

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR ARCHITECTURAL/CIVIL DESIGN
PUBLIC WORKS OPERATIONS FACILITY

Project No. WTR26005

Notice is hereby given that the City of Camas is soliciting proposals from consultants to select a design consultant for professional services on the Public Works Operations Facility Project. If you wish to be considered for this work, please submit one PDF electronic copy of your Request for Qualifications (RFQ) to the City of Camas Bids email (bids@cityofcamas.us), by 4:00 p.m., PDT on May 26th, 2026.

Questions or comments concerning this RFQ should be directed to:

Scott Collins, P.E.
Public Works Director
616 NE 4th Ave
Camas, WA 98607
(360) 817-7899
scollins@cityofcamas.us

The City of Camas is soliciting qualifications from experienced architect firms to provide planning, architectural, engineering, and construction-support services for the development of a new Public Works Operations Center. Services may include, but are not limited to, program validation, site master planning, survey, geotechnical investigation, stormwater design, traffic and circulation analysis, environmental permitting, civil and utility design, architectural and structural design, and construction-phase support. The City intends to retain a qualified team capable of delivering a comprehensive concept-to-construction package that reflects the operational needs and growth projections identified in the City's Public Works Operations Site & Space Needs Analysis. Qualified firms are invited to submit their Statements of Qualifications (SOQ).

A selection committee will evaluate the submitted statements. The RFQ does not commit the City of Camas to award a contract, or to pay for any costs incurred in the preparation of SOQs. Once the qualifications have been evaluated, the City will develop a shortlist of qualified consultants for interviews (if needed) and a single consultant will be selected for the design services needed.

The City reserves the right to conduct independent selection process for these services if the City determines, within its sole discretion, it is in the best interest of the City to do so.

Background

The City of Camas Public Works Department currently operates from a 3.7-acre site at 8th Avenue and Polk Street, supplemented by multiple off-site storage areas due to significant space and facility constraints. A comprehensive 2021 Public Works Operations Site & Space Needs Analysis (attached as Exhibit A) identified numerous deficiencies in the existing facility, including inadequate shop and fleet maintenance areas, limited yard capacity, dispersed material storage, and undersized administrative and crew spaces. The analysis also outlined long-term operational, staffing, equipment, and service delivery

needs necessary to support a growing community. Collectively, these findings confirmed the City's need for a modern, purpose-built, and consolidated Public Works Operations Center.

Project Description

To advance the recommendations identified in the City's prior facility needs analysis, the City has acquired a 14.4-acre property to serve as the future home of a consolidated Public Works Operations Center. The new facility is envisioned as a modern, efficient, and purpose-built operations hub supporting administrative functions, crew spaces, fleet maintenance, covered and enclosed vehicle storage, bulk materials handling, decant operations, fueling, stormwater management, and associated site infrastructure.

A preliminary Environmental Assessment for the site (Exhibit B) and a due-diligence archaeological study (Exhibit C) have been completed to inform site planning, permitting considerations, and project phasing. A preliminary conceptual layout illustrating one potential arrangement of site elements is also included as Exhibit D for reference.

Through this RFQ, the City is seeking a qualified design team to refine the preliminary program, develop a comprehensive master plan for the 14.4-acre site, and produce architectural and engineering documents that support future permitting, bidding, and construction. The City intends for this contract to encompass full design services through construction support; however, work may be authorized and sequenced in phases through amendments based on available funding, permitting requirements, and coordination with the City's Finance Department on project financing strategies

Scope of Design Services

The scope of services for this project will include engineering design and project management required for the preparation of final design documents, including plans, specifications, and estimates. The scope also includes engineering support during construction after the project is bid and awarded.

1. *Project Management:*

The consultant shall provide project management services required to ensure effective coordination, communication, schedule tracking, and quality control throughout all authorized phases of work. Services may include but not limited to:

- Overall project management, schedule management, and project documentation
- Coordination and management of subconsultants
- Regular communication and progress updates with City staff
- Preparation for and participation in project meetings, workshops, and presentations
- Collaboration with the City's Finance Department on funding strategies, sequencing, and planning-level fiscal modeling
- Budget tracking per phase and recommendations for future phase amendments

Meetings may occur in person, via teleconference, or via virtual meeting platforms.

2. *Program Validation and Refinement:*

The Consultant will review the City's preliminary program (Exhibit A) and concept layout (Exhibit D), verifying space needs, functional adjacencies, and operational requirements, and

adjusting where needed to reflect current operations and future growth. Services may include but not limited to:

- Review of existing program documents, reports, assessments, and staff input
- Validation of operational needs across all PW divisions by identifying critical needs of each group
- Updates to space lists, staffing projections, fleet projections, and site requirements, as needed
- Identification of any gaps or modifications needed for the 14.4-acre site
- Integration of findings from the Environmental Assessment (Exhibit B) and Archaeological Study (Exhibit C), if needed.

3. ***Site Master Plan, Funding Options and Conceptual Design:***

The Consultant will develop a comprehensive master plan for the 14.4-acre site that includes funding-informed planning, conceptual layouts, and phasing options. This task requires working closely with City Public Works and Finance staff to ensure that site concepts and recommended implementation strategies align with available and potential funding sources. Services may include but not limited to:

- Coordination with the City's Finance Department to evaluate funding strategies, including fully funded and multi-year phased approaches
- Identification and assessment of external funding opportunities (state/federal loans, grants, debt strategies, etc.) at a planning level
- Development of multiple conceptual site layout options that illustrate building placement, yard organization, fleet circulation, staff/visitor circulation, storage areas, etc.
- Development of preliminary phasing options tied to operational priorities, budget constraints, and infrastructure sequencing
- Preparation of planning-level rough order-of-magnitude (ROM) cost estimates for each concept and/or phasing scenario
- Evaluation of major infrastructure requirements, including site access, utilities, stormwater facilities, grading, and roadway needs
- Integration of environmental and archaeological considerations that may influence layout, phasing, or permitting
- Preliminary assessment of alternative project delivery methods (e.g., GC/CM, progressive design-build, design-bid-build) with recommendations on applicability and feasibility
- Refinement of conceptual alternatives leading to a preferred site master plan that aligns with funding capacity, operational needs, and long-term growth

4. ***Preliminary Engineering:***

This task will advance the finalized site concept by providing the preliminary-level technical analyses needed to evaluate feasibility, refine layout decisions, and prepare the City for future design phases. The Consultant will develop early engineering frameworks to support cost modeling, phasing, permitting strategy, and infrastructure planning for the selected site concept. Services may include but not limited to:

- Topographic survey
- Geotechnical investigation (borings, test pits, analysis)
- Preliminary civil, structural, architectural, and site utilities engineering concepts
- Traffic and access analysis, including roadway/intersection needs
- Stormwater feasibility and preliminary approaches
- Review of existing utilities and system requirements needed

5. ***Environmental Services:***

The Consultant will support the City in understanding and planning for environmental and archaeological considerations associated with the site, building on the findings of Exhibit B (Environmental Assessment) and Exhibit C (Archaeological Due Diligence Report). Services may include but not limited to:

- Review and incorporation of findings from the Environmental Assessment and Archaeological Due Diligence Study
- Identification of potential environmental or cultural constraints that influence site layout, phasing, or permitting
- Early coordination recommendations for regulatory agencies such as Ecology, BPA, DAHP, ect.
- Identification of additional studies, surveys, or evaluations likely needed in future phases
- Recommendations for permitting pathways, anticipated timelines, and sequencing for SEPA and related approvals

6. ***Cost Estimating and Phasing:***

Following completion of preliminary engineering, site investigations, and environmental/archaeological coordination, the Consultant will develop more detailed planning-level cost estimates to support refinement and confirmation of the final site concept. Services may include but not limited to:

- Preparation of refined planning-level cost estimates for buildings, site development, utilities, stormwater infrastructure, grading, yard facilities, etc.
- Identification of major cost drivers and potential cost-reduction or value-engineering opportunities
- Updated phasing recommendations based on refined engineering, permitting considerations, operational priorities, and known environmental/archaeological constraints
- Multi-year sequencing strategies to support possible staged capital investments
- Funding pathway review in coordination with City Finance staff, including implications for bond capacity, grants, loans, or pay-as-you-go approaches
- Recommendations for optimal timing of future design and construction phases
- Updated order-of-magnitude costs for each phase to support City budget planning and CIP development

7. *Preparation for Future Phases:*

This task will advance the finalized site concept and position the City for subsequent phases of design and construction once additional funding is secured. The Consultant will compile and refine project documentation so that future design phases, whether completed through amendments or separate procurements, can proceed efficiently. Services may include but not limited to:

- Refinement and documentation of the final preferred site concept based on Tasks 1–6
- Preparation of preliminary design materials suitable for scoping future phases
- Development of draft design-level work plans and anticipated permitting steps for future phases
- Identification of long-lead permitting or utility coordination items to be considered early in the next design phase
- Preparation of recommended sequencing strategies for progressing from conceptual/preliminary design into full design and construction
- Assistance, as requested, for future support phases

8. *Optional Future Phases (Amendments)*

At the City's sole discretion, additional phases may be authorized through contract amendments as funding becomes available. These future phases are not included in the current budget and will be negotiated separately. They may include, but are not limited to:

- Final Design (PS&E): Full engineering plans, specifications, and detailed cost estimates.
- Permitting Support: Preparation and submission of permit applications, technical reports, and agency coordination.
- Bidding Support: Assistance responding to contractor questions, preparing addenda, and supporting bid evaluation.
- Construction Support: Submittal review, RFIs, design clarification, field visits, and coordination with the construction team.
- As-builts and Closeout Documentation: Development of final record drawings and post-construction documents.

Proposal Requirements

The objective of this RFQ is to obtain proposals from interested consulting firms with demonstrated experience in architectural and civil design experience for local governments. The submitted material should focus on technical content that demonstrates design experience/capability, as well as availability and commitment of the firm and its team.

Proposals shall be limited to 20 pages total including the cover letter 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. Elaborate or glossy proposals are neither expected nor desired.

Each proposal must include the information described in this section. Failure to include all the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFQ.

To simplify comparisons during evaluation, information submitted shall be listed in the order identified below:

1. Letter of Interest
2. Summary of Qualifications, Experience, and Availability
3. Experience with Similar Projects
4. Approach to Project
5. List of Professional References

Letter of Interest:

A cover letter introducing the firm and its commitment to provide services to the City, and the architectural design team that highlights key attributes of the required services.

Summary of Qualifications, Experience, and Availability:

Please indicate the proposed firm's qualifications and project team. For the prime consultant, and any sub-consulting firms, provide the following information:

- Names of principal architect or engineers indicating experience and background
- Length of time in business.
- Office address(es) from which services will be supported, percentage of work, and/or category of work to be performed in each office.
- Facilities and manpower of the office(s) in which the work will be performed.
- Identify project manager; include name and title, years of experience with the prime consultant's firm, and years of experience with other firms.
- Identify other key project staff; include name and title, years of experience with the prime consultant's firm, and years of experience with other firms.
- Each project team member should identify experience, how it relates to public work facility operations buildings, and percent of availability to this project

Experience with Similar Projects:

Provide information demonstrating the firm's and team's relevant expertise in planning, designing, or supporting public works operations centers, maintenance facilities, utility yards, or related municipal operational complexes, by providing the following:

- Listing of experience for five completed major projects similar in nature, including scope and fee of consulting services provided; type, size, and cost of facility constructed; completion date; and name, address, and phone number of knowledgeable owner representative.
- Key issues and challenges, and how they were resolved.
- Specialty areas addressed and sub-consultant involvement.

Approach to Project:

Provide a brief description of the consultant’s overall approach to delivering this project. The City is seeking a clear and thoughtful explanation of how the team will manage early-phase planning and design efforts, coordinate with City staff, evaluate alternatives, and develop a practical and implementable site concept for the new Public Works Operations Center. The approach should demonstrate an understanding of the project’s phased nature, the City’s budget constraints, and the need for a collaborative process that results in well-supported recommendations for future design and construction phases.

List of Professional References:

- Firm must list 3 professional references that can verify experience and quality of similar projects in nature.
- Two of the professional references must be a local government agency

Conditions of Proposal

This RFQ does not commit the City to award a contract, defray any cost incurred in the preparation of a response to the RFQ, or contract for any services. All submitted responses to this RFQ become the property of the City as public records. All proposals may be subject to public review, on request.

Cost Proposal

The Fee Proposal is to be negotiated and submitted to the City after receiving notice of being selected as the highest ranked firm. The fee proposal must separate the project into functional tasks and provide the associated fees/costs (not to exceed amount) that define the work to be accomplished. The fee proposal shall include hourly rates for staff and unit prices for various tasks for each project. The fee proposal must identify all key employees and/or classifications to be billed. New key employees and/or classifications must be approved by the City before they incur work on the contract, or the costs can be questioned or disallowed. Sub-consultant fees must be clearly indicated (if applicable) and tabulated in a separate column in the fee proposal table.

Evaluation Criteria

The following criteria will be considered in evaluating each proposal.

Criteria	Weight
Completeness of response to the RFQ requirements	Pass/Fail
Qualifications and Experience	25%
Similar Projects	35%
Approach to Project	30%
General (References, clarity, and overall quality of proposal)	10%

COMPLETENESS OF RESPONSE (Pass/Fail):

Responses to this RFQ must be complete. Responses that do not include the proposal content requirements identified within this RFQ and subsequent addenda, will be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

Site Tour

The City will conduct a site tour for interested firms on May 6th, 2026 at 10:30am. Firms should report to 1620 SE 8th Ave, Camas, WA 98607. The purpose of the tour is to allow prospective consultants to view the existing operations facility and gain familiarity with the site conditions relevant to the project.

Attendance is optional. Firms are encouraged to attend to better understand the existing facilities and site layout.

City staff will be available to facilitate the tour; however, no formal project questions will be addressed during the site visit. All questions related to the RFQ must be submitted in writing. Responses will be provided via an addendum issued within the RFQ on our website.

Tentative Timeline

Milestone	
City Published RFQ	April 15 th , 2026
Existing Operations Center Tour	May 6 th , 2026
Proposal Submission Deadline	May 26 th , 2026
Selection of Consultants for Interview (if needed)	June 15 th , 2026
Interviews (if needed)	June 17 th , 2026
Selection of Consultant	June 19 th , 2026
Proposal Approval / Agreement	July 20 th , 2026

Miscellaneous

Title VI

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.

The City of Camas is an Equal Employment Opportunity employer. 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 Informatsiya dostupna na drugom yazyke po zaprosu, and

Ukrainian Informatsiya dostupna inshoyu movoyu za zapytom.