

**CITY OF CAMAS
NOTICE TO CONSULTANTS FOR
PARKS, RECREATION AND OPEN SPACE (PROS)
COMPREHENSIVE PLAN**

The City of Camas solicits interest from qualified consultant firms for a comprehensive update to the City of Camas's Parks, Recreation and Open Space (PROS) Comprehensive Plan. The City of Camas's current PROS Plan was adopted in December 2014. The Updated PROS Plan will cover the six-year period from 2022 to 2028 and will serve as a guide for the acquisition, development and management of the City of Camas system of parks, trails, open space and special facilities. It will also establish the City's eligibility to apply for grants from a variety of state agencies including the Washington State Recreation and Conservation Office (RCO).

BACKGROUND

The City of Camas is located in Clark County in the southwest portion of Washington State, adjacent to the Columbia River and northeast of Portland, Oregon. Camas, with a 2020 population of 25,140 as estimated by the Office of Financial Management, covers approximately 14 square miles. Camas' park system includes neighborhood parks, community parks, trails and natural open space, in addition to a range of recreational and cultural facilities and programs. Most recently, the City has completed the acquisition of approximately 165 acres of open space in the North Shore Area to protect the backdrop of Lacamas Lake and provide additional recreational opportunities.

Primary funding for the park system comes from general tax revenue. Several special-purpose funds also help support capital projects including Real Estate Excise Tax and Park/Open Space Impact Fees. The City has also been very successful in past efforts obtaining grants for both acquisition and development of park facilities.

SCOPE OF WORK

This project entails the re-evaluation of and major revision of the 2014 PROS Plan. The Plan will provide the overall framework for the city's system of neighborhood and community parks, trails, open space, and recreation facilities and programs. The resulting plan will become a component of the City's Comprehensive Plan and shall act as the City's Parks and Open Space Capital Facilities Plan for budgeting and planning purposes. The updated PROS Plan will also meet all RCO planning criteria. Specific components of the anticipated Scope of Work are generally described below.

General Work Items

- Overall plan update that complies with the requirements of the Washington State Growth Management Act and the Washington State Recreation and Conservation Office.
- A public outreach and involvement program to gather information and prioritize plan options. Outreach will include, but will not be limited to, organizing and participating in community meetings, surveying community members, and working with community advisory groups.

- Review and assessment of the existing park inventory for existing and projected capacity or deficiency, using population estimates.
- Specific inventory of City-owned and privately-owned trails throughout the service area with detailed mapping and tables identifying access (public vs. private), maintenance responsibilities and other special considerations.
- Development of a 6-year capital facilities plan for park/trail acquisitions and development that identifies specific funding sources. A financial analysis shall be completed to evaluate the City's current Park Impact Fee and other revenue sources against the 6-year park projection needs and recommendations.
- Development of a 20-year projection of park/trail projects with estimated capital expenses with likely funding sources identified.
- New images and maps created in GIS that visually portray the various park types and facilities.
- A review of current operations and maintenance practices and existing levels of service. Development of documented levels of service practices and necessary resources to achieve the community desired levels of service.
- Review and recommendations regarding the organizational structure of the management of parks and recreation services as it relates to services provided by the Parks and Recreation Department and the Public Works Department.
- The plan will reference, and incorporate where appropriate, other planning documents and on-going efforts including such things as the Legacy Lands Vision, North Shore Sub-Area Plan, the Open Space Management Plan, the Crown Park Master Plan and the Fallen Leaf Lake Master Plan.

Plan Format

The specific format of the PROS Plan will ultimately be determined through coordination of City staff and the successful consultant; however, the plan must meet the six required elements identified in RCOs Planning Policies and Guidelines manual. The six required elements include:

- Goals and Objectives
- Inventory
- Public Involvement
- Demand and Need Analysis
- Capital Improvement Program
- Plan Adoption

Review and Adoption Process

Review and adoption of the PROS Plan will include multiple workshops, meetings and hearings before the public, Parks and Recreation Commission, Planning Commission, and City Council. The consultant will also be responsible for preparing and submitting the Plan for approval through the City's SEPA process.

SCHEDULE

The City has a number of grant opportunities through the RCO that will be dependent on completion of the updated PROS Plan by the 2022 RCO Grant Cycle. It is the intent of the City of Camas to see the schedule for this project maintained as described. With this in mind, consultants should evaluate their ability to add this project to their current workload before preparing a submittal. The selected consultant should be prepared to work quickly on this project, in partnership with city staff to meet the anticipated schedule.

RFQ SUBMITTALS

Submittals will be evaluated and ranked based on the following criteria:

1. **40%** - Experience, qualifications and special areas of expertise related to the development of parks, recreation and open space planning documents for each firm and each individual that will be working on the project. Team members must be available and participating in the project.
2. **40%** - Overall approach to plan development describing how the consultant will complete the project.
 - a. As part of the approach, consultants shall specifically address how the public outreach and involvement is anticipated to be completed assuming COVID-19 restrictions on gatherings are still in place.
 - b. Schedule is of significant importance on this project. Consultants shall take the opportunity to specifically address the schedule needs of the City and any potential challenges or opportunities.
3. **20%** - Any additional information the consultant feels is relevant to the project and their qualifications. References for similar planning efforts, including agency name, name of project, project completion date, and contact information for the reference contact. Prior planning documents completed for the City of Camas shall not be used for reference purposes.
 - a. **Submittal of 2 example documents shall be submitted with the Statement of Qualifications.** Documents shall be submitted in pdf format on thumb drive.

Consultants are required to submit their RFQ submittals in the format and order of the above listed evaluation criteria. Please limit the size of submittals to no more than 16 single-sided pages (8 double sided), including a cover letter, with text no smaller than size 10 font on 8-1/2" x 11" paper. Two additional 11" x 17" sheets are allowed as part of your submittal. **Please do not submit cost proposals at this time.**

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

Please submit FOUR identical hard-copies of your Statement of Qualifications and one electronic copy of your SOQ and the two example planning documents on a thumb drive to: City of Camas, attention Steve Wall, Public Works Director, 616 NE 4th Avenue, Camas, WA 98607

by December 18, 2020, no later than 2:00 P.M. No submittals will be accepted after that date and time.

Questions regarding this Request for Qualifications can be directed to Steve Wall at swall@cityofcamas.us, or at 360-817-7899. Persons may request this information be prepared and supplied in alternate forms by calling collect 0-360-834-6864 or emailing Steve Wall at the address above.

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.

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.
- 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.
- Workers' Compensation coverage as required by Industrial Insurance laws of the State of Washington.

A copy of this SOQ, Amendments, and other documents will be posted to the City's web site at <https://www.cityofcamas.us/yourgovernment/publicnotices> as they become available. The posting will include the following documents:

- City of Camas Professional Services Agreement form (for evaluation to determine company's ability to meet content)
- Link to the City of Camas 2014 PROS Plan
- Other Planning Documents as referenced herein
- Supplemental response materials and responses to SOQ questions

It is the sole responsibility of the SOQ responder to monitor this web page for any SOQ 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.

Distribution: City of Camas Professional Services Roster
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