

CLARK COUNTY STAFF REPORT

DEPARTMENT: Public Works / Parks Division

DATE: January 11, 2016

REQUESTED ACTION: Approve the Professional Service Contract between Clark County and Conservation Technix Inc. for development of a Master Plan for Camp Hope in an amount not to exceed \$40,000.

Consent
 Hearing
 County Manager

PUBLIC WORKS GOALS:

- Provide safe and efficient transportation systems in Clark County
- Create and maintain a vibrant system of parks, trails and green spaces
- Continue responsible stewardship of public funds
- Promote family-wage job creation and economic development to support a thriving community
- Maintain a healthy, desirable quality of life
- Increase partnerships and foster an engaged, informed community
- Cultivate a nimble, responsive work force
- Make Public Works a great place to work

BACKGROUND

Clark County Public Works Parks Division wishes to use a consulting firm to develop a Master Plan for Camp Hope as identified as a priority in the Parks and Recreation and Open Space Plan. Please refer to Exhibit "A" and Exhibit "B" for specific details of work performed and task-fee schedule. The consultant was chosen from the MRSC Small Works Roster - Architect category.

COUNCIL POLICY IMPLICATIONS

None

ADMINISTRATIVE POLICY IMPLICATIONS

None

COMMUNITY OUTREACH

The Clark County Parks Advisory Board has approved the development of a master plan of the park and the Camp Hope Board of Directors are fully aware of the county's intent to master plan Camp Hope as a priority per the approved Parks, Recreation and Open Space plan.

BUDGET IMPLICATIONS

Funding to support this project is budgeted for 2016 using proceeds from timber thinning at Camp Hope see Exhibit "C". No new funding will be necessary. Consulting work is not to exceed \$40,000. Please refer to Exhibit "B" for the Project Task-Fee Schedule.

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be

PW16-005

referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Local Fund Dollar Amount	\$40,000
Grant Fund Dollar Amount	
Account	Parks General Fund
Company Name	Conservation Technix Inc.

DISTRIBUTION:

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

Bill Bjerke
Parks Division Manager



Heath H. Henderson, PE
Public Works Director/County Engineer

APPROVED: 
Mark McCauley, Acting County Manager

DATE: 1/12/16

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Funding to support this project is budgeted for 2016 using proceeds from timber thinning at Camp Hope (see Exhibit “C”). No new funding will be necessary. Consulting work is not to exceed \$40,000. Please refer to Exhibit “B” for the Project Task-Fee Schedule.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
1032 / General Fund	\$40,000	\$40,000				
Total	\$40,000	\$40,000				

II. A – Describe the type of revenue (grant, fees, etc.)

Revenues were received from timber thinning at Camp Hope see Exhibit “C”.

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
1032/ General Fund		\$40,000	\$40,000				
Total		\$40,000	\$40,000				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual	\$40,000	\$40,000				
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	\$40,000	\$40,000				

Project Understanding

Camp Hope (formerly known as Camp Lewisville and Camp Julianna) is situated on the southern banks of the East Fork Lewis River, east of Lewisville Highway, and contributes to Clark County's East Fork Lewis River Greenway. The property is accessed from Lewisville Highway via NE Roper Road adjacent to the East Fork Lewis River.

The subject property is county-owned and currently classified as a special facility/special use area in the 2007 VCPRD Comprehensive Parks, Recreation and Open Space Plan with 10 developed acres of the 107-acre site. Situated across the river from Lewisville Regional Park, the Camp Hope property originally was purchased as part of the acquisition of the regional park. During a November 2008 work session, the Board of County Commissioners approved planning for the re-use of a special facility at the subject property, rather than developing the site as a public regional park. The extent of public outreach for the planning process was limited to targeted stakeholders. In 2009, an adaptive re-use feasibility study was conducted to direct the potential future uses for the property.

Camp Hope of Southwest Washington, a 501C3 organization, in partnership with Clark County, intends to develop a master plan to guide the future re-development of the facilities to modernize and improve the capacity of the property for a variety of programs, events and activities. Upon approval, the master plan will describe future planned improvements to facilitate future site development plan review and permitting for those proposed improvements. Construction documents are not included in this master plan. Camp Hope anticipates that its members and partners will implement the master plan in phases, as resources become available.

Project Scope

Kick-off Meeting

Consultant will prepare for and attend a project kick-off meeting with Camp Hope representative(s) and county staff to review project goals, preliminary park program, existing documentation and critical milestones. Consultant will develop a project milestone schedule and written summary from the meeting.

Site Analysis

Consultant will collect and organize base mapping, inventories and GIS-based information and will conduct a physical inventory of the site to document existing conditions. Consultant will utilize existing GIS-based topographic data and the draft 2009 adaptive re-use feasibility study to prepare base maps and documentation. Camp Hope will provide relevant available documentation on improvements that have been added since 2009.



Consultant will analyze and assess the existing conditions and prepare a technical memorandum identifying opportunities, constraints and considerations. Consultant will provide the following deliverables:

- Memorandum addressing site constraints (regulatory and preliminary site design/engineering)
- Existing conditions base map

Development Review Meeting

Consultant will prepare for and meet with Camp Hope and a Clark County Community Planning representative to review site plan and permitting requirements for conceptual, proposed improvements. Consultant will prepare a summary of discussions to clarify the County's required documentation, plans and permit information resulting from the master plan report and illustrative concept plans to facilitate subsequent building permit applications.

Draft Conceptual Site Plan

Consultant will develop a set of guiding principles for the design process and preliminary conceptual master plan based on Camp Hope's proposed re-use designs, county zoning and development regulations, county staff input, permitting requirements and site opportunities and constraints. The conceptual plan graphic will illustrate both existing and proposed changes to the property with special focus within the developed area that encompasses existing camp infrastructure. Mapping related to the rehabilitation of former trails will rely on existing, available data, unless GPS tracks are readily available to provide increased mapping accuracy.

Master Plan Report

Based on the review and feedback from Camp Hope staff, county staff and the Board of County Councilors, Consultant will prepare a final preferred site master plan report and graphic that provides phasing considerations and proposed future improvements with probable environmental mitigation and permitting requirements. The master plan report will document the site plan considerations and recommendations. The final site master plan graphic will be provided as a color print graphic and in PDF format.

Project Timeline - 2016

Project Kick-off	January
Site Assessment	February
Conceptual Plans	April
Draft Report	June
Final Plan	July

Project Task and Fee Schedule

Task 1: Project Initiation and Management	\$5,870
1.1. Project Kick-off Meeting	
1.2. Project Management & Coordination Meetings	
1.3. Project communications and status reports	
Task 2: Existing Conditions & Baseline Analysis	\$4,200
2.1. Review of Existing Plans & Documents	
2.2. Review of Zoning, Comp Plan & Regulatory Reqs	
2.3. Revised Site Analyses Summary	
Task 3: Revised Site Assessment & Mapping	\$4,500
3.1. Mapping of Developable Areas	
3.2. Existing Building Footprint Summary	
3.3. On-site field verification	
3.4. Access Opportunities Exploration w/BSA	
3.5. Carrying Capacity Determination	
Task 4: Client & County Coordination	\$4,200
4.1. Community Development Meeting	
4.2. DES Meeting	
4.3. Client/Site Meetings	
4.4. Coordination (client/county) Meetings	
Task 5: Draft Conceptual Site Plan	\$8,860
5.1. Incorporate proposed improvements	
5.2. Develop concept plan graphics	
5.3. Draft master plan report	
5.4. On-site field verification of draft concepts	
Task 6: Final Conceptual Site Plan	\$6,745
6.1. Concept Plan Graphic	
6.2. Concept Phasing Plan	
6.3. Summary Report w/ Cost estimates	
Task 6: Review & Master Plan Approval	\$4,805
6.1. BOCC Prep & Review	
6.2. Plan Revisions & Final Documentation	
TOTAL LABOR COST	\$39,180
Direct Costs	
Expenses (Travel, Printing, Displays, GIS)	\$820
TOTAL DIRECT COSTS	\$820
GRAND TOTAL, Labor & Direct Costs	\$40,000

Temme, Anita**Subject:** FW: Camp Hope master planning

Hello –

Below you will find the approved transfer for Camp Hope.

I wanted to let you guys know that we will be doing a technical package to move the transfer in budget from 3055 to 1032. This will eliminate double budgeting and eliminate us doing reimbursables between 1032 and 3055.

Jeremy and Bill, it's my understanding that the master planning costs for Camp Hope is being charged under reporting category 000710.

I will be pulling all costs that hit this reporting category and providing this back up documentation to the budget office when preparing this transfer in 2016.

We will only be receiving the below amount of \$42,991 for camp hope master planning so please track these costs closely.

Please let me know if you have any questions.

Thank you

PWK-06 Public Works Camp Hope improvements

This request is in reference to Staff Report Ref. #EN14-7, which was approved by the Board of County Councilors in January 2014. Camp Hope is located across from Lewisville Park in Battle Ground. It has been left vacant since 1996. Camp Hope has organized a non-profit organization to make substantial improvements to the structures at Camp Hope. Hazard tree removal and thinning for forest health over the past years has resulted in increased General Fund revenues in FY 2013-14. These timber revenues, which totaled \$90,879, were originally booked to the Department of Environmental Services (general ledger coding: 0001.000.533.395100.000.007596). They were offset by one-time Department of Environmental Services expenses totaling, \$47,888 resulting in net revenues of \$42,991. In accordance with the approved staff report, this package requests to transfer the remaining one-time resources to the Parks Capital Construction Fund (3055). The \$42,991 will go towards the master planning of Camp Hope.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-time	\$ 0	\$ 42,991	(\$ 42,991)	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fun	One-time	\$ 42,991	\$ 42,991	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 42,991	\$ 85,982	(\$ 42,991)	\$ 0	\$ 0	\$ 0

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Professional Services Contract

Contract Purchase Agreement No.

THIS Professional Services Contract is agreed, effective upon signature of this contract by and between CLARK COUNTY (County), a political subdivision of the State of Washington, and Conservation Technix, Inc. (Contractor).

WITNESSETH

WHEREAS, the Contractor has been chosen for its expertise to provide “planning and consulting services on the Camp Hope Master plan therein”.

WHEREAS, Clark County does not have available staff to provide such services for the benefit of the services of Clark County, NOW, THEREFORE,

THE COUNTY AND THE CONTRACTOR MUTUALLY AGREE AS FOLLOWS:

1. Services. The Contractor shall perform services as follows:

Collaborate with the Department of Public Works Parks Division to generally provide professional services for Clark County and to perform those services more particularly outlined in Exhibit “A”.

2. Time. The contract shall be deemed effective upon signature of this contract by and between the County and the Contractor and will remain in effect through December 31st, 2016.

3. Compensation. County shall pay the Contractor for performing said services upon receipt of a written invoice based on the charge for services outlined in Exhibit “B”. The parties mutually agree that in no event shall the amount of billing exceed \$40,000 including applicable taxes, without prior written approval from the County.

4. Termination. The County may terminate this contract immediately upon any

breach by Contractor in the duties of Contractor as set forth in this contract. The waiver by the County of one or more breaches shall not be held or construed as a waiver of any other breach or breaches. Further, County may terminate this contract upon immediate notice to Contractor in the event that the funding for the project ceases or is reduced in amount. The Contractor will be reimbursed for services performed up to the date of termination.

5. Independent Contractor. The Contractor shall always be an independent contractor and not an employee of the County, and shall not be entitled to compensation or benefits of any kind except as specifically provided herein.

6. Indemnification / Hold Harmless. The Contractor shall defend, indemnify and hold the County, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this contract except for injuries and damages caused by the sole negligence of the County. If a court of competent jurisdiction determines that this contract 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 County, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, 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.

7. Wage and hour compliance. Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and the rules and regulations promulgated thereunder (together, "FSLA"), and any other legislation, rules and regulations, insofar as they are applicable to its employees and shall always save County free, clear and harmless from all actions, claims, demands and expenses arising out of or related to FSLA or said other legislation, rules and regulations.

8. Social Security and Other Taxes. The Contractor assumes full responsibility for the payment of all applicable taxes, including city, county, state and federal.

9. Contract Documents: Contract documents consist of this contract and Exhibit "A" and Exhibit "B".

10. Equal Employment Opportunity: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, age, disability, marital status or national origin.

11. Changes: County may, from time to time, require changes in the scope of the services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between County and the Contractor, shall be incorporated in the written amendments to the contract.

12. Public records act: Notwithstanding the provisions of this contract, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public

Records Act, RCW Chapter 42.56, as may hereafter be amended, Contractor agrees to maintain all records constituting public records and to produce or assist Clark County in producing such records, within the time frames and parameters set forth in state law.

Contractor further agrees that upon receipt of any public record request, Contractor shall, within two business days, notify Clark County by providing a copy of the request to the Clark County Public Records Officer/Department of Public Works.

13. Governing Law. This agreement shall be governed by the laws of the State of Washington. Venue for any litigation shall be in the Superior Court of Clark County, Washington.

14. Confidentiality. Except as provided in Section 12, above, with respect to all information relating to County that is confidential and clearly so designated, Contractor agrees to keep such information confidential.

15. Conflict of Interest. The Contractor covenants that it has had no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder. The Contractor further covenants that in the performance of this contract, no person having such interest shall be either hired as an independent contractor or employed by it.

16. Consent and Understanding. This contract contains a complete and integrated understanding of the agreement between the parties and supersedes any understandings, agreement, or negotiations, whether oral or written, not set forth herein or in written amendments hereto duly executed by both parties.

17. Severability. If any provision of this agreement is held invalid, the remainder shall continue in full force and effect.

IN WITNESS THEREOF, County and the Contractor have executed this agreement on this ____ day of ____ 2016.

CLARK COUNTY

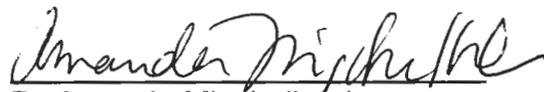


Mark McCauley
Acting County Manager

CONSERVATION TECHNIX, Inc.

Steve Duh
Principal

APPROVED AS TO FORM ONLY
ANTHONY F. GOLIK,
Clark County Prosecuting Attorney



By Amanda Migchelbrink,
Deputy Prosecutor