

25 February 2016

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

Subject: City of Camas 2016 Comprehensive Plan Update Contract Amendment

Dear Ms. Fox:

This scope of work confirms earlier discussions between BergerABAM and the City of Camas (City) for additional work related to completion of the 2016 Comprehensive Plan Update. The City has requested that BergerABAM complete additional tasks, including mapping and a staff report review, to assist the City with adoption of the 2016 Comprehensive Plan Update by June 2016. The following is BergerABAM's proposed scope of work.

## **SCOPE OF WORK**

### **Task 1.0: Comprehensive Plan Maps**

BergerABAM will prepare and/or finalize four digital comprehensive plan maps (comprehensive plan, zoning, wetlands, and transportation). The maps will be based on GIS data available from Clark County and technical information that will be provided to BergerABAM by the City.

Draft comprehensive plan, zoning, and wetland base maps were prepared under the previous scope of work. BergerABAM will complete minor revisions (up to 10 hours per map/three maps) and finalize these maps under this scope of work.

The transportation map was not included in the previous scope of work. BergerABAM will prepare a draft and final transportation map in GIS format (up to 10 hours for the draft and 10 hours for the final map). The City will provide BergerABAM with a draft transportation map, the 2004 comprehensive plan transportation map, which BergerABAM will digitize and amend with revisions provided by the City.

### ***Assumptions***

- BergerABAM will not conduct technical assessments to verify the accuracy of the engineering information provided by the City as part of this task.
- All maps will include up to two rounds of revisions based on City comments.
- The City will coordinate with Clark County to obtain all GIS base data.
- The City will provide a draft transportation map for BergerABAM to digitize.

### *Deliverables*

- Final comprehensive plan, zoning, and wetland maps in GIS and PDF format
- Draft and final transportation map in GIS and PDF format

### **Task 2.0: Final Comprehensive Plan**

BergerABAM will finalize the City's comprehensive plan based on comments and edits received on the draft plan, prepared under the previous scope of work. The City will consolidate all comments on the draft plan and provide BergerABAM with the document in track changes. Two BergerABAM staff will then participate in two meetings with City staff to review and discuss edits.

BergerABAM will finalize the draft comprehensive plan and compile all technical appendices (provided by the City) and four maps (completed under Task 1). The final comprehensive plan will be provided to the City in PDF format. BergerABAM will provide the City with instructions so that City staff can publish the final document on Issuu, a free electronic publishing website.

### *Assumptions*

- The City will provide one consolidated set of redlines on the draft comprehensive plan text.
- The City will provide BergerABAM with all technical appendices.
- Up to two BergerABAM staff will participate in two 2-hour meetings with City staff to review and discuss edits. Meetings with the City will be held in either Camas or Vancouver.
- One round of client comments will be included in the final comprehensive plan.
- The City will act as the SEPA lead agency, complete the required SEPA documentation, and issue the SEPA determination.
- The City will complete all coordination with City departments and the Department of Commerce.

### *Excluded tasks and costs*

- SEPA checklist and threshold determination.

### *Deliverables*

- Draft and final comprehensive plan in PDF format, including all technical appendices and four maps
- Attendance by two BergerABAM staff at up to two meetings with City staff to review comprehensive plan comments
- Instructions for City staff to publish the document on Issuu

### **Task 3.0: Adoption Hearings**

The City anticipates that there will be one workshop and three hearings, two Planning Commission hearings, one City Council workshop, and one City Council hearing for adoption of the Comprehensive Plan. BergerABAM will assist the City with preparation for these workshops and hearings.

The City will draft the staff reports and presentations materials required for the workshops and hearings. BergerABAM will assist the City by providing comprehensive plan summary information for inclusion in the staff reports and presentations needed for the workshops and hearings. BergerABAM will provide peer review of meeting materials (up to 8 hours per workshop and hearing), including one round of edits in the documents in track changes.

A BergerABAM staff member will meet with the City prior to the first Planning Commission hearing and City Council workshop (up to two meetings with City staff) to review the meeting materials.

Additionally, one BergerABAM staff will attend two 3-hour Planning Commission hearings, one 2-hour City Council work session, and one 3-hour City Council hearing.

***Assumptions***

- Staff reports and presentations will be prepared by City staff. This scope assumes, two Planning Commission hearings, one City Council workshop, and one City Council hearing.
- Workshops will be 2 hours in length.
- Hearings will be 3 hours in length. The City will prepare all meeting notices and distribute all materials to the Planning Commission and City Council.
- The City will prepare final adoption ordinances.

***Deliverables***

- Staff report and presentation peer review and edits in track
- Attendance at one City Council work session and three hearings (two Planning Commission hearings and one City Council hearing)
- One BergerABAM staff member to attend two 2-hour meetings with City staff prior to the Planning Commission/Council meetings

**FEE**

The following professional fees, including an estimated \$115 in expenses, will be billed as incurred and will not exceed **\$21,753.00** without written authorization.

Task 1.0:	\$5,754
Task 2.0:	7,434
Task 3.0:	8,450
Expenses:	<u>115</u>
<b>Total:</b>	<b><u>\$21,753</u></b>

This amendment increases the total project budget to \$101,733.

Ms. Sarah Fox  
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**ACCEPTANCE**

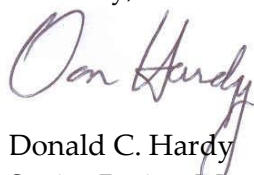
In witness whereof, this amendment has been executed under the provisions, terms, and conditions of the original contract between BergerABAM and City of Camas dated 8 December 2014. By signature below, the parties agree that all the terms and conditions of the original agreement shall be of full force and effect.

**CLOSING**

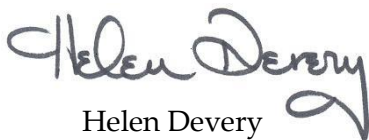
If you wish to accept this proposal, please show your acceptance by signing in the space provided below. Please return a fully executed copy of the entire proposal to me by fax or PDF and retain the original for your files. We will consider the signed date as our notice to proceed. This proposal is valid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



Donald C. Hardy  
Senior Project Manager/Planner



Helen Devery  
Vice President

DCH:llt

**ACCEPTED BY**

**CITY OF CAMAS**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date