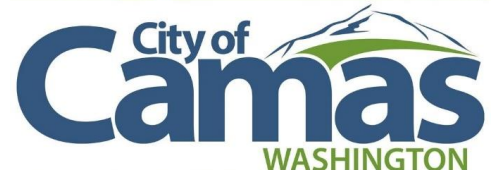


CITY OF CAMAS  
NOTICE TO CONSULTANTS FOR  
**NORTH SHORE SUBAREA PLAN**  
REQUEST FOR QUALIFICATIONS



The City of Camas is seeking qualifications from urban planning professionals that can develop a subarea plan involving approximately 700 acres located to the northeast of Lacamas Lake, which is known as the “North Shore” area. The project will create a subarea plan that is consistent with the goals and policies of the city’s 20 year comprehensive plan, [Camas 2035](#).

**The subarea plan must be completed by June 2020.**

### Project Information and Background

The area is located to the west of the city’s urban growth boundary, east of Leadbetter Road, (NE 252<sup>nd</sup> Ave.), north of the intersection of NW Lake Road and NE Everett Road, and south of NE 9<sup>th</sup> Street. The North Shore area was annexed into the City of Camas in April 2008 and was designated as Light Industrial / Business Park (LI/BP). The existing uses are primarily agriculture or single family residences on large, rural acreage.

In 2013, the city approved amendments to the comprehensive plan designations for a group of nine property owners, which converted approximately 670 acres from LI/BP to a mix of other designations that are still in effect. Throughout the North Shore are steep slopes, wetlands, shoreline, and habitat areas. There are also areas with moderate to high probability for archaeological resources.

The area is anticipated to experience substantial growth and redevelopment within the 20-year planning horizon. Employment and retail uses are desired in the North Shore area. A large portion of the land in this area is zoned Business Park and Multi-Family, with some Commercial and lower density residential zoning. The Port of Camas-Washougal manages an airport that is outside City limits, but most of the developable land in the North Shore area is within the airport influence area.

This will be the first city-led effort at subarea planning the approximately 700 acre area.

### Comprehensive Goals & Policies

#### North Shore Economic Development Goal

ED 4: To encourage master planning that allows a more intense level of development, well-served by transportation options and includes facilities for pedestrian and bicycle travel, a range of housing choices, and a mix of shops, services, and public spaces.

#### North Shore Economic Development Policies

ED-4.1: Promote the growth of businesses such as grocery stores, medical offices, and restaurants that will meet the retail and service needs of the population.

ED-4.2: Protect the viability of the airport as a significant economic resource to the community by encouraging compatible land uses and densities, and reducing hazards that may endanger the lives and property of the public and aviation users consistent with state laws RCW 36.70A.510 and RCW 36.70.547.

ED-4.3: Encourage new developments to include provisions for neighborhood parks that are within walking and biking distance of a person’s home or work to encourage greater physical activity, including shared-use paths (or trails) that link homes, work and commercial centers, public transit, and community facilities. ED-4.4: Promote economic development opportunities adjacent to the Port of Camas-Washougal’s Grove Field that will benefit from additional transportation options.

ED-4.5: Preserve large tracts of land for large industry and master-planned commercial development.

ED-4.6: Support public-private partnerships for infrastructure development.

ED-4.7: Advocate better transit routes and service.

### Preliminary Scope of Work

The City will secure the services of a consultant team who can work collaboratively with staff to develop a subarea plan for Northshore. The consultant will also be expected to coordinate with or incorporate the work of ongoing city efforts of transportation, water and sewer planning. The following firms are engaged with these planning efforts:

- Transportation System Plan (CFP) – DKS Associates (Portland)
- Water System Plan Update – Carollo Engineers
- General Sewer Plan – Carollo Engineers

The preliminary scope of work includes:

1. Prepare a Summary of Tasks and Schedule
2. Assess Existing Conditions, Opportunities and Constraints
3. Analyze applicable regulatory framework including, but not limited to: Camas Critical Areas Ordinance; Camas Zoning Code and Development Standards; Camas Parks, Recreation, and Open Space Plan; Camas' Six-year Street Plan; Water System Plan; General Sewer Plan; Clark County Buildable Lands Report; and any other applicable federal, state or local regulations
4. Develop and Implement Public Engagement Program in conjunction with City Staff
  - Develop a public engagement plan and schedule
  - Assist in developing and implementing public engagement tools, such as public meetings, online feedback mechanisms, etc.
  - Record and document public input
5. Assist with management of stakeholder groups
  - Develop public meeting schedule
  - Assist with meeting agendas and planning
  - Provide summary of task force recommendations
6. Develop preliminary subarea plan based on community, stakeholder, and staff input, permitting requirements, and site opportunities and constraints.
7. Develop a tool kit for economic development of the area
8. Final Subarea Plan will include:
  - a. Description of the community's vision and priorities for the area
  - b. Summary of public engagement process and feedback
  - c. Review of the site analysis, opportunities and constraints
  - d. Preferred concept map and justification for road alignment, zoning, etc.
  - e. Final acreages of comprehensive plan designations and projection of the housing and jobs provided within each area.

## SUBMITTAL CRITERIA

These instructions were developed to aid consultants in development of their statement of qualifications. They also provide for a structured format so reviewers can systematically evaluate several responses. Each copy of the response package must include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each response shall include:

### Cover Letter

The cover letter shall be addressed to:

**Sarah Fox, Senior Planner**  
**616 NE 4<sup>th</sup> Avenue**  
**Camas, WA 98607**

This letter should designate the individual authorized to represent the consultant regarding this RFQ and should summarize the key points of the RFQ.

### Project Approach

Describe your firm's plan for approaching the project including planning, design and implementation based on the scope of services outlined in this RFQ. Also include a time schedule to complete the plan.

### Project Team

Identify all members of the team, including all proposed consultants and any sub-consultants. Provide a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed team identifying the principal and project manager in charge of the project.

### Relevant Project Experience and References

Clearly indicate the firm's experience in subarea planning and experience in working collaboratively with a client's staff. Experience and references must include other projects similar to the proposed project, including a brief summary of the work performed including size and general description of other client's system planning, with client name, address, contact person, and telephone number.

### Sample Work

Submit one electronic copy on a CD, DVD or thumb drive of a recently-completed and approved subarea plan for review.

## Evaluation Criteria

### Project Understanding and Approach - 30%

Apparent understanding of the tasks required to complete the project and the skills and expertise needed to perform the tasks.

- *Qualifications of key personnel and project team*
- *Demonstrated experience designing projects of similar size, scope, and complexity*

### Relevant Project Experience - 60%

Experience and qualifications of the primary people assigned to the project in performing similar work; demonstrated abilities in the individuals assigned roles, education, training and credentials. Consultant's relevant experience with similar sized projects and level of complexity.

- *Identification of ways to engage the City, its stakeholders, and the public in an open process of visioning and reviewing alternatives, including online participation and experience with competing interests.*
- *Demonstrated expertise in producing compelling visual graphics of the final design.*
- *Demonstrated experience designing and permitting projects that involve environmental constraints related to critical areas.*

#### Other Factors - 10%

Reputation of firm, past experience of firm, sample work as described above, references, proximity, availability, responsiveness, quality/accuracy of RFQ and other factors that The reviewers consider relevant.

Consultants are encouraged to submit their statements in the format and order of the above listed submittal criteria. Please limit the size of submittals, including tables of contents, appendices, illustrations, charts, graphs, cover letters, and any other information, to 24 pages or up to 12 double-sided sheets with text no smaller than size 10 font on 8 ½" x 11" paper. Two additional 11"x 17" sheets are allowed as part of submittal. **Please do not submit cost proposals at this time.**

Please submit FOUR (4) identical copies of your Statement of Qualifications to:

City of Camas, Sarah Fox, Senior Planner, 616 NE 4<sup>th</sup> Avenue, Camas, WA 98607, by **June 14, 2019**, no later than 4:00 PM. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to Sarah Fox at [sfox@cityofcamas.us](mailto:sfox@cityofcamas.us) or 360-817-7269.

Consulting firm must not be presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State or Federal department or agency.

#### Title VI

The City of Camas encourages disadvantaged, minority, and women-owned consultant firms to respond. The City of Camas in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 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 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.

- Persons with disabilities may request that this information be prepared and supplied in alternate forms by calling collect 0-360-834-6864.