

“City of Havelock,
American with Disabilities Act (ADA) Self-Evaluation and Transition Plan”

Addendum 1

Questions Received

1. I am interested in partnering with another vendor on this bid. My expertise is in ADA compliance for persons who have hearing loss or are deaf. Ensuring open communication is one section of the ADA bid that I can provide. Is this a possibility?

[It is the City's desire to only contract with one vendor. The successful vendor is welcome and encouraged to contract with other firms as needed.](#)

2. It appears the proposer needs to have a contractor's license even though no construction will be occurring under this contract? Would a Professional Engineer license or Accessibility Inspector/Planes Examiner Certification be an acceptable substitute?

[A contractor's license is not required to bid on this project.](#)

3. I do have a question regarding how this invitation is currently advertised. The invitation references NC General Statute 143-131; however, this statute is in reference to construction services as opposed to professional design services. Given the scope of the work to be performed, I believe that you are looking to have professional design services, which would be governed by NC General Statute 143-64.31. As such, I don't believe that the request for a fee schedule would be allowed under the provisions of that General Statute.

[The City is looking for an assessment. Our understanding is the service can be provided by multiple professionals not limited to those covered under RFQs which is why City issued an RFP.](#)

4. This looks like an architectural or engineering services project. Shouldn't it be an RFQ (w/o price proposal) versus RFP asking for price (w/ tax)?

[The City is looking for an assessment. Our understanding is the service can be provided by multiple professionals not limited to those covered under RFQs which is why City issued an RFP.](#)

5. I just want to confirm that an email response to the ADA RFP will be accepted.

City will accept electronic copy via email in lieu of physical copies. If bidders choose to submit physical copy, submit one (1) unbound copy, three (3) bound copies and one (1) electronic copy of the written proposal.

6. The bid indicates 1 unbound and 3 bound copies; due to COVID-19, has this requirement been altered to electronic copy only?

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7. Will there be a pre-bid meeting/conference call?

No.

8. Does the city have tentative interview dates for final vendor selection?

No.

9. Total sidewalk miles actually 24.1 (Does that include both sides of the street; or is it 24.1 x 2?)

Yes, that is total, 24.1 miles, City maintained sidewalks.

10. Will this project include signalized / un-signalized intersections? If so, please provide quantity.

No.

11. Does the city have an existing GIS system?

Yes.

12. Pricing will vary based on reporting structure and level of detail.

Reporting should be compliant with DOT requirements for a Transition Plan and Self-Assessment document.

13. Does the city want items that comply reported as well as those that do not comply?

Yes.

14. Will the city want everything held to a zero tolerance or recognize de minimis barriers?

Tolerance level to be determined during assessments.

15. Will the city want Executive Summaries for each building?

Documents formatted per DOT Transition Plan and Self-Assessment requirements, as stated in RFP.

16. Does the city have a "Liaison" team (member from each major dept.) set up to advise thru this process?

There will be two points of direct contact, who will have access to representatives from each department.

17. Does the city have an existing Mayor's committee or advisory board made up of people with varying disabilities?

No.

18. Has the city had their Emergency Plan evaluated for compliance?

No.

19. Does the city have any ownership in Public Transportation?

No.

20. Does the city own, maintain or operate public transit stops on city property?

No.

21. Does the city have any ownership of public housing?

No.

22. Does the city want their website(s) reviewed?

Yes.

23. In light of COVID-19 restrictions, is the City able to accept proposals electronically rather than hardcopies?

City will accept electronic copy via email in lieu of physical copies. If bidders choose to submit physical copy, submit one (1) unbound copy, three (3) bound copies and one (1) electronic copy of the written proposal.

24. Can the City provide square footage and age of the facilities listed in Exhibit A? Additionally, can the City identify which facilities are City owned and which are tenant occupied?

The only building that is tenant occupied is the Boys and Girls Club. The exact square footage and age of the facilities is not available.

25. Can the City provide a list of amenities within each park listed in Exhibit B?

Restroom facilities and pavilions are listed as City buildings on Exhibit A. There are playgrounds at City Park, Walter B Jones Park, Recreation Center, MacDonald Downs, Lewis Farm Tarheel Park, and Sermons Park. Kayak launch at Slocum Creek Park.

26. Are any signalized intersections included in this RFP? If so, how many?

No signalized intersections are included in the RFP.

27. For the as-built drawings, is the City looking for the consultant to comment on existing drawings or create brand new drawings?

The City has some documentation including building plans for review. However, the final document must include drawings in keeping with ADA self-evaluation requirements completed by the consultant.

28. What CMMS is the City using?

The City uses Dude Solutions' Asset Essentials software.

29. For the programs and services, does the City want the consultant to observe these programs or just the spaces?

The City requires the consultant to meet the requirement of the RFP and execute a fully DOT compliant Transition Plan and Self-Assessment.

30. Can the City provide additional information on the City facilities and parks such as amenities and square footage?

Restroom facilities and pavilions are listed as City buildings on Exhibit A. There are playgrounds at City Park, Walter B Jones Park, Recreation Center, MacDonald Downs, Lewis Farm Tarheel Park, and Sermons Park. Kayak launch at Slocum Creek Park. The exact square footage is not available.