

**CITY OF CAMAS
NOTICE TO CONSULTANTS FOR
LAKE MANAGEMENT PLANNING SUPPORT**

The City of Camas (City) is soliciting proposals (statement of qualifications) from consultants, or consulting teams, with expertise in lake management planning and public involvement, to advise and assist the City with investigating causes of poor water quality, keeping the public and interested stakeholders informed of the process, and to prepare lake management plans for Lacamas Lake, Round Lake and Fallen Leaf Lake. The City, in partnership with Clark County and interested citizens is looking for creative short- and long-term solutions to improve water quality for continued recreational enjoyment and vitality of the area. The City is looking for the consultant to be a true community partner in this effort and act as an extension of City staff with the technical expertise and public awareness to navigate this complex and long-term project.

BACKGROUND

The City of Camas is located in Clark County in the southwest portion of Washington State, adjacent to the Columbia River and northeast of Portland, Oregon. Camas, with a 2020 population of 25,140 as estimated by the Office of Financial Management, covers approximately 14 square miles. Lacamas Lake is an approximate 300-acre eutrophic lake fed by Lacamas Creek that was created, along with the approximately 30 acre Round Lake immediately downstream, with the construction of the Lacamas Lake Dams in the late 1800s. Fallen Leaf Lake, approximately 20 acres in size, is in close proximity to and discharges into the lower end of Lacamas Lake.

Approximately 90% of the shoreline around Lacamas Lake is within the jurisdiction of the City, with the remainder of the shoreline being located within Clark County. Round Lake is entirely surrounded by County-owned land, but includes the City-owned upper and lower Lacamas Lake Dams on its southerly side. The Lakes are significant regional attractions and have been used by local residents and visitors for fishing, swimming, boating, and other recreational activity for decades. Over the last few years during the summer months, when the Lakes are not closed due to algal blooms, multiple large parking lots overflow with a multitude of users on the Lakes.

Historically, Lacamas Lake has had known water quality issues. In the late 1990's Clark County and State Department of Ecology led efforts to study and improve water quality, which were then continued by Clark County between 2000 and 2007. Grant-funded activities implemented by Clark County and other agencies between 1987 and 2001 reduced agricultural phosphorus sources and increased public awareness of lake issues. Water quality monitoring indicated that phosphorus concentrations in the lake and its major tributary, Lacamas Creek, were substantially reduced during this period. However, despite these improvements, water quality problems persist in Lacamas Lake. As farming practices have continued throughout the watershed and new developments have been constructed along Lacamas Creek and the south shore of the Lake, water quality has likely changed, but overall, still appears to be declining. The Department of Ecology has planned to complete a Source Assessment in the next couple of years to continue an assessment of Lacamas Creek that had been started previously.

Starting around 2018, Lacamas Lake has had a substantial increase in reported toxic algae blooms, going from two in 2018, to three or four in 2019, to near-continual toxic algae blooms in 2020 from April through October. Nearby Round Lake has also seen increases in blooms, though not as severe, and Fallen Leaf Lake had its first reported bloom. There is concern all three lakes will continue to degrade.

The lake closures and warnings have alerted many Camas citizens who have become energized to Lake water quality issues. This momentum has inspired the City to adopt a Resolution confirming the importance of improving water quality within the Lacamas Creek Watershed and to create an ad-hoc advisory committee, “The Lacamas Creek Watershed Committee”, to provide citizen involvement and advise on water quality issues. Additionally, active citizens have formed their own action committee, the “Lacamas Watershed Council”. The City Council has identified this problem as one of the top priorities for the City moving forward and has also added this project to its 2021 Legislative Agenda, noting that the lakes are a significant regional resource for recreational purposes, quality of life, and attracting business and new development.

GENERAL SCOPE OF PROJECT

The purpose of this Request for Qualifications (RFQ) is to select a highly qualified Consultant Team to complete the “Phase 1” work identified below. Phase 1 will provide the consultant an opportunity to get familiar with the current water quality concerns and community needs and work with the City to scope a future phased work program (“Phase 2” as identified below) that will become the basis for all future work. Technical data collection, analysis and the actual development of any plan(s) will be completed as part of Phase 2 under separate contract once Phase 1 is completed.

The selected Team will be responsible for developing an approach and framework that is informed by the needs of a wide range of stakeholders including, but not limited to, City Council and staff, Clark County, the City’s Lacamas Creek Watershed Committee, City residents, and a contingent of State agencies. It is envisioned the lake management plan(s) will set water quality goals and develop implementation strategies aimed at improving lake water quality and reducing toxic algal blooms. The work program and any future management plan(s) will also be reflective of regulatory requirements, surface and storm water management, fiscal needs, City policies, asset management, capital improvement program planning, implementation, etc. Working with Local and State agencies, the City envisions a plan(s) that will achieve significant improvement in water quality to Lacamas Lake, Round Lake and Fallen Leaf Lake.

This planning effort will be funded in part through the City’s Storm Water Utility Fund as programmed within the City’s Capital Improvement Program. The City has allocated a maximum amount of \$300,000 for this effort, anticipated to be expended over multiple years. It is the City’s desire to apply for, and hopefully receive some form of grant funding to support the process.

As discussed above, the selected consultant will be asked to assist the City through the various phases of this long-term project. Because it has been a number of years since any significant research or analysis has been completed, the City is anticipating this project will need to create a

new baseline and kick-off a renewed process. To accomplish this, the City is asking the consultant to assist in developing a unique work-program designed specifically around the community's needs. Below is additional information on the envisioned phased scope.

- **Phase 1**
 - Collect and become familiar with all relevant background data associated with water quality within the Lakes, and the Lacamas Creek Watershed.
 - Stakeholder Meetings: Hold stakeholder meetings to collect information from City representatives, Clark County, citizen committees and State Agencies to develop an understanding of the past and current issues associated with the poor water quality within the Lakes, and to gain an understanding of the short- and long-term needs and desires of the community.
 - Work with city staff to create a specific, and likely phased, work program (“Phase 2”) that will develop a solid technically based foundation and public process resulting in lake management plans for Lacamas Lake, Round Lake and Fallen Leaf Lake that can be implemented on both a short- and long-term timeframe to meet the overall water-quality goals.

- **Phase 2 (anticipated):** Specific work tasks for this phase will be developed during Phase 1. It is recognized the outcomes from Phase 1 may generate different tasks than those identified below; however, the information herein is intended to give proposers a general framework to respond to and a sense of the level of expertise the city is looking for.
 - Provide project management and technical services to the City. General services include the facilitation, planning, and management of the overall efforts to improve water quality in the Lakes. Qualified firms should demonstrate the experience and ability to coordinate the technical, policy, public outreach, and administrative aspects of the project.
 - Develop and implement a public involvement and outreach plan. Assist in developing ad-hoc committee by-laws and committee goals and facilitate ad-hoc citizen committee meetings. Assist with presentations to the City Council and at other public meetings. Develop materials and information to be distributed to the public with the intent to educate, keep informed, and solicit input on the Project. Assist in creation of a website and/or other social media pages to support the project. Look for ways to include volunteers in the monitoring and data collection process.
 - Develop a technical plan and solid foundation for moving forward. Identify, scope and complete studies with the goal of quantifying specific sources (within the Lakes, surrounding the Lakes, and within the Watershed) of nutrient pollution (e.g. phosphorus, nitrogen, etc.) and other conditions contributing to the Lakes' water quality impairments.
 - Develop a lake management plan(s) that would significantly improve water quality and reduce the occurrence of cyanobacterial blooms in Lacamas Lake, Round Lake and Fallen Leaf Lake. It is expected that the plan(s) will contain a broad range of feasible approaches, stakeholder input and commitments, and identified funding sources to implement lake management and/or restoration measures.

- Assist the City and other stakeholders in preparing grant applications, coordinating and preparing inter-agency agreements and partnerships, preparing legislative requests, meeting with elected officials and other administrative support activities.

SCHEDULE

It is anticipated Phase 1 will be completed within 90 days of executing the consultant agreement. There is no set schedule for Phase 2; however, the consultant will be asked to help develop a realistic schedule for the Phase 2 work program.

The City understands the development of lake management plans and implementation thereof is a long-term endeavor, and if done correctly, will need to be managed in perpetuity. However, there is currently significant momentum within the City, County and at certain levels of the State to improve water quality within the Lakes. The City would like to move as quickly as possible in starting the data collection and technical research to identify potential causes of the poor water quality and potentially develop and implement short-term alternatives to make the lakes more consistently accessible to recreational users.

SOQ SUBMITTALS

Qualification packages shall include the following components:

1. A cover letter expressing the Team's interest in working with the City and other partners on this vital community project.
2. The name, address, brief history, description of each firm, and experience of each member of the Team.
 - a. Include information, qualifications and experience of each member of the lead firm (including project manager/principal staff) and all subconsultants who will be working directly with the Team.
 - b. Summary describing the project team organization including all sub-consultants.
 - c. Present verifiable qualifications, experience, and knowledge regarding all aspects of watershed and lake management planning, technical services, public outreach, and administrative tasks.
 - d. Additional relevant information regarding the firms and members of the team.
3. Description of the Team's approach to performing the tasks detailed in the Scope of Work, including confirmation and/or comments regarding the anticipated timeline to complete Phase 1, and a discussion of what the consultant team believes to be the relative tasks and amount of effort to be expended on Phase 2 and the likely timeframes. The information provided should demonstrate a strong understanding and ability to deliver on the anticipated tasks, as well as a description of the key issues and any concerns to be addressed in the development of the project. Both short-term and long-term options for improving water quality and recreational access should be discussed.

4. Provide three (3) references from current clients receiving the same or similar service(s). Include name, contact information, and a brief project description for each reference. Please feel free to include up to two (2) examples of finished products completed for other clients that you feel are relevant to this effort.
5. The Proposer shall make available upon request a Health and Safety Plan for field data collection teams as a precautionary measure during the COVID-19 epidemic. The Plan need not be included in the proposal; however, any potential impacts on the process from COVID should be identified and discussed in the proposal.

Do NOT provide a cost estimate, fee schedule, or any type of price proposal at this time.

REVIEW AND SELECTION CRITERIA

Each proposal received in response to this RFQ will be objectively evaluated and rated according a specified point system. A one hundred (100) point system will be used, weighted on the assessment of the qualifications package to meet the following criteria:

1. Professional qualifications of project team/firm and demonstrated experience and competence in performing services pertinent to the scope of work. (40%)
2. Approach to project and demonstrated understanding of project objectives as reflected in the proposed work plan. (40%)
3. References, example documents (if any), familiarity with relevant codes and standards, ability to provide adequate resources, and additional information that makes your team the right selection for this project. (20%)

After the qualifications-based ranking and selection process is complete, the City will request from the highest-ranked consultant a task-based cost proposal. The City will proceed with contract negotiations with that consultant and if the parties cannot come to terms, the City will request from the second-ranked consultant a task-based cost proposal and follow the same procedure, working with each of the next-ranked qualified candidate(s) in order of their scores, until a contract has been successfully negotiated.

The City reserves the sole right to continue working with the selected Team on future phases after the completion of Phase 1. If necessary, the City may go through a process to select a new Team, or work with the Lead Consultant to modify the Phase 1 team for future phases of work based on the developed work program.

Consultants are required to submit their RFQ submittals in the format and order of the above listed SOQ Submittals section. Please limit the size of submittals to the following:

- A one (1) page single sided cover letter

- 24 single-sided pages (12 double sided), with text no smaller than size 10 font on 8-1/2" x 11" paper.
- Two (2) single sided (1 double sided) 11" x 17" sheets
- Up to two (2) example documents of similar work completed for other clients

Please submit four (4) identical hard-copies and one (1) electronic copy of your Statement of Qualifications of your SOQ. The two example planning documents should also be submitted electronically on the same thumb drive as the electronic copy of the SOQ. Submittals should be forward to:

City of Camas, City Hall
Steve Wall, Public Works Director
616 NE 4th Avenue
Camas, WA 98607

Submittals are due by Friday, February 19, 2021, no later than 2:00 P.M. No submittals will be accepted after that date and time. Please note that due to COVID-19 restrictions, City Hall is currently closed to the public. However, staff will be notified and available to answer the door to accept proposals.

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

MISCELLANEOUS

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

Civil Rights Act:

The City of Camas is an Equal Employment Opportunity employer.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Indemnification:

The Contractor shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits

including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Insurance Requirements:

The Consultant shall maintain the following insurance limits:

- Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000.00 per accident. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles.
- Commercial General Liability insurance shall be written with limits no less than \$2,000,000.00 each occurrence, \$2,000,000.00 general aggregate.
- Aviation Liability or Aircraft Liability insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate.
- Professional Liability insurance appropriate to the consultant's profession. Professional Liability insurance shall be written with limits no less than \$2,000,000.00 per claim and \$2,000,000.00 policy aggregate limit.
- Workers' Compensation coverage as required by Industrial Insurance laws of the State of Washington.

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

- City of Camas Professional Services Agreement form (for evaluation to determine company's ability to meet content)
- Supplemental response materials and responses to SOQ questions

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

This document and all associated public records will be released where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the City to respond to a request under the Act, as determined by the City, the Contractor agrees to make them promptly available to the City. If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or

proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Contractor and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligation shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

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