



City of Camas  
616 NE 4<sup>th</sup> Avenue  
Camas, WA 987607

## **Request for Qualifications**

### **City Hall Facility Planning and Design Services**

The City of Camas is seeking qualifications from professional Architectural and Engineering (A&E) firms for pre-design services and facility planning services to evaluate space utilization, building deficiencies, funding strategies, and long-term operational needs within Camas City Hall (phase 1).

Upon completion of pre-design work the City reserves the right to amend scope of work to include design engineering and construction management for construction of selected improvements (phase 2).

Firms are to be listed on MRSC Consultant Roster prior to proposal due date noted below.

**Posting Date: February 27, 2026**

**Proposals Due: April 30, 2026**

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The City of Camas, Washington (“the City”) requests interested parties to submit proposals for the above referenced Request for Qualifications (RFQ).

### **General information**

#### **Purpose and Project Intent**

The City of Camas is undertaking a comprehensive facility planning effort to address aging infrastructure, evolving operational needs, and long-term space utilization across City Hall and related City functions. The purpose of this Request for Qualifications (RFQ) is to select a qualified A&E consultant to evaluate existing facility conditions, identify feasible space and phasing strategies, and develop a clear roadmap for future improvements that supports continuity of City services and anticipated staff growth.

This planning effort is intended to inform decisions regarding potential City Hall improvements, coordination with planned Mechanical, Electrical, and Plumbing (MEP) infrastructure upgrades, reuse of the existing Fire Station No. 41 upon its future vacancy, and

accommodation of Court Services currently operating in leased facilities with a lease term ending December 31, 2027. In addition, the planning effort will consider long-term City Hall solutions ranging from renovation of the existing facility to full demolition and reconstruction, as well as conceptual evaluation of relocating City Hall to an alternate site and the feasibility of developer-driven or public-private partnership delivery models (e.g., build-to-suit, lease-to-own, or mixed-use civic facilities). Evaluation of alternate sites may include publicly-owned or partner-owned properties, such as the Camas School District's UL property, or other locations identified during the planning process. This work will be conceptual in nature and will focus on comparative feasibility, order-of-magnitude costs, service delivery impacts, operational advantages, funding considerations, and implementation strategies to guide future design and construction investments.

## **Site Background**

### City Hall

Camas City Hall is located at 616 NE 4th Avenue, Camas, Washington, and serves as the City's primary administrative and public-facing facility. Originally constructed in 1967, the building is a two-story concrete structure with a basement and has a gross area of approximately 20,944 square feet. City Hall houses administrative offices, public service counters, and other municipal functions, and shares building infrastructure with the adjacent Fire Station No. 41

The City Hall facility has undergone limited modernization since its original construction. A Facility Condition Assessment completed in 2022 identified multiple building systems that are at or beyond their useful life, including mechanical, electrical, and plumbing systems. Key deficiencies include aging HVAC equipment, obsolete electrical distribution and lighting systems, deteriorated plumbing infrastructure, and limited fire protection coverage in City Hall office areas. While routine maintenance and targeted improvements have occurred, the assessment indicates a growing backlog of deferred maintenance and system replacement needs

### Fire Station 41

Camas Washougal Downtown Fire Station No. 41 is located at 616 NE 4<sup>th</sup> Avenue and was constructed in 1967.

The existing downtown Fire Station 41 is a shared facility located within Camas City Hall. The Fire station is separated from City Hall by an interior building wall. The existing facility was constructed in 1967 and consist of a two-story concrete structure including a basement. The

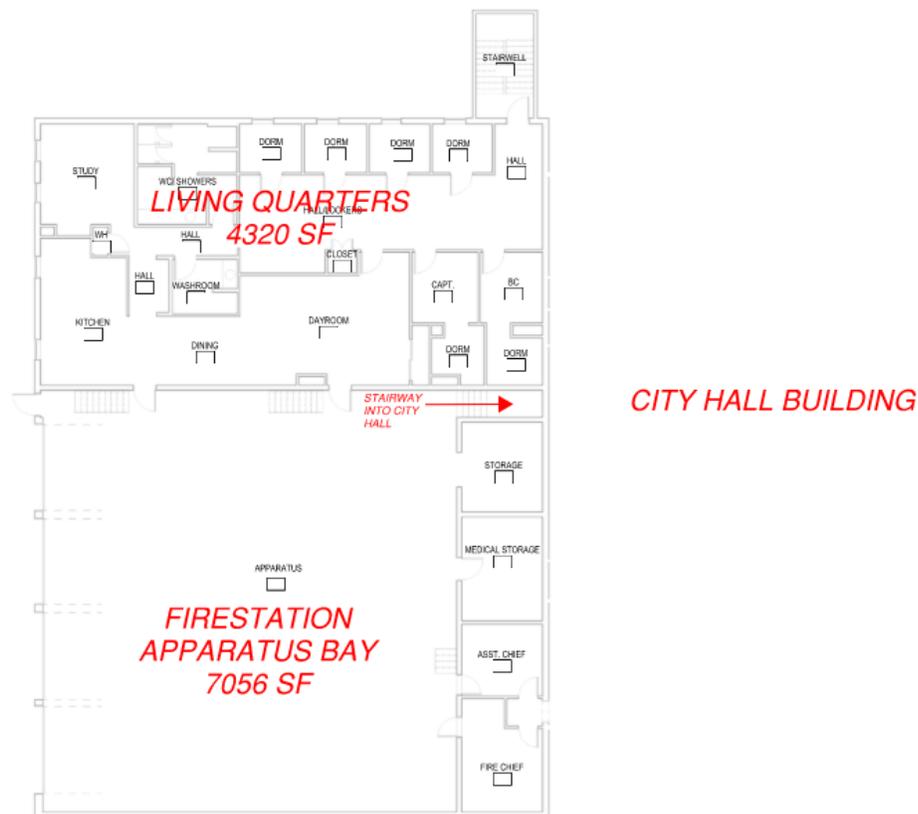
facility gross area is 28,000 SF (City Hall and Fire station) with the existing Fire station totaling 7,056 SF (4,320SF apparatus bay and 2,736 SF second floor living quarters). The Fire station and City Hall share infrastructure for Mechanical, Electrical, and Plumbing systems. The Fire Station living quarters were remodeled in 2008. The Fire station apparatus bay and City Hall have had limited updating since 1967 construction. Routine building maintenance, equipment replacements, and repairs have occurred.

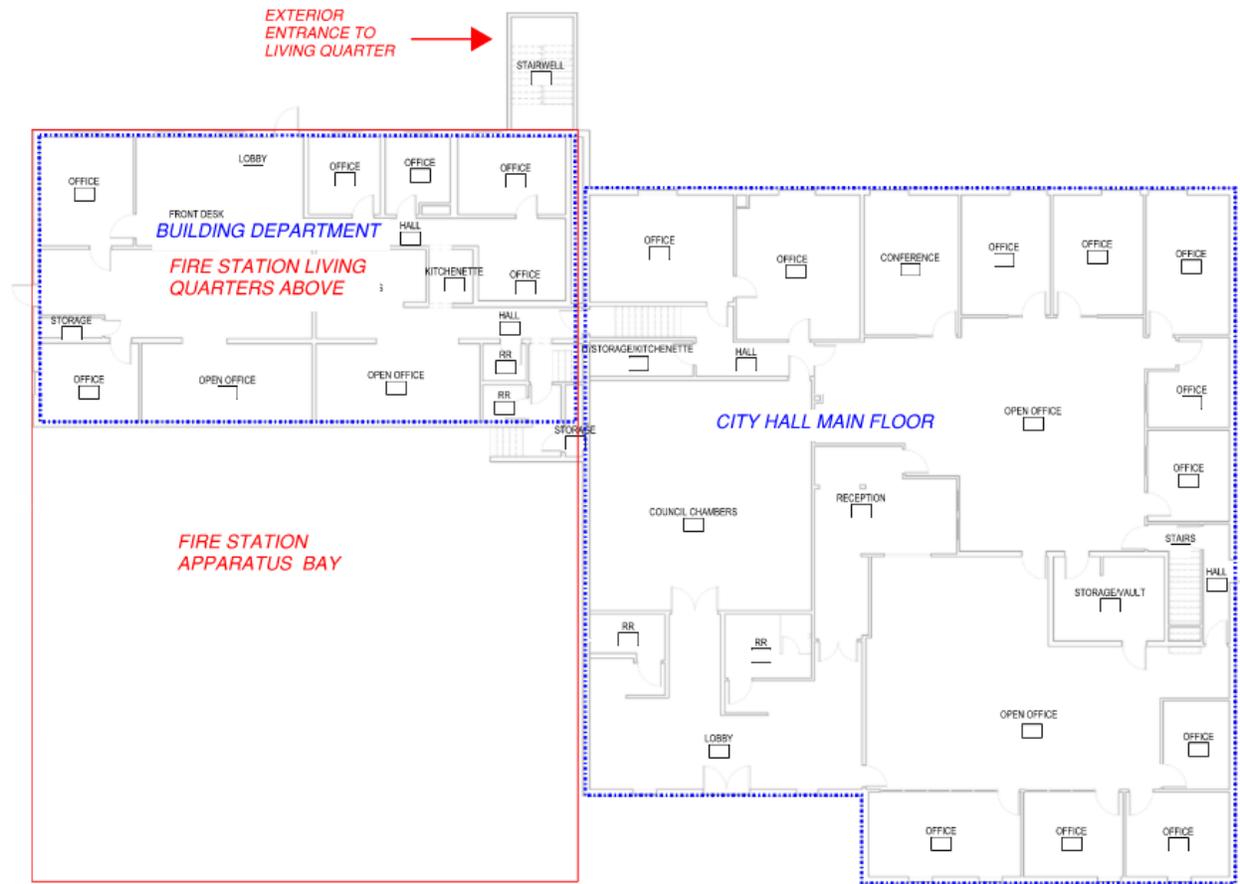
The existing Fire station to be repurposed does not meet seismic code, lacks full ADA compliance, and the facility does not have a fire suppression system meeting current code. No hazardous material surveys have been completed on the facilities.

In 2024 The Community approved a bond measure to replace the existing Fire station with a new facility to be constructed at an offsite location. Upon future vacating of the existing Fire station, the City will take ownership providing opportunity to remodel and repurpose Fire Station into usable office space for growing City Services.

### Fire station Floor Plan Schematic

Existing Fire station living quarters and apparatus bay are connected to City Hall by an interior wall. The Fire station Living quarters are located on 2<sup>nd</sup> floor above City Building Department.





Community Center

The City of Camas also owns and operates the Camas Community Center, located at 1718 SE 7th Avenue, Camas, WA 98607. The Community Center is a multi-purpose public facility available for community use and rental, including events, meetings, and group activities. The facility offers spaces such as a ballroom, conference rooms, reception rooms, and a fully equipped kitchen, supporting gatherings ranging from public meetings to private events.

Based on preliminary observations of space availability and typical use patterns, portions of the Community Center may be underutilized during normal business hours, creating a potential option for accommodating Court Services or related administrative functions during future City Hall improvements.

### Court Services

The City of Camas provides municipal court services through the Camas-Washougal Municipal Court, which operates under an interlocal agreement with the City of Washougal and services municipal ordinance, misdemeanor, and infraction cases. Court Services are currently housed in leased premises at 89 C Street, Washougal, WA, under a lease that runs through December 31, 2027. Any future facility planning for City Hall improvements should account for the Court's operational needs, security requirements, public access considerations, and the existing lease term, as remodeling or renovation activities may impact the ability to continue operations at the current location or require a temporary or permanent relocation. Evaluation of these space needs and potential options, including relocation within City-owned buildings or alternative facilities, is a key component of this planning effort.

### **Current Status of Fire Station Relocation Project**

The new replacement Fire Station No. 41 is currently under design and construction, which is anticipated to be complete in August 2027. The Camas Washougal Fire Department has retained Aetta Architecture as architect of record for their project.

Upon completion of construction the Camas Washougal Fire Department will vacate their existing facility on the east wing of Camas City Hall.

### **Planned Improvements to City Hall**

In 2024 The City entered into a professional service contract with Windsor Engineering as Engineer of Record for City Hall Mechanical, Electrical, and Plumbing (MEP) infrastructure replacement. Design packages for the City Hall MEP improvements have been completed; however, implementation has been paused to allow coordination with broader facility planning efforts.

Below is a list of City Hall MEP Improvements currently designed:

- Mechanical System Replacement
  - Replacement of Boilers
  - Replacement of hydronic piping system
  - Replacement of heating and cooling system including ductwork and controls.
- Electrical System
  - Full replacement of electrical distribution system
  - Full replacement of lighting system and new lighting controls
- Plumbing System
  - Full replacement of above ground plumbing

- Maintenance and repair to below grade plumbing
- Potable water system replacement
- Water closet replacements
- Architectural and Structural
  - Reflective ceiling plans to support MEP construction
  - Exterior Door replacements
  - Light bathroom remodels to support water closet replacement
  - Light kitchen remodel to support plumbing replacement
  - Structural modifications to building envelope to support MEP scope of work

As part of this planning effort, the selected consultant shall incorporate the planned City Hall MEP improvements and associated cost information into the broader space utilization, needs assessment, and funding strategy analysis. This includes evaluating how the planned MEP investments support or constrain potential City Hall space reconfiguration, reuse of the existing Fire Station No. 41, and accommodation of Court Services or other City functions.

The consultant shall assess potential funding strategies and timing considerations, evaluate how available funding may be most effectively applied, and help identify priority investments that provide the greatest long-term operational benefit. The outcome of this effort is intended to inform where and how the City should strategically invest in City Hall and related facilities, and how the planned MEP improvements can be leveraged or coordinated with broader facility upgrades identified through this planning process.

**Following are project objectives:**

- Incorporate the City Hall MEP improvements already designed by Windsor Engineers, including associated cost estimates, into a comprehensive facility planning and needs assessment to understand how these investments affect space availability, phasing constraints, and staff relocation needs during construction.
- Evaluate funding strategies, timing considerations, and available financial capacity, and assess how existing and potential funding sources can be strategically applied to City Hall improvements, reuse of the existing Fire Station No. 41, and Court Services facilities, with consideration of how funding availability influences relocation and phasing options.
- Evaluate long-term City Hall location strategies, including conceptual comparison of (a) remaining at the existing site with varying degrees of renovation or reconstruction, and (b) relocating City Hall to an alternate site. Evaluation should include high-level site fit, order-of-magnitude capital and operational costs, implications to service

delivery and public access, funding strategy alignment, and sequencing considerations.

- Develop and evaluate facility and space utilization options, including potential reuse of Fire Station No. 41 upon future vacancy, with conceptual layouts and rough order-of-magnitude (ROM) cost estimates that account for permanent space needs as well as temporary staff relocation or swing space requirements.
- Assess options for Court Services operations, including temporary and permanent locations, with consideration of operational requirements, security, public access, lease constraints, and cost, to identify solutions that support continuity of court operations during and after construction.
- Establish an implementation and relocation roadmap, identifying recommended sequencing, phasing, funding application, and staff relocation strategies to guide where staff and services should operate during construction and how facilities should ultimately be configured for long-term use.

### **Scope of Work (Phase 1)**

*The Phase 1 Scope of Work is intended to integrate facility condition assessments, space planning, funding strategy, and staff relocation considerations into a coordinated planning effort. Tasks are interrelated and should be approached holistically to support informed decision-making regarding where and when to invest City resources and how City services will operate during and after construction.*

#### **Task 1.0 Existing Building Deficiency Assessment**

- Kick off meeting with City staff
- Review of existing facility data for City Hall, Fire Station No. 41, and other City-owned facilities identified for potential temporary or permanent use (e.g., Community Center)
- Architectural review
  - Means of egress, accessibility, and life safety review for change in facility use and occupancy
  - Identify architectural constraints
- Structural review
  - Foundation and Framing review
  - Seismic review
  - Load review for change in use and occupancy

- Permitting constraints
  - Outline code upgrades and permits triggered to change building use and occupancy

*Task 1.0 Deliverable*

*Meeting Agenda and Meeting Minutes  
Building Deficiency Assessment Report*

**Task 2.0 Facility Concepts, Scenario Development and Cost Estimation**

- Develop concept-level scenarios for (a) renovation of the existing facility, (b) full demolition and reconstruction at the current site, and (c) relocation to an alternate site, to establish a complete baseline for comparative evaluation.
- Prepare remodeling scope options and Rough Order Magnitude (ROM) cost estimates that integrate planned City Hall MEP improvements and associated cost information.
  - Provide Owner with remodel concepts at varying cost points to meet identified future staff needs
  - Meetings with Owner to review remodel concepts to select preferred scopes for conceptual planning advancement
  - Complete ROM cost estimates to evaluate feasibility of selected remodel concepts
  - Provide alternate cost for opportunity improvements associated with MEP scope for City Hall. See task 3.0 for additional information.
  - Evaluate relative cost-benefit and sequencing considerations for remodel options to inform prioritization of investments. See task 4.0 for additional information.
  - Develop a conceptual “alternate site” scenario for City Hall relocation, including at least one publicly-owned or partner-owned property (e.g., Camas School District UL property), subject to City direction. Scope should include high-level test fit of site/program, comparative ROM cost ranges, schedule/phasing implications, and potential impacts to staff and service locations.

*Task 2.0 Deliverable:*

*Meeting Agendas and Meeting Minutes  
Concept comparison matrix summarizing renovation, rebuild, and relocation scenarios including ROM costs, phasing considerations, and key advantages/constraints.*

*Provide up to (3) conceptual plans and ROM cost estimates for selected scopes, including phasing and staff relocation considerations*  
*Project Schedule*

**Task 3.0** MEP Design Review and Coordination

- Coordinate Fire station remodel concepts with MEP Engineer to ensure feasibility between City Hall MEP project and proposed remodel concepts
- Provide plan review of City Hall MEP project with goal of:
  - identifying opportunity improvements that can be made while MEP construction takes place and establish cost points
- Space planning services for staff workstations that will be required to be removed for MEP construction
  - Review existing workstations and identify if spaces can be used more efficiently for future staff levels
  - Provide recommendations on workstation layout
  - Identify temporary and permanent workstation strategies that align with relocation and phasing scenarios developed under Task 5.0

*Task 3.0 Deliverable:*

*Meeting Agendas and Meeting Minutes*

*Identification of opportunity improvements*

*Space planning report*

**Task 4.0** Project Funding Assistance and Alternative Delivery Method Recommendations

- Establish funding road map for selected remodel options
  - Research grant opportunities and outside funding
  - Meet with staff to identify internal funding avenues, budget constraints, and timing considerations
  - Compare funding strategy implications for renovation or rebuilding at the existing site versus relocation to an alternate site, including considerations of land acquisition, partnerships, phased construction, and eligibility for state or federal funding programs.
  - Evaluate lifecycle financial implications of developer-driven or public-private partnership models (e.g., build-to-suit, lease-to-own, ground lease, mixed-use civic facilities), including capital vs operating expenditure considerations.
- Alternative Delivery Methods

- Provide staff recommendations on contract delivery (Traditional Design-Bid-Build, Design-build, GC/CM, CMAR, PDB)
- Evaluate timing of expenditures relative to lease constraints (Court Services), Fire Station vacancy, and MEP construction phasing

*Task 4.0 Deliverable:*

*Meetings Agendas and Meeting Minutes*

*Project funding and investment Strategy for renovation, reconstruction, relocation, and developer-driven models*

*Recommendations on project delivery methods*

### **Task 5.0** Swing Space Planning and Staff Relocation

- Needs Assessment
  - Identify operational, equipment, and technology needs to complete construction and remodeling
  - Court Services operational requirements and security considerations
- Temporary Space feasibility
  - Evaluate potential relocation options for staff and services
  - Evaluate City-owned facilities and leased facilities, including Community Center and continued off-site court operations
- Scenario Development
  - Develop scenarios; stay in place (phased), full relocation, hybrid (phased relocation)
  - Include cost, schedule, and operational risk implications for each scenario

*Task 5.0 Deliverable:*

*Meetings Agendas and Meeting Minutes*

*Staff Relocation Plan with up to (3) relocation scenarios*

### **Task 6.0** Final Report and Implementation Strategy

The purpose of this task is to consolidate findings and recommendations from the previous task orders into a comprehensive implementation strategy and project roadmap for City Hall and related facilities.

- Summarize findings from Task 1.0 through 5.0 into single report including:
  - Existing facility deficiencies and constraints
  - Conceptual alternatives evaluated (renovation, rebuild, relocation)
  - Space utilization and MEP design review coordination outcomes
  - Funding strategy and project delivery method recommendations

- Swing space planning and staff relocation strategies
- Develop a clear implementation strategy that identifies near-term actions, sequencing, dependencies items and coordination with
  - Fire Station relocation
  - Potential City Hall Improvements
  - Existing Court Services lease timelines.
- Facilitate a review meeting with staff and City Leadership to inform and confirm preferred alternatives, priorities, and sequencing.
- Prepare a final presentation for City Council summarizing key findings, recommendations, and next steps.

*Task 6.0 Deliverable:*

*Draft Final Report (PDF and Editable format)*

*Final Report incorporating City Feedback*

*Presentation materials for City Council*

Below are additional tasks orders for future phases. The City reserves right to amend original agreement to include the following future task orders:

**Task 7.0 (Future Phase 2) Design Engineering**

**Task 8.0 (Future Phase 2) Construction Administration, Permitting, and Bid Support**

**Task 9.0 (Future Phase 2) Construction**

**Task 10.0 (Future Phase 2) Construction Management**

**Evaluation Process:**

Submittals will be evaluated and ranked on the following criteria:

Company Design Experience and Past Performance on Similar Projects	(30%)
Experience and Qualifications of Project Team	(25%)
Technical Approach to Project	(25%)
Quality Assurance and Quality Control Procedures	(10%)
Ability to Meet Schedule	(10%)

**Funding and Budget**

This project is locally funded and the City has budgeted \$150,000 for task order 1.0 through 6.0.

**Submission Requirements:**

Consultants are strongly encouraged to submit their statements in the format and order of the above listed evaluation criteria. Submittals shall be no more than 12 pages or up to 6 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 the submittal for purposes of graphical representations or illustrations, which will not count towards the 12-page limit discussed above.

Cost proposals or elements of cost shall not be provided at this time.

For questions on this Request for Qualifications Please Contact

Justin Monsrud, PE  
[jmonsrud@cityofcamas.us](mailto:jmonsrud@cityofcamas.us)  
360-817-7232

**Submission Due Date:**

Please submit one electronic copy of your statement of qualifications by email or USB flash drive to:

**Attention**  
[procurement@cityofcamas.us](mailto:procurement@cityofcamas.us)  
Due Date: April 30, 2026 by 5:00 PM

**Proposed Review Timeline:**

Following table outlines the anticipated schedule for the RFQ process.

<b>Item</b>	<b>Date</b>
RFQ Announced	February 27, 2026
RFQ Response Due	April 30, 2026
City Submittal Review	May 2026
City Selection	By June 2026

**Key dates and schedule**

<b>Item</b>	<b>Date</b>
Notice of Award	June 15, 2026
Kickoff Meeting	By end of June 2026
Building Deficiency Assessment Report	July-August 2026
Concept Plans and Estimates	By October 2026
Remaining project schedule will be agreed upon after completion Task 2.0	

## **Background Documents**

The following documents can be downloaded to assist in preparation of submittals and to provide additional information on the Facility and current design projects that will need to be coordinated with remodel scope.

- **City of Camas Facility Condition Assessment by MENG (2023)**
  - Provides information on existing Fire station and City Hall, current known deficiencies, and cost estimates for backlogged maintenance.
- **Windsor Engineering MEP Design Packages for City Hall (2024)**
  - Preliminary Construction plans for MEP replacements at City Hall.
  - Basis of Design Memos
- **Fire Station Living Quarter Remodel Record Drawing (2008)**
- **Original Construction Plan for Camas Municipal Building including Fire Station No. 41 (1967 circa).**
- **Matterport Scan of Existing Fire station 41 and City Hall Interior**
  - Owner will require a release form to receive this item. Please contact Justin Monsrud at [jmonsrud@cityofcamas.us](mailto:jmonsrud@cityofcamas.us) or by phone 360.817.7232 to transfer file.

**Civil Rights Act:**

The City of Camas is an Equal Employment Opportunity employer.

Persons requesting assistance or to request that this information be prepared and supplied in alternate forms by calling collect to the main office number at Camas City Hall, 0-360-834-6864.

**Americans with Disabilities Act (ADA) Information**

The City of Camas in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing [procurement@cityofcamas.us](mailto:procurement@cityofcamas.us) or by calling collect 360-817-7421.

**Title VI Statement**

The City of Camas, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

This Information is available in an alternate form by request by contacting 360-834-6864. Spanish: La información está disponible en un idioma alternativo a pedido

Chinese Simplified: kě gēn jù yāo qiú tí gòng tì dài yǔ yán de xìn xī  
Japanese: Rikuesuto ni ōjite,-betsu no gengo de jōhō o nyūshu dekimasu  
Korean: jeongboneun yocheong si daeche eon-eolo jegongdoebnida  
Vietnamese: Thông tin có sẵn bằng ngôn ngữ thay thế theo yêu cầu  
Romanian: Informațiile sunt disponibile într-o limbă alternativă la cerere  
Russian: Информатсия доступна на другом языке по запросу  
Ukrainian: Інформація доступна іншою мовою за запитом

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:**

Consultant 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 resulting from the acts, errors or omissions of the Consultant in 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 Consultant and the City of Camas, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant'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.

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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