



**CITY COUNCIL REGULAR MEETING AGENDA**  
**Monday, July 1, 2019, 7:00 PM**  
**City Hall, 616 NE 4th Avenue**

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NOTE: For both public comment periods - come forward when invited; state your name and address; limit comments to three minutes. Written comments can be given to the City Clerk. If it is a public hearing or a quasi-judicial matter, special instructions will be provided.




**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. PUBLIC COMMENTS**

**V. CONSENT AGENDA**

- A. June 17, 2019, Camas City Council Regular and Workshop Meeting Minutes
  -  [June 17, 2019 Camas City Council Workshop Meeting Minutes - Draft](#)
  - [June 17, 2019 Camas City Council Regular Meeting Minutes - Draft](#)
  
- B. Automated Clearing House and Claim Checks Approved by Finance Committee
  
- C. \$609,546 NE Lake Road and NE Everett Street Improvements Professional Services Contract Supplement to PBS Engineering and Environmental (Submitted by James Carothers)
  -  [Lake Road and Everett Contract Supplement](#)
  
- D. Final Plat for Green Mountain Planned Residential Development (PRD) Phase 2G and 2H (Submitted by Robert Maul)
  -  [Staff Report](#)
  - [Phase 2G](#)
  - [Phase 2H](#)

NOTE: Consent Agenda items may be removed for general discussion or action.

**VI. NON-AGENDA ITEMS**

- A. Staff
- B. Council

**VII. MAYOR**

- A. Mayor Announcements

## **VIII. MEETING ITEMS**

- A. Resolution No. 19-010 Adopting Revisions to the Library Page Position  
Presenter: Jennifer Gorsuch, Administrative Services Director

 [Resolution No. 19-010 Adopting Revisions to the Library Page Position](#)  
[Exhibit A - Library Aide Job Description and Salary Scale](#)

## **IX. PUBLIC COMMENTS**

## **X. ADJOURNMENT**

NOTE: The City welcomes public meeting citizen participation. For accommodations; call 360.834.6864.



**CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT**  
**Monday, June 17, 2019, 4:30 PM**  
**City Hall, 616 NE 4th Ave**

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**Due to technical difficulties, there is no video of the first portion of the meeting.**

**I. CALL TO ORDER**

Mayor Shannon Turk called the meeting to order at 4:30 p.m.

**II. ROLL CALL**

Present: Greg Anderson, Ellen Burton, Bonnie Carter, Don Chaney, Steve Hogan, Deanna Rusch and Melissa Smith

Staff: Phil Bourquin, Pete Capell, James Carothers, Brooks Cooper, Sarah Fox, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Heather Rowley, Nick Swinhart, Connie Urquhart, Steve Wall and Rachel Blair (intern)

Press: No one from the press was present

**III. PUBLIC COMMENTS**

No one from the public wished to speak.

**IV. WORKSHOP TOPICS**

(Due to misnumbering on the agenda, items #E-J have been renumbered to correctly reflect the order in which they were presented.)

- A. Recognition of 35-Year Anniversary for Captain Brooks Cooper  
Presenter: Nick Swinhart, Fire Chief

Swinhart presented Brooks Cooper with his 35 years of service pin.

- B. Recognition of 30-Year Anniversary for Jim (Curleigh) Carothers, Engineering Manager  
Presenters: Steve Wall, Public Works Director and Phil Bourquin, Community Development Director

Wall and Bourquin spoke about Carothers contributions and presented him with his 30 years of service pin.

- C. Single Use Plastic Presentation  
Presenter: Jack Harding

 [Single Use Plastic Presentation](#)

Harding reviewed the presentation and discussion ensued.

- D. Library Position Title Change  
Presenter: Connie Urquhart, Library Director

 [Staff Report](#)

Urquhart provided a brief overview. A resolution for this item will be placed on the July 1, 2019 Regular Meeting Agenda for Council's consideration.

- E. NE Lake Road and NE Everett Street Improvements Consultant Contract Supplement  
Presenter: James Carothers, Engineering Manager

 [Staff Report](#)

[Lake Road and Everett Contract Supplement 1](#)

This item will be placed on the July 1, 2019 Consent Agenda for Council's consideration.

- F. Crown Road Presentation  
Presenter: Steve Wall, Public Works Director and James Carothers, Engineering Manager

 [Crown Road Presentation](#)

[Crown Road Traffic Impact Analysis](#)

Carothers and Wall reviewed the presentation and responded to questions from Council.

- G. Public Works Miscellaneous and Updates  
Details: This is a placeholder for miscellaneous or emergent items.  
Presenter: Steve Wall, Public Works Director

Wall provide an update regarding Lake Road and Everett Road Intersection Improvements. He commented about the View Ridge Court Sewer Replacement Project.

- H. 2019 Affordable Housing Bills  
Presenter: Sarah Fox, Senior Planner

 [Housing Bills Presentation](#)

[House Bill 1923](#)

[House Bill 1923 Report](#)

[House Bill 1377-S](#)

[House Bill 1377-S Report](#)

[Church Owned Properties in Camas](#)

Fox reviewed the presentation and discussion ensued. This item will be placed on

a future agenda for further discussion.

I. Schedule Public Hearing for 2019 Comprehensive Plan Amendments  
Presenter: Sarah Fox, Senior Planner

- [📎 Staff Report to Planning Commission](#)
- [Planning Commission Presentation](#)
- [Map of Proposed Amendments 2019](#)
- [Sui Hui Property Application](#)
- [Rouse Property Application](#)
- [Knopp Property Application](#)
- [Camas Crossing Property Application](#)
- [Marty Miller Comment](#)
- [Cassie Crawford Comment](#)
- [Geoffrey Walters Comment](#)
- [Brian Armstrong Comment](#)
- [Shannon Stevens Comment](#)
- [Anthony Zezima Comment](#)
- [Katherine Freese Comment](#)
- [Hawk Rolewicz Comment](#)
- [John Visser Comment](#)
- [Russell Barber Comment](#)
- [Leah Ann Sperl Comment](#)
- [Jason Lind Comment and Staff Response](#)
- [Ecology and Staff Response](#)
- [Camas School District Comments](#)
- [Department of Archaeology & Historic Preservation \(DAHP\) Comment](#)
- [Skyview HOA Comment](#)
- [Kevin Bare Comment](#)
- [James Howsley Comment](#)
- [Leslie Corbin Comment](#)
- [Joshua Owens Petition Submission](#)
- [Joshua Owens Comment](#)
- [Land Need Analysis for Knopp Property](#)
- [Evergreen School District Comments](#)

Fox and Bourquin provided an overview. A public hearing will be placed on the September 16, 2019 Regular Meeting Agenda.

J. Community Development Miscellaneous and Updates  
Details: This is a placeholder for miscellaneous or emergent items.  
Presenter: Phil Bourquin, Community Development Director

Bourquin commented about the Planning Commission public hearings being held on June 18, 2019. He provided an update about the North Shore Subarea Plan consultant selection process. He stated that several members of City staff will be attending a demonstration for an electronic permitting process.

K. City Administrator Miscellaneous Updates and Scheduling

Details: This is a placeholder for miscellaneous or scheduling items.

Presenter: Pete Capell, City Administrator

Capell provided an overview of the agenda for the Community Aquatic Center open house that will occur on June 18, 2019. Discussion ensued. He stated the Fire Academy graduation ceremony would be held on Thursday at Lacamas Lake Lodge.

**V. COUNCIL COMMENTS AND REPORTS**

Chaney attended a flag retirement ceremony at the Camas-Washougal Port. He commented about parking at Heritage Trail and discussion ensued.

Anderson commented about the Camas Car Show being held on June 29, 2019.

Carter commented about parking near NE Lake Road and NE Everett Street. She congratulated the 2019 high school graduates. She also commented about the Downtown Camas Association (DCA) First Friday event and the business classes DCA is offering for downtown merchants.

Rusch attended the Camas Skate Park fundraiser and a meeting of the 100 Women Who Care Clark County. She announced that the 100 Women Who Care would be presenting a donation to the Friends & Foundation of the Camas Library.

Smith provided an overview of the Clark County Correction Advisory Commission meeting she attended.

Burton shared comments she received regarding becoming a Bee City and the outreach process for the Lake Road Intersection Improvements.

Mayor Turk commented about the employee award nominations, Sister City delegates visiting in July, the City Hall security system, the Public Advisory Committee. She also commented about the safety patrol award presentations and the Flag Day celebration she attended.

**VI. PUBLIC COMMENTS**

No one from the public wished to speak.

**VII. ADJOURNMENT**

The meeting adjourned at 6:28 p.m.



**CITY COUNCIL REGULAR MEETING MINUTES - DRAFT**  
**Monday, June 17, 2019, 7:00 PM**  
**City Hall, 616 NE 4th Avenue**

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**I. CALL TO ORDER**

Mayor Shannon Turk called the meeting to order at 7:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Greg Anderson, Ellen Burton, Bonnie Carter, Don Chaney, Steve Hogan, Deanna Rusch and Melissa Smith

Staff: Phil Bourquin, Pete Capell, James Carothers, Jennifer Gorsuch, Cathy Huber Nickerson, Heather Rowley, David Schultz, and Rachel Blair (intern)

Press: No one from the press was present

**IV. PUBLIC COMMENTS**

No one from the public wished to speak.

**V. CONSENT AGENDA**

- A. May 20, 2019, Camas City Council Regular and Workshop Meeting Minutes

 [May 20, 2019 Camas City Council Workshop Meeting Minutes - Draft](#)

[May 20, 2019 Camas City Council Regular Meeting Minutes - Draft](#)

- B. \$1,516,959.09 Automated Clearing House and Claim Checks Numbered 140964 to 141118

- C. \$101,170.99 for May 2019 Emergency Medical Services (EMS) Write-off Billings; Monthly Uncollectable Balance of Medicare and Medicaid Accounts (Submitted by Pam O'Brien)

- D. Wastewater Treatment Plant Roof Replacement Completion Acceptance (Submitted by Sam Adams)

 [WWTP Roof Replacement Final Pay Estimate](#)

- E. Green Mountain Estates Phase 2 Final Plat (Submitted by Madeline Sutherland)

 [Staff Report](#)

[Final Plat](#)

- F. \$369,709.04 Bid Award to Haag and Shaw, Inc. for View Ridge Court Sewer Replacement Project (Submitted by James Carothers)

 [View Ridge Court Sewer Bid Results](#)

**It was moved by Council Member Smith, and seconded, to approve the Consent Agenda. The motion carried unanimously.**

## VI. NON-AGENDA ITEMS

- A. Staff

There were no comments from staff.

- B. Council

There were no comments from Council.

## VII. MAYOR

- A. Mayor Announcements

Mayor Turk commented about the Heroes Award presented by the Camas School District.

## VIII. MEETING ITEMS

- A. Public Hearing for Amended and Restated Development Agreement with Holland Acquisition Co., LLC, and Fisher Creek West LLC  
Presenter: Phil Bourquin, Community Development Director

 [Amended and Restated Development Agreement Exhibits](#)

Bourquin provided a brief summary.

Mayor Turk opened the public hearing at 7:09 p.m.

Randy Printz, 805 Broadway, Vancouver, offered public testimony

The public hearing was closed at 7:13 p.m.

- B. Resolution No. 19-006 Amended and Restated Development Agreement with Holland Acquisition Co., LLC, and Fisher Creek West LLC  
Presenter: Phil Bourquin, Community Development Director

 [Resolution No. 19-006](#)

**It was moved by Council Member Smith, and seconded, that Resolution No. 19-006 be read by title only. The motion carried unanimously.**



**It was moved by Council Member Carter, and seconded, that Resolution No. 19-006 be adopted. The motion carried unanimously.**

- C. Resolution No. 19-008 Revising and Extending the Comprehensive Street Program

Presenter: James Carothers, Engineering Manager

-  [Resolution No. 19-008](#)
- [6 Year Street Program List](#)
- [6 Year Street Program Map](#)
- [6 Year Street Program Appendices](#)

**It was moved by Council Member Carter, and seconded, that Resolution No. 19-008 be read by title only. The motion carried unanimously.**

**It was moved by Council Member Carter, and seconded, that Resolution No. 19-008 be adopted. The motion carried unanimously.**

- D. Resolution No. 19-009 Time Limits for Certain Parking on NE Birch Street, NE Cedar Street and NE 6th Avenue

Presenter: James Carothers, Engineering Manager

-  [Resolution No. 19-009](#)
- [Staff Report](#)

**It was moved by Council Member Carter, and seconded, that Resolution No. 19-009 be read by title only. The motion carried unanimously.**

**It was moved by Council Member Carter, and seconded, that Resolution No. 19-009 be adopted. The motion carried unanimously.**

## **IX. PUBLIC COMMENTS**

No one from the public wished to speak.

## **X. ADJOURNMENT**

The meeting adjourned at 7:19 p.m.

NOTE: The City welcomes public meeting citizen participation. For accommodations; call 360.834.6864.

<b>Supplemental Agreement Number 01</b>		Organization and Address PBS Engineering and Environmental 415 W 6th Street, Suite 601 Vancouver, WA 98660	
Original Agreement Number T1011		Phone: 360-695-3488	
Project Number T1011	Execution Date 12/17/2018	Completion Date 12/31/2021	
Project Title NE Lake and NE Everett Street (SR-500)	New Maximum Amount Payable \$1,119,797.96		
Description of Work  Lake and Everett Intersection Improvements 1200-FT south, 600-ft west, and 600-ft north of the intersection of NE Lake Road and Ne Everett Street (SR-500)  Original Agreement Amount = \$510,251.96 Supplement 1 Agreement Amount = \$609,546.00			

The Local Agency of City of Camas

desires to supplement the agreement entered in to with PBS Engineering and Environmental  
and executed on \_\_\_\_\_ and identified as Agreement No. T1011

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:

See Attached for Contract Supplement #1 - Scope of work

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion date is 12/31/2021

**III**

Section V, PAYMENT, shall be amended as follows:

See Attached for Contract Supplement #1 - Budget

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date



## **CITY OF CAMAS, WASHINGTON**

### **Contract Supplement #1 NE Lake Road and NE Everett Street (SR-500): Intersection Improvements City of Camas Project # T1011**

#### **INTRODUCTION**

PBS Engineering and Environmental Inc. (PBS) and their Consultant team were selected by the City of Camas to perform traffic and design engineering, environmental permitting, public involvement and other related professional services for the NE Lake Road and NE Everett St. (SR-500): Intersection Improvements Project. The original contract was for "Design and Environmental Permitting Through 30% Plans". Professional services included the evaluation of roundabout and traffic signal options, evaluation of alignment options, traffic engineering, , environmental process & permits, and utility coordination. Contract Supplement #1 will cover out of scope items that were performed during the first phase and items that required more level of effort than were originally anticipated. This contract supplement will also cover professional services necessary to advance the project from the 30% design level to final plans ready for construction. These services will include intersection design, stormwater design, design of city utility upgrades and relocations, traffic engineering, lighting design, landscape architecture, environmental process & permits, and utility coordination. This project is assumed not to have federal funding.

The project team includes:

- Kittelson & Associates, Inc. (KAI) – Traffic Analysis and design
- WSP (Formerly BergerABAM) –Environmental permitting and documentation, and public outreach
- Archaeological Investigations Northwest (AINW) – cultural resources investigation
- Universal Field Services (UFS) – right-of-way acquisition

The Project is funded with Public Works Trust Fund money for design and right of way and is expected to have local or TIB funding in the construction phase.

Although the Project has several properties which were purchased with Washington State Recreation and Conservation Office (RCO) Funding in the immediate vicinity of the project, it is assumed that this project will avoid impacts to those parcels.

#### **PROJECT DESCRIPTION/BACKGROUND**

NE Everett Road (SR-500) and NE Lake Road is currently a 3-legged signalized intersection. The surrounding area includes Lacamas Lake, forested lands owned by the City of Camas (City) and Clark County, and to the north along SR-500 a bridge over a body of water connecting Lacamas Lake and Round Lake. This intersection connects two roads that are critical links between the south shore and north shore areas of Camas. Average daily traffic entering the intersection is well over 15,000. Camas has received State pre-construction funds from the Public Works Board to complete design, permitting, and to secure the necessary property rights for this project. It is anticipated the constructed intersection improvements will be completed as a roundabout; however, an alternative analysis and

intersection type evaluation will be completed to identify the appropriate intersection improvement. Currently the project is not funded for construction.

The project limits extend from the Fallen Leaf Lake access (located to the south of the intersection of Lake Road and Everett Street) to the Everett Street Bridge to the north, and from the sidewalk terminus at the Lodge, to the intersection of Lake Road and Everett Street intersection. The project area also includes the City owned property, east of the intersection, in its entirety.

### **OVERALL PROJECT ASSUMPTIONS**

- All traffic analysis has been completed and the Roundabout presented during the City Council Work Session on May 6, 2019 is the layout moving forward to final design.
- Project is anticipated to go out to bid in early 2020
- Project is anticipated to be constructed in 2020
- The City is anticipated to resolve Conservation Futures property impacts including arranging for any required land exchange
- City staff will approve a tree permit
- No temporary signal is required

### **OUT OF SCOPE WORK AND EXTRA SERVICES PERFORMED DURING PHASE 1 AND SCOPE OF WORK TO COMPLETE PROJECT**

#### **TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION**

PBS shall oversee project tasks and coordinate with City representatives to manage the scope, schedule and budget for the design engineering phase. This project is assumed to take up to 9 months to complete and advertise for construction.

#### **Subtask 1.1 Contract Administration, Invoicing, and Progress Reports**

- Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultants fees including markups for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
- Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
- Maintain required contract documentation. Provide copies of project files and records to the CITY for audits and public information requests. Final documents shall be provided in electronic format as requested.

### **Deliverables**

- Monthly invoices, Contract Summary Reports, and Project Status Reports.
- Project Documentation, upon request

### **Subtask 1.2 Meetings**

- WSP participated in prior meetings that were out of scope that included additional coordination meetings at the request of the City, and this resulted in **\$3,503.00** of additional required staff labor. This has been included in the WSP budget

Moving forward for phase 2 this item includes the coordination and meetings necessary to successfully complete the project.

- Up to 30 weekly phone meetings with City Staff
- Up to 9 internal PBS design team coordination and meetings.
- Up to nine, 2-hour design team meetings will be attended by two WSP and two KAI staff at PBS and up to four, 2-hour team meetings attended by two WSP and two KAI staff at the City.
- Preparation for and attendance monthly (9) project coordination meeting with City staff including and up to two PBS staff.
- Meet with City staff after the review of the 30%, 60%, 90%, and Final plan submittals, these meetings will be attended instead of the monthly meeting these months.

### **Deliverables**

- Meeting Agendas and Meeting Summaries
- Design Submittal Comment Review and Response Log

### **Subtask 1.3 Management, Coordination, and Direction**

- The Consultant shall provide management, coordination, and direction to the Project team in order to complete the project on time and within budget. The City fosters a partnership approach of all stakeholders in the Project. The Consultant shall integrate this strategy into the overall management approach.
- The Consultant shall establish a quality management program and designate responsibility for review of technical work and other deliverable products.
- Prepare and maintain project design schedule. The schedule shall identify CONSULTANT tasks and items provided by CITY and other consultants. The schedule shall be updated as circumstances require or as requested by the CITY (assumes 2 updates).
- The Consultant shall prepare and submit an activities list and schedule to the City following the Notice to Proceed. The schedule shall show appropriate milestones for the Project, including intermediate and final submittal dates for design documents and key decision points.
- The Consultant shall coordinate Consultant tasks and activities with the City.

### **Deliverables**

- Project Schedule & Schedule Updates
- Summary notes of coordination efforts

- QA/QC Program

#### **Subtask 1.4 WSDOT Coordination**

- The Consultant will coordinate with WSDOT and the City of Camas for all applicable WSDOT procedures, approvals, and processes related the project.
- WSDOT coordination meetings with the City and the Consultant will he held for key aspects of the project.

#### **Deliverables**

Coordination meeting agendas and meeting summaries.

#### **Subtask 1.5 TIB Grant Application**

- The Consultant will work with the City to prepare a TIB Grant Application for the 2019 grant cycle.
- The Consultant will prepare a draft application for the City's review and then revise/update the application based on comments from the City.
- The Consultant will provide a final TIB Grant Application for the City to submit to TIB.

#### **Deliverables**

Draft and Final versions of the TIB Grant Application for 2019 grant cycle.

### **TASK 2: SURVEYING**

All surveying tasks from the original scope except for legal descriptions and take exhibits for necessary right-of-way acquisition have been completed. The assumed number of properties requiring legal descriptions and exhibits is now five (5) for TCE's and one (1) for right-of-way acquisition. No additional budget is requested at this time.

### **TASK 3: GEOTECHNICAL ENGINEERING**

The geotechnical engineering task has been completed except for minor updates upon final review of the report. No additional budget is requested at this time.

### **TASK 4: TRAFFIC ENGINEERING**

#### **Subtask 4.1 Traffic Analysis Report**

The Traffic Analysis Report has been completed and no additional budget is requested for this task.

#### **Subtask 4.2 Intersection Control Analysis – ICA “lite”**

This task was part of the Phase 1 scope and budget and has not yet been completed. No additional budget is requested for this task.

#### **Subtask 4.3 Due Diligence and Trip Generation Letter for Community Center**

This was an additional task requested by the City to analyze the traffic impact of a potential community center along NW Lake Road on the operation of the proposed roundabout. The City also requested analysis beyond the 2040 design life to determine when the Lake/Everett intersection might fail and what mitigation would be required at that time to prevent failure of the intersection. It was anticipated that it would cost an additional \$3200 to accomplish this task and the City authorized this work. However, the extra work was able to be

accomplished without going over the original budget for Traffic Analysis and no additional budget is requested as part of this contract supplement.

## **TASK 5: ALTERNATIVE ANALYSIS**

### **Subtask 5.1 Alternative Analysis**

The intersection alternative analysis has been completed and no additional budget is requested as part of this contract supplement.

### **Subtask 5.2 Roundabout Landscape Alternatives**

#### **Subtask 5.2.1 Initial Concept Scoping**

This portion of work is for preparation involved for the first meeting with city representatives. The tasks will facilitate engagement from the committee to identify goals, objectives and landscape themes for integrating selected art . The outcome of this work will set a foundation for future meetings to build upon on.

Specific tasks to be performed and services to be provided by PBS are as follows:

- Coordinate with geometric layout following the alternative analysis process.
- Conduct a site visit of the project area.
- Coordinate with public outreach committee.
- Research and compile existing constructed roundabouts with similar reach criteria.
- Research and compile roundabout design guidelines and WSDOT roadside policies.
- Prepare graphic exhibits identifying opportunities and constraints within the project area.
- Prepare graphic exhibits illustrating roundabout examples as idea catalysts.
- Prepare graphic exhibits for selecting goals, themes and elements of high prioritization to the committee.
- Conduct an initial scoping meeting with city representatives.
- Compile and prepare a summary of meeting notes, desired goals and elements and next steps within the process.

#### **Deliverables**

- Agenda and presentation engagement for initial meeting.
- Graphic exhibit identifying opportunities and constraints (plan view illustration).
- Graphic exhibit of built roundabout examples.
- Graphic exhibit of selection criteria.

#### **Subtask 5.2.2 Concept Development**

This portion of work is for facilitating the second collaborative meeting. Work will be for preparation of concepts following information gathered in the initial concept scoping. The tasks will recommend three landscape concepts integrating art elements.

Specific tasks to be performed and services to be provided by PBS are as follows:

- Coordinate with geometric layout.
- Coordinate with public outreach committee.
- Conduct a site visit of project area.
- Research and compile information related to interested themes and elements.
- Prepare graphic exhibits of three concepts (plan view and 3D renderings/illustrations).
- Prepare cost associations in conceptual ranges for each concept.
- Conduct meeting with city committee to present the three concepts.
- Compile and prepare a summary of meeting notes, desired concept features and next steps in process.

#### **Deliverables**

- Agenda and presentation engagement for second meeting.
- Three graphic exhibits for each concept (plan view and 3D rendering/illustration)
- Graphic exhibit of construction cost ranges.

#### **Subtask 5.2.3 Defining Concept Alternatives**

This portion of work is for compiling presented concepts into a single concept. The work will be for preparation of a revised single concept following feedback from the second meeting.

Specific tasks to be performed and services to be provided by PBS are as follows:

- Research and compile information from gathered feedback from the second meeting.
- Prepare graphic exhibit of revised concept integrating the art elements (plan view and 3D renderings/illustration).
- Prepare graphic exhibit of recommended landscape features (stamped/colored concrete, architectural themes, plant species, lighting, etc).
- Prepare cost associations in conceptual ranges for the landscape features.
- Conduct meeting with City committee to present the revised concept and recommended elements.
- Compile and prepare a summary of meeting notes, feedback and next steps in process.

#### **Deliverables**

- Agenda and presentation engagement for third meeting.
- Graphic exhibit of single revised concept (plan view/3D rendering/illustration)
- Graphic exhibit of landscape features.

#### **Subtask 5.2.4 Concept Selection Refinement**

This portion of work is for preparation of revising the selected concept with desired landscape features and art elements into a single alternative.

Specific tasks to be performed and services to be provided by PBS are as follows:

- Compile information gathered feedback from the third meeting.
- Revise graphic exhibit incorporating the landscape features.
- Prepare a preliminary cost estimate with incorporated elements.



- Conduct meeting with City committee to present the revised concept.
- Compile and prepare a summary of meeting notes, feedback and next steps in process.

#### **Deliverables**

- Agenda and presentation engagement for fourth meeting.
- Graphic exhibit of revised concept (plan view/3D rendering) with incorporated landscape features
- Cost Estimate

#### **Subtask 5.2.5 Final Concept Graphic**

This portion of work is for providing a final concept graphic incorporating the latest feedback and presenting to the committee.

Specific tasks to be performed and services to be provided by PBS are as follows:

- Compile information from the fourth meeting.
- Prepare a final graphic for use in public open house and outreach.
- Prepare a revised cost estimate with final assumptions.
- Conduct a final meeting with City committee to present the finalized concept.

#### **Deliverables**

- Agenda and presentation engagement for final meeting.
- Graphic exhibit of final concept (plan view/3D rendering) with incorporated landscape features
- Revised Cost Estimate

#### **ASSUMPTIONS**

In preparing this scope of work, PBS has made the following necessary assumptions that have defined the scope of work, exclusions, fees, and expenses:

1. Preparation of graphics for initial concept scoping will begin in conjunction with the preparation of 30% design level.
2. Geometric layout will not change other than minor alignment adjustments once the alternative analysis process is complete.
3. Areas dedicated for landscape features will not drastically change in location or size once the collaborative process begins.
4. City of Camas will provide a range of anticipated funds to utilize into the construction of the landscape design as a starting point for concept development.
5. Graphic exhibits will be prepared on 24x36 boards and/or presented in electronic format as available.
6. The number of graphic exhibits in total is represented within each task.

### **TASK 6: ENVIRONMENTAL REVIEW AND DOCUMENTATION**

#### **Subtask 6.1 – Environmental Permitting**

Below is a summary status of the previously WSP contracted permitting work along with tasks that have been completed, those where out of scope work was completed and where additional scope and budget is needed

beyond the original approved contract. All prior contracted environmental permitting work will occur as originally scoped.

**Subtask 6.1.1 – Wetland and Waterbodies Delineation and Assessment**

The project task has been completed, no additional task work or budget is required.

**Subtask 6.1.2 – Habitat Assessment**

The draft Habitat Assessment has been completed awaiting comments from PBS and City. WSP completed out of scope work not in original contract by providing Washington State Department of Fish and Wildlife (WDFW) staff and providing them with background information and arranging and attending an on-site meeting with the WDFW staff, and debriefing with the project team. We are requesting **\$2,742** of additional budget associated with this work.

**Subtask 6.1.3 – Camas Tree Survey Permit**

The work is in progress and no additional budget is requested as part of this contract supplement.

**Subtask 6.1.4 – Type II Critical Areas Permit**

The draft Critical Areas Report has been completed, and no additional budget is requested as part of this contract supplement to complete the remaining critical area permitting work.

**Subtask 6.1.5 – Shoreline Management Permit**

The work is in process with the project narrative being completed. Contracted work did not include preparation of Shoreline Variance which City staff has confirmed as being needed. The contracted budget for this task has been spent and we are requesting an additional **\$8,174.00** to complete the Shoreline Variance work. Additional out of scope work included assistance with the completed alternatives analysis which was not included in the WSP scope of work. The unused budget from Task 6.1.1 Wetland and Water Body Delineation and Assessment will cover the prior out of scope completed alternative analysis work.

**Subtask 6.1.6 – Critical Area Mitigation Plan**

The work has not started, awaiting advancement of engineering design and further coordination discussions with City staff on proposed mitigation, no additional budget is requested as part of this contract supplement.

**Subtask 6.1.7 – Flood Hazard Assessment (CONTINGENCY)**

This permitting work was determined to not be required for the project, and will therefore not be completed.

**Subtask 6.1.8 – SEPA Documentation**

The work is in process and no additional budget is requested as part of this contract supplement.

**Subtask 6.1.9 – Clark County Legacy Lands and Conservation Futures**

The work is in process and no additional budget is requested as part of this contract supplement.

#### **Subtask 6.1.10 – USACE Section 404 and Ecology Section 401 Authorization (CONTINGENCY)**

This permitting work was determined to not be required for project, and will therefore not be completed.

#### **Subtask 6.1.11 – Hydraulic Project Approval (CONTINGENCY)**

This permitting work was determined to not be required for project, and will therefore not be completed.

#### **Subtask 6.2 Cultural Resources**

The original cultural resources scope has been completed. Out of scope tasks that occurred include the following:

- An Inadvertent Discovery Plan (IDP) was completed for the project. Additional budget was not requested for this task, because there was an available balance remaining in the budget for geotechnical monitoring.
- Additional coordination with the Public Works Board to meet review under Executive Order 05-05 was required. Additional budget of \$1,095 as part of this contract supplement.

**Permitting:**As the project moves forward, we will need to apply for a permit from DAHP. The application will outline the planned impacts from construction, and include a scope of work for further archaeological investigation. The permit application will include a monitoring plan for the project. The permit application and coordination with DAHP will cost no more than **\$4,697**, and you should allow 2 months for permit review and approval. We have included a contingency budget of **\$1,217** for additional coordination with DAHP and Tribes in case revisions to the work plan are requested. If the contingency is activated, the total cost for the permit would not exceed **\$5,914**.

#### **Shovel testing in expanded APE:**

If the final APE is larger than the area already surveyed by AINW, additional shovel testing will be needed to determine the extent of site within the APE. Up to 15 additional shovel tests would be excavated within the expanded APE to delineate archaeological site 45CL1404. This added work could be done without a permit outside of the recorded archaeological boundaries. An addendum memo report and an updated site form would be prepared, and the cost would not exceed **\$5,676**. This total will be lower if the expanded APE is smaller than the entire parcel.

#### **Excavation:**

If the final design cannot avoid site 45CL1404, we would excavate controlled archaeological test units under permit from DAHP within the archaeological site. We propose to excavate up to 8 quarter test units (QTUs) within the archaeological site where construction impacts are planned. The excavations would be designed to assess the integrity and significance of the archaeological site before it is impacted by construction. The QTUs will measure 0.5x0.5 meter (1.6x1.6 feet) in size, and be excavated to the depth of the archaeological deposit, which is estimated to be 0.6 meter (2 feet) deep. Two or more QTUs may be joined together to make larger units as appropriate. All soils would be screened through ¼ and 1/8-inch hardware mesh, and all artifacts would be collected and taken to AINW's laboratory for analysis and curation. As appropriate, artifacts will be sent to outside laboratories for specialized analyses such as radiocarbon dating and obsidian sourcing. A preliminary report will be prepared at the end of excavation for review by DAHP, Tribes, and the project team, so that management decisions can be made. The final report will be prepared when all outside analyses are complete.

The total cost for the excavation, analysis, curation, and reporting would not exceed **\$82,228**. The cost estimate may be revised downward, depending on how much of the archaeological site can be set aside.

It is likely that some level of monitoring will be needed. The City of Camas has often been able to schedule pre-construction grading with a monitor present. This allows for extra time prior to construction in case of discoveries.

Five full days of monitoring (with overtime) and a monitoring report for DAHP would not exceed **\$5,816**. An estimated 10 artifacts may be collected, analyzed, and curated during the monitoring phase, and a memo report would be prepared. The cost for monitoring-phase artifact analysis and reporting would be **\$9,852**. For 5 days of monitoring; collection, analysis and curation of 10 artifacts; and reporting, the cost would not exceed **\$15,668**.

**Contingency:**

We recommend keeping a contingency budget of **\$20,500** in reserve. This amount would cover excavation of an additional two QTUs if there is a discovery during monitoring, or if Tribes request additional work during the permit review process. The estimate includes analysis, curation, and reporting.

The total cost would not exceed **\$133,681**, for all cultural resources work described in this scope. We anticipate that the final project footprint will be smaller and the cost will be revised accordingly.

**Subtask 6.3 NPDES Construction Stormwater General Permit**

Ecology regulates stormwater discharges during construction through the National Pollutant Discharge Elimination System (NPDES) permitting process. Based on the size of the proposed construction site, approval under this program will be required. Because there is no history of industrial contamination or significant risks associated with construction, we anticipate that the construction work can be authorized through the NPDES Construction Stormwater Permit. The PBS team will review available site information and conditions pertaining to site stormwater discharges, including existing land cover, impervious areas, pervious area soils and vegetative cover, existing drainage collection and conveyance systems, and outfalls. This assessment will also include a review of associated land cover and drainage system modifications, and proposed timing and phasing of construction activities. These data will provide input to NPDES construction stormwater permitting and the selection of appropriate stormwater best management practices (BMPs) consistent with Ecology requirements.

Based on this information, a notice of intent, land use compatibility statement, stormwater pollution prevention plan (SWPPP), and public notice narrative will be prepared as required to obtain NPDES coverage. Other activities associated with this task include the preparation of a construction-phase SWPPP, including a construction-phase spill prevention control and countermeasures plan and a temporary erosion and sedimentation control plan. This task also includes the coordination with the design team and Ecology that will be necessary to develop these documents. The permit team will work with the City to identify appropriate stormwater BMPs to be implemented during construction.

**Deliverables**

- Permit Application
- Notice of Intent (NOI)
- SWPPP

- Transfer of Coverage Form
- Notice of Termination Form

## **TASK 7: WSDOT DESIGN DOCUMENTATION**

The Consultant will perform the required roadway and hydraulic design documentation per the requirements of the WSDOT Design Manual and Hydraulics Manual. The following scope of work is described below in greater detail.

### **Subtask 7.1 Design Approval**

This task was included in the Phase 1 work and no additional budget is requested as part of this contract supplement.

### **Subtask 7.2 Project Development Approval**

Project Development Approval by WSDOT is required per WSDOT Design Manual Section 300.04(2) and the Consultant will create the following documents for the package for submittal and approval by WSDOT:

- Concise cover sheet (stamped)
- Updated Basis of Design and List of Variances (if applicable)
- Supplements to the Design Approval Documents (if applicable)
- Final environmental documentation
- Updated Cost Estimate

### **Subtask 7.3 Hydraulic Report Documentation**

The Consultant will develop the required hydraulic and highway runoff reports necessary per the WSDOT Hydraulic Manual and Highway Runoff Manual. Elements may include the following:

- Hydraulic Report Contents that meet the WSDOT Hydraulic Report Review Checklist
- Hydraulic Manual and Highway Runoff Manual Deviated Elements
- Design Tools and Analysis for the Hydraulic Design

The Consultant will coordinate with the City of Camas and WSDOT for final requirements of the report after a preferred alternative has been selected.

### **Assumptions**

- WSDOT procedures and approvals are required per the pertinent WSDOT manuals.
- WSDOT will be involved in the review and approval of documentation. This includes addressing review comments by WSDOT and the City Camas.
- A formal channelization plan will be required for intersection changes.
- An access justification report isn't required for the project.

### **Deliverables**

- Draft and Final Project Development Approval (at 90% Design Phase)
- Draft and Final Hydraulic Report (first submittal at 60% phase, final at 90% phase)
- Intersection Plans for Approval (at 90% Design Phase)

## **TASK 8: DESIGN ENGINEERING**

The consultant will advance the design to 60, and 90 percent, and final construction contract documents as part of this task. The Consultant team will be responsible to provide design engineering services for the deliverables outlined below for the following submittals:

- 60% Submittal
- 90% Submittal
- Final submittal
- QA/QC

### **Subtask 8.1 30 Percent Design (Preliminary)**

This task was included in the Phase 1 scope and no additional budget is requested as part of this contract supplement.

### **Subtask 8.2 - 60 Percent Design (PS&E)**

The consultant will address review comments on the 30% Plans and develop construction documents to the 60 percent design stage. These documents will consist of plans, a bid item list, an opinion of probable construction cost.

The 60% plans shall include:

- Cover Sheet
- Civil Legend Sheet
- Typical Sections
- Construction Staging Plans
- Construction Signing Plan
- Site Prep/Demolition Plans
- Erosion Control and Grading Plans
- Erosion Control Notes Detail Sheets
- Plan over Profile Sheets showing basic roadway geometry information and stormwater layout
- Water plan and profile
- Intersection/Roundabout Layouts
- Signing and Striping Plans
- Enhanced Crossing (assume Rectangular Rapid-Flash Beacon [RRFB])
- Illumination Plans
- Signal Removal Plans
- Landscape Plans

- 1) Detailed geometric layout of intersection and grading for ADA purposes.
- 2) Updated cut and fill line determination.
- 3) Updated stormwater analysis using HydroCAD software, basin delineation map, and storm system layout, preliminary stormwater / hydrology report.
- 4) Calculate quantities and prepare a 60% engineer's estimate of construction costs shown on the Civil plans.
- 5) Submit 60% plan set and cost estimate for review

## **Deliverables**

- 60% Plans and Cost Estimates(3 hard copies of the plans (11X17), a PDF of the plan set, and cost estimate)
- Preliminary Stormwater/Hydrology Report

## **Subtask 8.3 - 90 Percent Design (PS&E)**

The consultant will address review comments from the 60% plans and develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

The 90% plan set shall include the following sheets:

- Cover Sheet
  - General Notes and Legend Sheet
  - Typical Sections
  - Construction Staging Plans
  - Construction Signing Plan
  - Site specific Traffic Control Plans
  - Site Prep/Demolition Plans
  - Erosion Control and Grading Plans
  - Erosion Control Notes Detail Sheets
  - Plan over Profile Sheets showing basic roadway geometry information and stormwater layout
  - Intersection/Roundabout Layouts
  - Grading Sheets
  - Stormwater Facility Plan and Detail Sheet
  - Water plan, profile and details
  - Joint Utility Trench Plan for undergrounding of overhead utilities
  - Signing and Striping Plans
  - Signing and striping details
  - Rectangular Rapid-Flash Beacon [RRFB] Plans and Details
  - Illumination Plans
  - Signal Removal Plans
  - Landscape Plans
  - Landscape Detail Sheets
  - Preliminary Irrigation Plans
  - Preliminary Irrigation Detail Sheets
  - Miscellaneous Details Sheet
  - Standard Detail Sheets
- 1) Compile stormwater analysis from 60%, update the analysis to match the 90% level design and prepare the updated stormwater / Hydrology report.
  - 2) Compute quantities and prepare an engineer's estimate of construction costs shown on the plans. Identify which bid items will require special provisions.
  - 3) Prepare 90% Level Project Specifications including current WSDOT amendments, GSP's and special provisions necessary for this project.

- 4) Submit 90% plan set, specifications, draft construction schedule, and cost estimate for review

### **Deliverables**

- 90% Plans, Specifications, and Cost Estimates (3 hard copies of the plans (11X17), a PDF of the plan set, specifications, draft construction schedule, and cost estimate)
- Updated Stormwater/Hydrology Report

### **Subtask 8.4 - Final Design (PS&E)**

The consultant will address review comments from the 90% plans and develop construction documents to the Final design submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

Address the 90% comments. Final design phase plan set shall include:

- Cover Sheet
- General Notes and Legend Sheet
- Typical Sections
- Construction Staging Plans
- Construction Signing Plan
- Site specific Traffic Control Plans
- Site Prep/Demolition Plans
- Erosion Control and Grading Plans
- Erosion Control Notes Detail Sheets
- Plan over Profile Sheets showing basic roadway geometry information and stormwater layout
- Intersection/Roundabout Layouts
- Grading Sheets
- Stormwater Facility Plan and Detail Sheet
- Water plan, profile and details
- Joint Utility Trench Plan for undergrounding of overhead utilities
- Signing and Striping Plans
- Signing and striping details
- Rectangular Rapid-Flash Beacon [RRFB] Plans and Details
- Illumination Plans
- Signal Removal Plans
- Landscape Plans
- Landscape Detail Sheets
- Irrigation Plans
- Irrigation Detail Sheets
- Miscellaneous Details Sheet
- Standard Detail Sheets

- 1) Address preliminary stormwater report comments and submit final stormwater report for approval.
- 2) Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.



- 3) Compute quantities and prepare an engineer's estimate of construction costs.
- 4) Submit 100% Plans, special provisions and estimate for review
- 5) Address City review comments regarding the plans, specs, and estimate.
- 6) Preparation of the project NPDES permit application, and posting the Notice of Intent (N.O.I.) in an appropriate local news paper
- 7) Preparation of the project SWPPP

### **Deliverables**

- Copy of SWPPP
- 100% Plans, special provisions, construction schedule, and estimate
- Final Stormwater Report
- Bid Documents

### **Subtask 8.5 - QA/QC**

The Consultant will provide quality assurance/quality control (QA/QC) for design work in accordance with the Consultant's QA/QC Program. The Consultant will provide senior level design and construction personnel to review plan submittals and provide technical support.

### **Subtask 8.6 Structural Engineering (CONTINGENCY)**

The City requested that the possibility of a pedestrian bridge or tunnel across Everett Street being analyzed. This work was performed as part of Phase 1 and **\$8,000** is requested to cover this work as part of this contract supplement.

If a retaining wall is needed to protect the existing stormwater facility from the roadway improvements, retaining walls may be required near the southern edge of the existing stormwater collection pond just north of the existing intersection. To complete this effort, the consultant will complete the following tasks.

- Prepare design details for up to 200 linear feet of up to 10 foot high retaining walls.
- Advance the design to preliminary (60 percent), 90 percent, and final construction contract documents as part of this task.
- Review comments provided to PBS regarding the plan and profile sheets prior to submittal of documents at the stages listed above.
- Design documents in electronic format at each of the 60 percent (preliminary) and 90 percent design stages showing retaining wall details with section cuts shown on plan and profile sheets prepared by PBS.
- Design documents sufficient for submittal to the City.
- Prepare and participate in up to three (3) consultant team meetings.

### **Assumptions**

- Design of the walls will include traffic surcharge loads.
- Soils in the area are suitable for shallow spread-footing-type foundations.
- WSDOT standard cast-in-place concrete retaining walls details will be used.

## **Deliverables**

- Design documents in electronic format at each of the 60 percent (preliminary) and 90 percent design stages showing retaining wall details with section cuts shown on plan and profile sheets prepared by PBS.
- Design documents sufficient for submittal to the City.

## **TASK 9: UTILITY COORDINATION**

### **Subtask 9.1 Utility Coordination**

Contact utilities within the project limits and obtain existing system mapping. Review mapping for consistency with project base map.

Conduct utility reconnaissance of the project corridor to determine visual evidence of underground and above ground utility facilities and confirm utility provided facility maps and project base map completeness.

Identify and discuss with each utility special requirements associated with their facility relocation or modification.

#### **Subtask 9.1.1 - Utility Meetings**

Organize and facilitate up to three group utility meetings to provide updated project information. Such meetings will address known facilities, potential for impact, timing requirements for potential relocations, initial information of reimbursable requirements. Meetings will also allow the exchange of each utility's relocation plans with the other utilities in order to maximize compatibility of relocation designs and utility and roadway construction sequencing. Prepare and transmit meeting agendas and meeting summaries to utility representatives, City and Consultant team members.

#### **Subtask 9.1.2 - Conflict Identification, Analysis and Recommended Resolution**

Identify and analyze utility conflicts, compile and distribute utility conflict lists involving above ground, surface and underground conflicts, and make conflict resolution recommendations to utilities.

Produce utility conflict plan sheets based on preliminary (60%) design plans and accompanying utility conflict spreadsheets indicating conflict item number, type of utility, conflict status, average cover during and after construction, whether utility is in or out of public right-of-way, and comments. Assume six different utility operators.

- Revise conflict analysis and conflict spreadsheets based on 90% design plans
- Revise conflict analysis and conflict spreadsheets based on 100% design plans

#### **Subtask 9.1.3 - Conflict Notification and Utility Relocations**

Notify the impacted utilities and coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the project design. As part of that effort:

- Prepare and deliver to each involved utility owner a Conflict Notice with attached conflict list and map. Assume up to six different utility operators. Notice shall require a utility response in the form of a proposed facility adjustment plan and schedule to complete the utility work. Allow each utility a 30-day period to respond with a proposal from date of the notice.
- Review utilities' proposed relocation plans to verify that identified conflict items are addressed and that

the plans accommodate and conform to the construction requirements for the Project. Provide written approval of each utility's relocation plan. Up to nine total reviews will be performed for the utilities' relocation plans (average 1.5 per utility).

### **Assumptions**

- City will provide utility plans, GIS and other supporting documents for City utilities within the project corridor
- Utility design location fees, if any, are not included in Consultant's costs and will be paid by the City if required.
- Utilities will provide as-built system maps of their facilities within the project corridor
- Additional right-of-way and/or easements that may be required for relocated utilities, is the responsibility of the utilities or the City in the event of prior rights.

### **Deliverables**

- Meeting agendas and summaries for each utility meeting (3 total).
- 30% Submittal - Existing utilities identified and marked-up on survey basemapping.
- Utility Conflict Memorandum at 60% Plans
- Conflict notice letters and attachments for each utility.
- 90% and 100% utility conflict analysis based on design plans.
- Review and comments on utility relocation plans
- Joint utility trench coordination (assumes up to 6 utility companies)

## **TASK 10: PUBLIC INVOLVEMENT**

The following tasks outline out of scope items completed for public involvement related activities during Phase 1 of the project. In addition to the out of scope items by task below, WSP completed the following out of scope items related to all public involvement activities.

- WSP addressed multiple rounds of comments and reviews on outreach materials. Contract assumed one round of review on materials.
- WSP public involvement staff attended additional team meetings beyond those that were scoped.

### **Subtask 10.1 Public Involvement Plan**

- No out of scope items were completed related to the public involvement plan.

### **Subtask 10.2 Stakeholder Interviews**

- WSP coordinated with stakeholders and scheduled interviews, which occurred over 2 weeks. Contract assumed the City would schedule the stakeholder interviews over a 3-day period.

### **Subtask 10.3 Project Advisory Committee (PAC)**

- WSP prepared initial PAC invitation, distributed calendar invites for PAC meetings, and coordinated with PAC members. Contract assumed the City would arrange and provide notice to PAC members.
- One additional catch up PAC meeting occurred and PBS has included hours to accommodate that effort as part of this contract supplement.

#### **Subtask 10.4 City Council Workshops**

- One additional City Council Workshop was scheduled and PBS has included hours to accommodate that effort as part of this contract supplement.

#### **Subtask 10.5 Open Houses (2) and Community Survey (1)**

- The process leading up to the Open Houses and Community Survey work was very dynamic and additional staff, graphics, and coordination was required to accommodate the extensive public outreach program. The budget for this task was substantially exceeded and hours have been included for PBS to accommodate this additional work as part of this contract supplement.
- WSP designed two newspaper advertisements (one for each open house). Contract assumed content only.
- WSP prepared four interim survey results and one final survey summary for the first online survey. Contract included one survey summary.
- WSP prepared a second online survey, including survey summary. Contract included one online survey.
- WSP prepared an 11 x 17 factsheet for the second open house. Contract included an 8.5 x 11 factsheet.

#### **Subtask 10.6 City Webpage Support**

- No out of scope items were completed related to the Branding and Website.

The total amount of out of scope public involvement work for WSP was **\$18,764.00** which is being requested as part of this contract supplement.

### **Phase 2 To Be Completed Public Outreach**

This task includes public involvement activities for Phase 2 of the project. Outreach efforts are designed to build on the engagement activities completed during Phase 1.

#### **Task 10.1 Public Involvement Plan Update**

WSP will update the public involvement plan to address outreach efforts and messaging specific to Phase 2. The general structure of the public involvement plan will remain the same. Draft updates will be provided to the City in track changes. This task also includes an update to the project sign (to be coordinated by PBS).

#### **Assumptions**

- The City will respond to all media inquiries and serve as the public information officer for this project.
- The Consultant will help develop content that the City will post at its existing social media outlets.
- The City will conduct one round of review on the updated PIP.
- 4'x8' project board update(s) at intersection will be expensed to the City.

#### **Deliverables**

- Draft and final updated PIP
- 4'x8' project board at intersection

#### **Subtask 10.2 Stakeholder Interviews**

No work is included as part of this task for Phase 2.

### **Subtask 10.3 Project Advisory Committee (PAC)**

Two PAC meetings plus a PAC 1 catch up meeting were completed during Phase 1. A third PAC meeting is included in Phase 2.

- PAC meeting No. 3 – Provide a design update for the PAC at the 90% plan stage. PAC Meeting No. 3 will be held prior to Open House No 3, which is intended to inform the public on what to expect during construction.

For the PAC, the Consultant will conduct the following tasks.

- Coordinate one 2-hour PAC meeting.
- Prepare agendas and materials for the City to review.
- Prepare calendar invites and distribute materials to the PAC.
- Maintain and manage the PAC roster.
- Conduct a 1-hour preparation meeting via conference call with the City to prepare for the PAC meeting.
- Prepare presentation boards or a slide presentation featuring conceptual graphics for the PAC meeting (PBS).
- Facilitate the PAC meeting.
- Prepare a summary of the PAC discussion and forward any recommendations following the meeting for City review.
- Prepare a final meeting summary based on City comments and provide to City.

### **Assumptions**

- One 2-hour PAC meeting will occur.
- Up to five Consultant team staff members will attend (2 WSP Staff, 2 PBS Staff, 1 KAI Staff).
- The City will schedule a venue for the PAC meeting.
- The City will conduct one round of review of the meeting summary.

### **Deliverables**

- Agendas, presentation boards (up to 4) or slide presentations (boards/presentation provided by PBS, agenda by WSP)
- Draft and final meeting summary (Prepared by WSP).

### **Subtask 10.4 City Council Workshop**

After each PAC Meeting and prior to each open house a City Council Workshop will be attended. Three Council Workshops were held in Phase 1. A fourth workshop is planned for Phase 2.

- Workshop Meeting No. 4 – Provide a construction update for the council.  
Workshop Meeting No. 4. will be held prior to the Open House No 3, and is intended to inform the council on what to expect during construction.

For the Council, the Consultant will conduct the following tasks.

- Coordinate a 2-hour Council Workshop meeting, which will take place after the PAC meeting and prior to the project Open House.
- Prepare an agenda and materials for the City to review prior to the workshop.
- Prepare presentation boards or a slide presentation for the workshop.
- Facilitate the workshop.

- Prepare a summary of the workshop discussion and forward any recommendations for City review.
- Prepare a final meeting summary based on City comments and provide to City.

### **Assumptions**

- PBS will complete all Task 10.3 tasks and WSP labor is not included.
- One 2-hour Council Workshop will occur.
- Up to two Consultant team staff members will attend the workshop (2 PBS Staff).
- The City will conduct one round of review of the meeting summary

### **Deliverables**

- Agendas, slide presentations for the workshop (Provided by PBS)
- Draft and final meeting summary (Prepared by PBS).

### **Subtask 10.5 Open House**

Two community open houses were held in Phase 1. A third open house is planned for Phase 2. The open house will provide interested community members the opportunity to learn about the project and ask questions one-on-one with subject matter experts on the project team, and will facilitate public feedback. Materials presented at the open house will be posted to the project website following the event, including a comment form for those unable to attend in person.

Open House No. 3 will include information on the construction schedule, inform the public on related impacts, and inform them on how to follow the project (on site signage by the City, website postings, etc.)

The following tasks will be undertaken by the Consultant to complete the third open house:

- Develop one event plan that identifies event process, format, displays, staffing, advertising/public notice needs, and the schedule of deliverables.
- Prepare up to twelve (4 per open house) 24- by 36-inch presentation boards,
- Prepare one double-sided 8.5x11 inch factsheets
- Prepare comment forms. The comment forms will be distributed to solicit feedback from the event attendees.
- Prepare sign-in sheets, staff name tags, and meeting signage.
- Prepare an event summary, including a summary of written comments received at the open house.
- Prepare draft and final advertisements for The Columbian and Camas-Washougal Post-Record for review and submittal by the City.
- Draft and coordinate release of a notice for the open house on the project website and social media platforms.
- Draft an email notice of upcoming open houses to project stakeholders for distribution by the City.
- Draft, produce, and distribute a 7x10 inch postcard mailer to all addresses in the Camas zip code.
- Provide up to five staff members for the event: two public involvement specialists and three subject matter experts who will be made available for questions.
- Conduct a 1-hour preparation meeting via conference call with the City to prepare for the Open House.

### **Assumptions**

- City will be responsible for selecting and securing venue and directly paying any applicable venue fee.
- Open house will be up to 2 hours in length.
- The City will provide key staff to attend the event.
- The City will post local newspaper public notice, and will directly pay any applicable fees.
- Postcard mailer printing and postage costs (1 mailing) are included.
- The Consultant will include an open house announcement on the project website and social media outlets.
- The City will distribute an event announcement via email to project stakeholders.
- The City will conduct one round of review of the event plan, meeting materials, and meeting summary.
- Up to five Consultant staff to set up and staff open houses; including subject matter experts (2 WSP Staff, 2 PBS Staff, 1 KAI Staff).

### **Deliverables**

- Draft and final event plan (WSP).
- Draft and final advertisement: local newspaper notice, stakeholder email content (WSP).
- Draft and final event materials: postcard mailers, sign-in sheets and comment forms (hard copies) (WSP).
- Draft and final double-sided 8.5x11-inch factsheet (hard copies for the meeting) (WSP).
- Draft and final event summary (WSP).
- Draft and final electronic presentation (PBS)
- Up to 4 draft and final 24- by 36-inch presentation boards (1 board provided by WSP, 3 boards provided by PBS)

### **Subtask 10.6 Website and Social Media Updates**

To keep the public informed about the project through online platforms, the Consultant will:

- Provide up to 4 hours per month of content development, including project updates, project materials, and public engagement opportunities.

### **Assumptions**

- This scope of work and cost estimate assume a 9-month duration.
- Website updates for more than 9 months can be provided and extended as part of future project phases (e.g. construction)
- Website update content will be provided by the Consultant team with review and input from the City.

### **Deliverables**

- Monthly website updates (up to 6 hours per month) for 9 months.

### **Subtask 10.7 Public Involvement Summary**

At the outset of Phase 2, a summary of all public outreach activities included in Phase 1 will be provided to the City. The summary will be updated at the conclusion of Phase 2. For this task the consultant will:

- Prepare a draft summary of all outreach activities included in Phase 1. This will include a database (with contact information) of community members who participated in Phase 1.
- Refine the Phase 1 summary based on City comments.
- Prepare a draft updated public involvement summary at the conclusion of Phase 2.
- Prepare a final summary based on City comments.

## Assumptions

- The City will conduct one round of review on the draft and updated public involvement summaries.

## Deliverables

- Draft and final Phase 1 public involvement summary
- Draft and final updated public involvement summary to include Phase 2 activities.
- MS Excel electronic file with contact information (e-mail, phone, mailing address) for participants from Phase 1 outreach activities; updated following open house in Phase 2.

### **TASK 11: RIGHT OF WAY**

Consultant shall provide labor, equipment and materials to acquire easements to facilitate project construction. Legal Descriptions will be developed as described in Task 2. Property owner lists, maps, and acquisition areas will be developed in Task 2.

Right of Way Acquisition activities will conform to the standards contained in the Uniform Act of 1970 and amendments, the laws of the State of Washington and City Policies and Procedures.

#### **Subtask 11.1 Appraisal and Appraisal Review**

Advance appraisal work was requested by the City for appraisal of the City owned parcel immediately east of the project intersection. UFS obtained an appraisal estimate of **\$3,800** and the City authorized UFS to move forward with that appraisal. The appraisal has been completed and the requested budget has been included with this contract supplement.

The number of acquisitions is based on the assumed impacts to properties adjacent to the project and does not include acquisitions for offsite wetland or storm water mitigation.

The Consultant will obtain preliminary title reports for each property acquisition (Task 2). Early in the design process, the Consultant will review each preliminary title report for encumbrances, liens, or defects. The Consultant will work with the title companies to resolve encumbrances prior to completion of appraisals.

The Consultant will use a WSDOT approved appraiser. The Consultant will provide one real estate appraisal for each ownership from which a property interest will be acquired.

Appraiser will provide written notice to owners of a planned appraisal inspection and will provide the property owner or designated representative, if any, an invitation to accompany the appraiser on any inspection of the property for appraisal purposes.

Appraisal will conform to the Uniform Standards of Professional Appraisal Practice (USPAP).

The Consultant will provide an appraisal review for each appraisal. The appraisal review will be conducted by another WSDOT approved appraiser.



### **Assumptions**

- 5 Temporary Construction Easements (TCE's)
- 1 property acquisition

### **Deliverables**

- 5 preliminary title reports
- Appraisals and Appraisal Reviews for 5 files

### **Subtask 11.2 Acquisition**

The Consultant will conduct property acquisition negotiations, on behalf of the City.

Consultant will research the ownership status of the parcel and any existing conditions impacting the parcel. Consultant will provide potential courses of action for obtaining clear title for the City.

Consultant will compile and/or prepare all essential documents to be submitted to owners using City approved documents. These include project information letters, acquisition and relocation brochures, offer-benefit letters, acquisition summary statements, copy of the valuation, map of acquisition, and instruments of conveyance. Universal shall make all offers in person or by certified mail.

Consultant will provide all property owners with:

- A complete copy of the valuation that just compensation is based upon at the initiation of negotiations.
- Consultant will prepare and maintain written diaries of negotiator contacts with property owners and tenants to document:
  - Efforts to achieve amicable settlements,
  - Owners' suggestions for changes in plans,
  - Responses to owners' counterproposals, etc.

Consultant will make every reasonable effort to acquire the ROW expeditiously by negotiation. Property owners must be given reasonable opportunity to consider the offer and present material the owner believes is relevant to determining the value of the property.

The Consultant will provide documentation that ROW has been acquired in compliance with the Uniform Act as amended, and other applicable federal, state and civil rights laws.

### **Assumptions**

- No relocation activity is anticipated.
- City will pay closing costs

### **Deliverables**

- 5 completed negotiation packet with document for recording.
- Right of Way Files

## **TASK 12: CONSTRUCTION MANAGEMENT**

The Consultant during the construction of the Project shall provide limited bidding and engineering services. The anticipated construction engineering services are described as follows: (Note this Project does not have construction funding at this time therefore section 1 services will be scoped but may not be used due to funding constraints).

### **Subtask 12.1 Bid Support**

#### ***Pre Bid Opening Responsibilities***

The Consultant shall respond to questions from prospective bidders and city staff before bid opening in reference to the bid package.

Necessary construction management support will be determined by the City prior to advertisement. A scope amendment will be provided at that point in time to best serve the City's needs.

#### **Assumptions**

- Support for the City during the bidding process only.
- Participation in construction meetings is not included.

#### **Deliverables**

- Electronic responses to bidder inquiries and addenda as needed..

## **CITY DELIVERABLES TO THE CONSULTANT**

### ***City Provided Information***

#### ***Sample Projects***

The City will provide copies of sample City projects, BA documents, and design guidelines. The City will also provide electronic files of title blocks, ortho and aerial drawings and standard details for streets, traffic signal, street lighting and other available details.

#### ***Project Coordination***

The City will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners and the public. The City will provide staff to meet and discuss the project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

#### ***Right of Entry Permits***

The City will obtain the right of access to private parcels for all project developments. The Consultant shall coordinate access.

#### ***Pavement Design***

The City will select the pavement type and structural sections based on the pavement recommendation provided by the Consultant.

#### ***Utility List***

The City will provide the Consultant with a list of local contacts for utilities within the project limits. Design and plan preparation for the addition or relocation of utilities within the project limits will be done by others.

#### ***Street Light and Traffic Signal Requirements***

The City will provide the illumination type, the minimum illumination levels and uniformity ratios to be used in the project design. The City will also provide traffic signal design concepts, standards and policies, including traffic interconnect schemes as needed.

- Sample projects
- Project coordination
- Survey work and preliminary plans
- Right-of-Way plans, exhibits and legal descriptions
- Right of Entry permits
- Pavement type & structural sections selection
- Utility list
- Street light and traffic signal requirements





Staff Report  
Final Plat for Green Mountain PRD Phase 2G and H  
File No. FP19-01 Green Mountain PRD Phase 2G and 2H  
(Related Files: SUB14-02)

TO: Mayor Turk  
City Council

FROM: Robert Maul, Planning Manager

LOCATION: NE Ingle Road

OWNER: CLB Washington Solutions, LLC  
2817 NE Ingle Road  
Vancouver, WA 98607

APPLICABLE LAW: The application was submitted February 12<sup>th</sup>, 2019, and the applicable codes are those codes that were in effect at the date of application. Camas Municipal Code Chapters (CMC): Title 18 Zoning (not exclusively): CMC Chapter 17.21 Procedures for Public Improvements; and CMC Chapter 18.55 Administration and Procedures; and RCW Chapter 58.17.

BACKGROUND INFORMATION

Lots: 26 residential lots.

Total Area: 3.91 acres

The original subdivision application was deemed complete back on January 29<sup>th</sup>, 2015 as a Planned Residential Development (PRD), and Subdivision (SUB14-02). The proposed development as it was originally approved was for a 289 acres site to be developed into 1,300 units for multiple densities and a commercial center at the southwest corner of the property. The City issued a land use approval with a formal decision on August 4<sup>th</sup>, 2016.

The applicant has submitted for a final plat approval three sub-phases of Phase 1. Most of the on-site and offsite improvements are done, but the applicant is proposing to bond for the remaining items, as per Camas Municipal Code section 17.21.040

Staff has reviewed the final plat drawings, lot closures, CC&R's and all other associated final platting documents including the bonding.

Final Plat Criteria for Approval (CMC 17.21.060-C)

1. That the proposed final plat bears the required certificates and statements of approval; **Complies**
2. That the title insurance report furnished by the developer/owner confirms the title of the land, and the proposed subdivision is vested in the name of the owner(s) whose signature(s) appears on the plat certificate; **Complies**
3. That the facilities and improvements required to be provided by the developer/owner have been completed or, alternatively, that the developer/owner has submitted with the

proposed final plat an improvement bond or other security in conformance with CMC 17.21.040; **Bonding Complies**

4. That the plat is certified as accurate by the land surveyor responsible for the plat; **Complies**
5. That the plat is in substantial conformance with the approved preliminary plat; and **Complies**
6. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval. **Complies**

Findings: The submitted plat meets the requirements of CMC 17.21.060-C, is consistent with the applicable conditions of approval, and with the applicable state and local regulations.

### Recommendation

Staff recommends that Council approve the final plats for Green Mountain PRD phases 2G and 2H.







RESOLUTION NO. 19-010

A RESOLUTION adopting certain revisions to the represented City position of Library Page.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

The titled job description of Library Page shall be revised to Library Aide, and the changes and duties shall be outlined in any job description prescribed by the City, and may be revised from time to time. The salary scale for the Library Aide shall be set forth as in the salary schedule attached. The new position description and salary schedule are attached hereto as Exhibit "A" and shall be effective as of July 1, 2019.

II

PASSED BY the Council and approved by the Mayor this 1<sup>st</sup> day of July, 2019.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney

## Exhibit A

CITY OF CAMAS  
Union Status: Represented  
June 2019

### LIBRARY AIDE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **JOB OBJECTIVES**

Under supervision, to perform a variety of routine library work including shelving and retrieving materials; assisting in the implementation of Library events; maintaining the Library in a clean and orderly fashion; and referring requests and inquiries from the general public to appropriate Library staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Clear book drops and check in materials; utilize the Automated Materials Handler to maximize efficiency for public access; shelve, shift and merchandise Library materials according to established procedures; retrieve materials from restricted areas or from lists as assigned.

Maintain the Library in a clean and orderly fashion; straighten bookshelves, displays and other areas of public use; move tables and chairs; set up audio-visual equipment; prepare the building for opening and closing, including oversight of meeting rooms at closing.

Assist with the implementation of Library events and programs at the direction of senior staff, including but not limited to the preparation of crafts and snacks, setup of spaces, assisting with the compiling and posting of flyers and other marketing materials.

Assist senior staff at Library events including but not limited to taking photos and video; monitoring social media; accompanying Library staff on outreach events; monitoring programs led by community volunteers.

Perform basic maintenance, including but not limited to dusting shelves; wiping down meeting room tables; cleaning toys; inspecting Library collection for damage or needed repairs; cleaning or making minor repairs to Library materials; cleaning computer screens.

Respond to basic requests and inquiries from the public. Refer to appropriate Library staff as necessary.

Assist other Library staff as directed.

#### **AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Modern office equipment including computers.

English usage, spelling, grammar and punctuation.

Principles of mathematics and numerical sequencing.

Basic principles of library operations and processes.

### **Ability to:**

Learn general library systems and procedures including the Dewey Decimal classification system and circulation procedures.

Learn to properly shelve and retrieve library materials.

Read and interpret various library materials.

Respond to requests and inquiries from the general public and refer appropriately.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

#### **Experience:**

No experience is required.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Library environment; extensive public contact.

**Mobility:** Incumbents require sufficient mobility to work in a library setting, operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, stretching and reaching; regular lifting of moderately heavy items.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends.

	Position							
		1	2	3	4	5	6	7
	Library Aide	2497	2581	2663	2745	2827	2909	2992