

ADDENDUM No. 1

RFP No. 21-08

Parks ADA Compliance Assessment and Transition Plan

Due: March 3, 2021 by 2:00 p.m. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes four (4) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposals:

- **Attachment C - Non-Discrimination Declaration of Compliance**
- **Attachment D - Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)

Change

Page 14

As provided in RFP No. 21-08 Document:

C. Proposed Work Plan – 30 Points

Please provide an anticipated work schedule through project completion assuming a January 4th Notice to Proceed.

As updated herein:

Please provide an anticipated work schedule through project completion assuming a June 21st, 2021 Notice to Proceed.

Comment: The intent with this change is to simply replace the inaccurate notice to proceed date provided in the RFP Document with the accurate date provided herein.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: In Section III.B, it states to "... provide an anticipated work schedule through project completion assuming a *January 4th* Notice to Proceed." Is this date accurate? If not, what is the updated anticipated NTP date that we should be using for the work schedule?

Answer 1: Please assume a notice to proceed date of approximately June 21, 2021.

Question 2: In the project requirements beginning on page 9 of the RFP, item #7 requests a digital copy of the final reports and item #8 states that the recommendation information in the reports will be incorporated into the City's Cityworks asset management system. What is the required format(s) for the digital copy so that we understand how the City staff will be linking or incorporating the data from the digital copy to the Cityworks system?

Answer 2: A digital pdf (and/or excel) file of the final reports are requested. Additionally, the consultant may be requested to work directly in the City's CityWorks system to input data directly or coordinate an excel data file that could be easily incorporated into the system. The details of this coordination can be worked out during the negotiations stage.

Question 3: Item #4 of the Requirements indicates that employee areas should be evaluated. Although the ADA does not require individual work stations to be accessible, does the scope of work include the assessment of all individual employee work stations? If yes, please provide additional detail on the extent of the assessment of these areas.

Answer 3: Employee-only areas of recreation facilities should be evaluated as well, but these are a small portion of the overall facility footprint.

Question 4: Item #5 of the Requirements indicates that key employees will be trained to complete assessments. Can you estimate how many staff will be trained? This could determine the number of sessions required for training.

Answer 4: The City estimates that 4-5 employees could be trained to perform the assessments. The consultant shall determine the appropriate amount of training sessions required.

Question 5: We have found significant information on the City's website including site plans and amenities. Can the City provide space plans for the buildings in the scope of work prior to beginning on-site assessments?

Answer 5: The City has asbuilt plans available for many of the buildings but does not have current floor plans for most of them.

Question 6: For the Parks ADA Compliance Assessment and Transition Plan proposal, we see that you are asking offerors to provide up to three samples of transition plans the firm has recently completed. Such plans can be voluminous, and even one sample could potentially put us over the 30 page (60 sides) limit also specified in the RFP. Would it be sufficient to include an Executive Summary and a sample report page showing the extent of our assessments and documentation? Or, if the entire Transition Plan document is required, can it be include in an appendix along with other exempt documents (resumes and required forms B, C, D, E)?

- Answer 6: Samples of full transition plans can be included as pdfs and only attached digitally. These digital attachments will be exempt from the total page limit. If you would like to include some sample report pages or executive summaries within your proposal you may do so, but are not required to.
- Question 7: Given that Title II of the ADA focuses on programs, if the City has significant programs that are not offered in locations included in the scope of work, are those programs to be considered? If the answer is yes, is it possible to obtain a comprehensive list of programs offered at each park/facility prior to beginning on-site assessments?
- Answer 7: At this time the City is interested in assessing the physical compliance with ADA regulations and will not be reviewing programs.
- Question 8: The US Access Board defines a Shared-Use Path as one “designed primarily for use by bicyclists and pedestrians, including pedestrians with disabilities, for transportation and recreation purposes”. Does the City want a comprehensive assessment of Shared Use Paths? If so, can you provide an estimate of the number and length of Shared Use Paths?
- Answer 8: The City does not need a comprehensive assessment of shared use paths. The City is looking for an assessment of specific parks, including their shared-use paths, to act as representative samples. Additionally, by training staff to perform assessments we will be able to have staff assess additional shared use paths as needed.
- Question 9: The US Access Board defines an Outdoor Recreation Access Route (ORAR) as a “continuous, unobstructed path that is intended for pedestrian use and that connects accessible elements, spaces, and facilities within camping and picnic facilities and at viewing areas and trailheads only”. Does the scope of work include recommendations for new ORARs based on the Outdoor Developed Areas Guidelines?
- Answer 9: The City would like the consultant to provide recommendations to bring our existing parks and park facilities into compliance with current ADA regulations. When suggesting improvements please recommend best practices for the selected parks to be assessed. If this includes recommendations for new ORARs or improvements to existing ones, please include them.
- Question 10: The US Access Board defines a Trail as “a pedestrian route developed primarily for outdoor recreational purposes”. Is it our role to recommend which Trails and/or portions of Trails could be made accessible based on the location and experiences offered to the public?
- Answer 10: The City would like the consultant to provide recommendations to bring our existing parks and park facilities into compliance with current ADA regulations. When suggesting improvements please recommend best practices for the selected parks to be assessed. If this includes recommendations for new or improved trails, please include them.
- Question 11: 30 Sheets (60 sides) Limit: Does a title page, back cover page, table of contents, and tabs count toward the printed 30-sheet limit? If yes, is it ok to include them in the digital copy as part of the pdf on the flash drive? Does a cover letter count toward the page limit?
- Answer 11: Yes all pages count toward the 30-page limit except for those specifically listed as exempt. An additional exception is sample transition plan reports which may be included both digitally as PDFs and printed.

Question 12: Pg. 12 - B Past Involvement with Similar Projects “Provide up to 3 samples of transition plans that your firm has completed.” Is the City requesting submittals feature up to 3 relevant project examples of transition plans OR 3 actual samples of final transition plan deliverables? If deliverables are requested, will short excerpts be sufficient given the 30 sheet limit?

Answer 12: The City would like to see examples of transition plan reports and these could be sample pages, summaries, or entire reports. These will be an exemption for the page limit if included as attachments. If you would like to include summaries or samples from the reports within your existing 30 sheet proposal you may do so.

Question 13: Pg. 13 - D. Fee Proposal: Should the fee proposal also be included in the digital copy as a separate pdf on the flash drive?

Answer 13: Fee Proposals are required in printed form only as outlined in the RFP Document but offerors are welcome to include a digital file of the Fee Proposal on the flash drive.

Question 14: Pg. 13 - F. Attachments: Is it ok to utilize this section for resumes as well as the required forms since both are not included in the 30-sheet page count?

Answer 14: Yes.

Question 15: Pg. 3-4 Proposal Format: Are digital signatures acceptable throughout the proposal since our office staff are working remotely?

Answer 15: Yes.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.