



Request for Qualifications for City of Camas Comprehensive Plan Periodic Update and Downtown Subarea Plan

Introduction

The City of Camas is seeking a multidisciplinary consultant team to oversee the delivery and execution of the following efforts:

1. Update the City's Comprehensive Plan as required by the Washington State Growth Management Act (GMA) under RCW 36.70A.130.
2. Develop a Subarea Plan for Downtown Camas.

These two plans will provide elected and appointed officials, City staff, City residents, and the business and development community with a comprehensive, consistent, and culturally relevant plan to guide the City's decision-making and development through the year 2045.

The City encourages qualifications from consultant teams (which may consist of a single firm or a team consisting of firms and/or individuals) with specialized expertise in public outreach and engagement, comprehensive planning and Washington State's Growth Management Act, as well as experience with preparing specific plans for downtown commercial districts. While the City hopes to execute one contract for this undertaking, the City of Camas may select and choose to contract with one or more teams at its discretion.

All submittals are due by Friday, May 19, 2023, at 2 PM.

Background

Located at the eastern end of Clark County, Washington, the City of Camas is home to approximately 27,000 residents. The city is ideally situated at the gateway to the Columbia River Gorge National Scenic Area, providing residents and visitors easy access to explore the outdoors and enjoy an array of activities such as boating, fishing, kayaking, paddle boarding, swimming, or relaxing at Lacamas Lake. Other amenities to be enjoyed by families and visitors to the community include a vibrant, yet quaint historic downtown, approximately 60 miles of trails, high-profile business ventures stimulating job opportunities, several high-tech manufacturing industries, and a state-leading educational system.

From its origins over 100 years ago as a paper-mill town, which still boasts a mill operated by Georgia-Pacific Corporation, Camas has expanded, developed, and successfully blended a mix of cultures, values, and vision, ultimately promoting diverse economic growth, encouraging development of livable, family-oriented neighborhoods, protecting open-space, and building parks and other recreational amenities. Downtown Camas is known for its beautiful tree-lined streets, unique boutiques and eateries, and small-town charm, all designed to create a vibrant social, cultural, and economic center for the community while emphasizing preservation of the City's historic features. The City of Camas is proud to be one of the safest cities in the state and is committed to preserving its

heritage, sustaining, and enhancing a high quality of life for all its residents, and developing the community to meet the challenges of the future.

The City's last Comprehensive Plan periodic update was completed in 2016, with minor amendments in subsequent years. A Housing Action Plan was adopted in 2021 and the North Shore Subarea Plan was adopted in 2022.

Scope of Work

The final scope of work will be developed with the selected consultant(s) for this project as part of a professional services agreement. The following is a summary of the anticipated tasks that will be undertaken as part of this project.

Project Management

- The selected candidate should provide a project manager who will be responsible for overseeing the delivery and execution of all tasks required to complete the Comprehensive Plan Update and Downtown Subarea Plan. This person will be the main contact between the consultant team and the City of Camas and will be responsible for coordination between both planning processes and within the various disciplines on the project team.

Community Engagement and Visioning

- Prepare and carry out a Public Participation Plan that is inclusive of a diverse range of community members and builds awareness and understanding of the Comprehensive Plan Update and Downtown Subarea Plan process, including the purpose, timeline, and opportunities for involvement. The Public Participation Plan should ensure that there are multiple opportunities and tools to provide input and that there is a feedback loop to ensure that community members receive regular updates on how their input is being considered in the planning process.
- Visioning should be a major component of the Comprehensive Plan update and Downtown Subarea Plan process. Strong vision statements for each plan should be determined through robust community engagement and visioning exercises prior to plan development.

Comprehensive Plan Update

- Review, update, and revise, as appropriate, the existing Comprehensive Plan text and maps, and all related technical and supporting data/documents. Ensure that the Plan is reflective of community desires and consistent with the Growth Management Act, Clark County Countywide Planning Policies, and recent legislative changes.
- Review, update, and revise the Capital Facilities Plan element of the Comprehensive Plan. The Capital Facilities Plan element shall consist of an inventory of existing capital facilities; a forecast of the future needs for such capital facilities; the proposed locations and capacities of expanded or new capital facilities; and a six-year plan (minimum) that will finance such capital facilities consistent with the Land Use elements and clearly identify sources of public money for such purposes.
- Revise or recommend changes, as appropriate, to existing land use, development, and critical areas regulations, including Title 16, Title 17, and Title 18 of the Camas Municipal Code as

necessary to implement and ensure consistency with the revised Comprehensive Plan and with recent legislative changes.

Downtown Subarea Plan

- High-level and long-term visioning should be combined with practical implementation tools in the context of a resource constrained environment. The ideal consulting team will be able to fluidly move between these components and demands, building them into an integrated whole that provides the community with an actionable plan that can accommodate changes over time. The consulting team should have or be able to readily access specific expertise in at least the following areas:
 - Utilities and stormwater management including stormwater engineering;
 - Civic/community gathering space(s);
 - Real estate development and finance including redevelopment of existing buildings/properties and (limited) historic preservation;
 - Urban development codes including density and height requirements;
 - Design guidelines at a moderate to fine-grained level of detail;
 - Pedestrian/bicycle circulation and open space corridors as well as ped/bike safety engineering;
 - Motor vehicle circulation and traffic planning.

Environmental Review

- Identify the appropriate environmental review process and prepare the required State Environmental Policy Act (SEPA) documentation.

Budget and Timeline

The City of Camas will allocate a budget in alignment with the final scope of work and contract approved by the City Council. The City has included funding for this project in its 2023-2024 biennial budget. This funding will be supplemented by a \$125,000 grant from the Washington State Department of Commerce.

The City anticipates that the development of both plans will take approximately 24 months to complete. The Comprehensive Plan update must be completed by June 30, 2025, per the periodic update schedule in RCW 36.70A.130.

Background Documents/Studies

The City's current Comprehensive Plan was adopted in 2016. The following other plans, policies, or documents should also inform the updated Comprehensive Plan and/or Downtown Subarea Plan.

- [North Shore Subarea Plan \(2022\)](#)
- [Camas Housing Action Plan \(2021\)](#)
- [Downtown Camas Infrastructure Analysis \(2020\)](#)
- [Camas Design Review Manual \(2016\)](#)
- [Downtown Design Manual \(Revised 2014\)](#)
- [Camas Shoreline Master Program \(2021\)](#)
- [Parks, Recreation and Open Space Plan \(2022\)](#)
- [Clark County Countywide Planning Policies](#)

- [Clark County Buildable Lands Report \(2022\)](#)
- Existing system and facilities plans including the [Capital Improvement Plan Project List](#), [Six-year Street Plan](#), [Water System Plan](#), and [General Sewer Plan](#)

City Resources

The City has the following resources available to support the consultant’s work on this project:

- Geographic Information Services (staff, data, and ESRI licensing)
- Social Media: Facebook, Instagram, YouTube, NextDoor
- Engage Camas (online engagement platform)

Submittal requirements

To be considered responsive to this RFQ all consulting teams must submit at least the following:

Submittal Requirement	Maximum Pages
Cover letter and summary	1
Description of project understanding and approach	4
Description of team experience with similar projects including successes and important learnings	3
Individual team member experience with similar projects and expertise in the areas that are the subject of this RFQ. Include individual resumes for each team member that will be substantially involved in performing the work that is the subject(s) of this RFQ	3 Resumes should be included as an addendum; no page maximum
Description of approach to inclusive community engagement including successes and important learnings from previous projects	3
Description of approach(es) to ensuring work of subconsultants is fully integrated into the consulting team and its work products	2

The City of Camas encourages disadvantaged, minority, and women-owned consultant firms to respond.

All submittals are due by Friday, May 19, 2023, at 2 PM. Responses to this request for qualifications must be submitted electronically in .pdf format. Please email submittals to Alan Peters, Community Development Director at apeters@cityofcamas.us. Submittals may be sent directly by attachment or by providing a file transfer link.

Consultants are required to submit their statements in the format and order of the above listed evaluation criteria. Please limit the size of submittals to no more than 16 pages with text no smaller than size 10 font on 8-½” x 11” page size. The Proposal Summary Form (Attachment A) and resumes do not contribute to the overall page count. **Please do not submit cost proposals at this time.**

The attached Proposal Summary Form (Attachment A) is designed to serve as the cover sheet to the submittal. Do not attach cover letters, title pages or blank sheets ahead of this form. This form must be signed by a person authorized to enter into contract negotiations on behalf of your firm.

The City will confirm receipt of all submittals and notify all consultant teams of whether their submittals are deemed responsive by May 23, 2023.

Please contact Alan Peters with any questions via email or at 360-409-1475.

Evaluation and Selection process

The Evaluation and Selection process will be comprised of three parts with Final Scope and Contract approval by the City Council:

Evaluation level	Review Body
Responsiveness review	City Staff
Proposal review and ranking	Evaluation Committee
Selection of Consultant Team(s)	City Staff
Approval of Final Scope and Contract	City Council

All proposals submitted by the deadline will first be reviewed for responsiveness defined as meeting all minimum submittal requirements. All responsive proposals will be reviewed by the Evaluation Committee and ranked based on the criteria below. After proposals are ranked, the City anticipates inviting one or more firms to be interviewed. Interviews are currently expected to occur the week of either May 29 or June 5. Additional information regarding interview instructions will be provided to the invited consultant teams in advance of the scheduled interview date.

Final team selection is subject to proposal review and ranking, interviews, reference checks, and any other information the City deems relevant to the project at the City’s sole discretion. Final Scope and Contract with the selected consultant team(s) is subject to City Council approval and will occur after a draft scope and contract are agreed to by City Staff.

Evaluation Criteria	Percentage
Quality of the team’s understanding and approach to the project	15%
The team’s demonstrated experience with similar projects	25%
Individual team members demonstrated experience with similar projects	15%
Individual team members expertise in the specialty areas that are the subject of this RFQ	15%
Quality of the team’s approach to inclusive community engagement	25%
Quality of the team’s approach to integrating the work of subconsultants	5%

Miscellaneous

Civil Rights Act

The City of Camas is an Equal Employment Opportunity employer.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally- assisted programs of the Department of

Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Indemnification

The Contractor shall defend, 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 in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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.

Insurance Requirements

The Consultant shall maintain the following insurance limits:

- 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.
- Commercial General Liability insurance shall be written with limits no less than \$2,000,000.00 each occurrence, \$2,000,000.00 general aggregate.
- Aviation Liability or Aircraft Liability insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate.
- 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.
- Workers' Compensation coverage as required by Industrial Insurance laws of the State of Washington.

A copy of this Request for Qualifications, Amendments, and other documents will be posted to the City's web site at <https://www.cityofcamas.us/rfps> as they become available.

It is the sole responsibility of the responder to monitor this web page for any amendments and additional relevant material.

This document and all associated public records will be released where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of

the Contractor are needed for the City to respond to a request under the Act, as determined by the City, the Contractor agrees to make them promptly available to the City. If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Contractor and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligation shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

Attachment A

**STATEMENT OF QUALIFICATIONS
SUMMARY FORM**

GENERAL INFORMATION

Legal Name of Applicant Firm _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

E-mail address _____

WA State Unified Business Identifier _____

Federal Tax Identification Number _____

CERTIFICATION

I certify that to the best of my knowledge the information contained in this Proposal is accurate and complete and that I have the legal authority to commit this firm to a contractual agreement. I realize the final funding for any service is based upon available funding levels and the approval of the City Council for the City of Camas.

Signature

Date