City from previously approved projects.
- Economic Development element to include goals, policies, and strategies.
- Town Center Rezone Areas - BergerABAM will work with the City to evaluate four areas for potential rezoning. The goal is to encourage town center-type development. These areas are anticipated to include two corridors within a mile of the downtown area, 6th Avenue on the west side of downtown, and 3rd Avenue on the east side of downtown, with other possible areas within a half-mile radius of Fisher Creek Drive and SE 20th Street, and the area between 43rd Avenue and 35th Avenue and NE Everett Street. We will work with the City to define the exact locations and prepare four GIS maps (2 corridor and 2 town center maps to document existing and proposed zoning). BergerABAM will inventory land use and zoning for the four rezone areas, identify desired zoning and development of these areas through focus group discussions. Then, we will develop draft policies and criteria for rezoning. The GIS maps will be displayed at the second open house.
- Critical Area Mapping- We will develop maps using City and County sources. The wetland mapping will use documentation provided by the City to map wetland center-points within a City parcel map. This graphic representation of the City's wetlands is to be used as a reference only; it will not provide survey-grade information, but will provide an index of the wetlands within city limits. The wetland index will catalogue information such as wetland class, date of disturbance, and reference numbers. We will incorporate this information into a table to be used as a City source document which guides inquirers to more detailed information for each wetland as shown on the GIS map.

#### *Assumptions*

- The comprehensive plan update will be based on the visioning completed during Phase 1.
- The City will provide a summary of anticipated population projections.
- Baseline population density and building intensity will be taken from the Clark County buildable lands model which the City will provide to BergerABAM.
- The housing need assessment will be consistent with the 2004 Comprehensive Plan.
- Critical area ordinance updates and updates addressing best available science are not included.
- An urban growth boundary expansion is not anticipated.
- BergerABAM will update the comprehensive plan (up to four times) in strikethrough and underline format to clearly identify changes and revisions.
- Up to four rounds of revisions to the comprehensive plan text
- Up to one round of revision for GIS Maps
- BergerABAM will prepare updates to the Land Use, Housing, Environmental, and Economic Development elements. The City will complete the Introduction, Background, Public Involvement, Transportation, Parks, Recreation, Open Space, and Trail/Bikeway, Public Facilities, Utilities, and Services, and Capital Facilities, and all other elements and supporting documents, appendices, map figures and tables. The City will coordinate all element updates and ensure consistency throughout the plan.
- The City will complete all development regulation updates and zoning text revisions.

- The City will provide all transportation, utility, and capital facility level of service information to BergerABAM for use in the Land Use, Housing, and Economic Development elements.
- The Economic Development element will provide goals and polices consistent with the 2004 comprehensive plan but will not include an economic forecast.
- The City will act as the SEPA lead agency, complete the required SEPA documentation, and issue the SEPA determination.
- Special studies for greenhouse gases or environmental health issues will not be required.
- Natural resource field studies will not be required and documentation of environmental conditions for the Environmental element will be based on existing County, state, and federal data sources.
- The City will work with BergerABAM in preparing the Shoreline Comprehensive Plan text.
- Wetland mapping will be a composite map based on City wetland maps and County GIS.
- The City will prepare staff reports and exhibits for the Planning Commission and City Council work sessions and hearings, and the City will lead the presentations. BergerABAM will peer-review staff reports and will not attend work sessions or hearings.
- City staff will provide BergerABAM with summaries of minutes from the Planning Commission and City Council work sessions and hearings.
- The City will distribute materials to the Planning Commission and City Council.
- The City will prepare the final adoption ordinances for the update process using deliverables from BergerABAM.
- BergerABAM will deliver one electronic copy and one hard copy of the draft and final comprehensive plan to the City.
- The City will be responsible for the reproduction of the comprehensive plan.

#### *Deliverables*

- Drafts of the Land Use, Housing, Environmental, and Economic Development elements.
- Comprehensive plan maps, including the comprehensive plan map, zoning map, and critical area maps (wetlands, habitat, floodplain, geologic hazards, and critical aquifer recharge areas).
- Up to four GIS maps (two corridor and two town centers) to support comprehensive plan policies and goals
- Final comprehensive plan revisions distributed to City
- Peer review of up to four staff reports prepared by City staff
- One electronic copy and one hard copy of draft and final comprehensive plan

#### **Project Meetings**

BergerABAM will attend four meetings with the City in Camas. Additionally, ongoing phone calls and e-mail communication will occur throughout your project. BergerABAM will prepare and distribute meeting summaries, consisting of a record of major topics discussed and action items from each meeting.

#### *Assumptions*

- Meetings will be located in Camas.

**Deliverables**

- Preparation for and attendance by two BergerABAM staff at four, 2-hour in-person meetings with City staff
- Preparation and distribution of meeting summaries to meeting attendees following each project meeting

**FEE AND HOURS**

The following professional fees, including expenses, will be billed as incurred and will not exceed \$79,980 without written authorization.

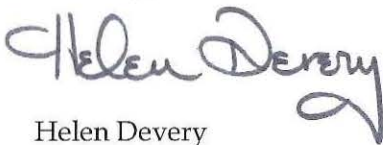
<u>Task</u>	<u>Cost Estimate</u>
Kickoff Meeting	\$3,987
Public Outreach	\$30,810
Comprehensive Plan Update	\$37,079
Project Meetings	\$7,676
Expenses	\$428
	<u>\$79,980</u>

**CLOSING**

If you agree with the above, please show your acceptance by signing in the space provided below. Please return a fully executed copy of the entire proposal to me by fax or PDF and retain the original for your files. We will consider the signed date as our notice to proceed. This proposal is valid for 30 days.

We thank you for the opportunity to provide this proposal, and we look forward to working with you. If you have questions, please call me at 360/823-6100.

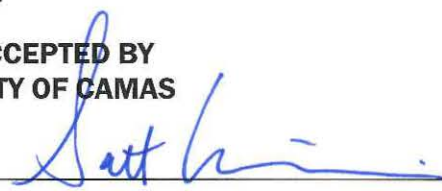
Sincerely,



Helen Devery  
Vice President

HD:DCH:llt

**ACCEPTED BY  
CITY OF CAMAS**

  
\_\_\_\_\_  
Signature

*Mayor Scott Higgins*  
\_\_\_\_\_  
(Printed)

*December 15, 2014*  
\_\_\_\_\_  
Date