



## CITY OF HAVELOCK

Post Office Box 368  
Havelock, NC 28532

### INVITATION TO BID

Pursuant to North Carolina General Statutes §143-131, the City of Havelock invites informal bids on the following:

Bids must be submitted in accordance with the attached specifications. Bids must include an itemized schedule (including quantity, unit price and total) for each work element. Bids can be submitted by mail, email, fax or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

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

**Address Bids to:** Lee Tillman, Director of Finance  
City of Havelock  
P.O. Box 368  
1 Governmental Ave.  
Havelock, NC 28532  
Fax: 252-447-0126  
Email: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Bids will be accepted until **2:00 PM (EST) on Thursday, June 4, 2020** at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 75 days after opening. The winning bidder will be issued a Notice To Proceed (NTP) along with a Purchase Order. The performance period is 180 calendar days from the NTP.

**Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications. No proposal will be considered unless prices are submitted for all items requested in any section. The City reserves the right to change the amount of quantities. No proposal will be considered without an itemized proposal and bid sheet.**

The names of certain brands or makes denote quality standard in the article desired, but do not restrict bidders to the specific brand, make or manufacturer named. They are meant to convey to prospective bidders the general style, type, character and quality of the article desired.

The successful bidder on all contracts will be required to conduct the operation in accordance with all Federal, State, and Municipal health and safety rules, regulations and laws applicable to the operation. The successful bidder may be asked to provide the City with a copy of the company's safety plan prior to commencing work. For all projects over \$30,000, a general contractor's license must be furnished to the City if applicable.



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The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at [www.havelocknc.us](http://www.havelocknc.us). Click on: "Bid on a Contract"; "Current Bids". The Bidder's List is maintained by Vendor Registry. Registration for the Bidder's List is made online at [www.havelocknc.us](http://www.havelocknc.us). Click on: "Bid on a Contract"; "Vendor login/Registration".

**N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.**

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer's Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer's website at the address [www.nctreasurers.com](http://www.nctreasurers.com) and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be for the best interest of the City.

This institution is an equal opportunity provider, and employer.

### **Contact person(s) for information on this bid:**

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Questions must be received by **2:00 PM (EST) on Wednesday, May 20, 2020**. If questions are received, the City will respond no later than **12:00 PM (EST) on Tuesday, May 26, 2020**.

This is the 7<sup>st</sup> day of May 2020.

Published Vendor Registry: May 7, 2020.

CITY OF HAVELOCK

Lee W. Tillman  
Director of Finance



**STATE OF NORTH CAROLINA  
AFFIDAVIT  
CITY OF HAVELOCK**

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Affiant: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

State of North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary



City of Havelock  
Havelock, NC

**REQUEST FOR PROPOSAL**  
For American with Disabilities Act (ADA) Self-Evaluation and Transition Plan

**OVERVIEW**

The City of Havelock is seeking to enter into a professional services agreement with a qualified and experienced firm to provide a comprehensive evaluation of American with Disabilities Act (ADA) accessibility compliance of City facilities, programs, services, and communications. In this context, a City program will mean all City services, activities, employment practices, and/or communications addressed by ADA regulations. The project will involve conducting a self-evaluation and the end product will be a formal ADA Transition Plan, including estimated costs for addressing barriers identified.

**BACKGROUND**

The American with Disabilities Act (ADA) became Federal law on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life for people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA requires state and local governments to make their facilities, programs, services, and activities, accessible to persons with disabilities. As such, The City of Havelock is required to conduct a self-evaluation and an ADA Transition Plan, which identifies existing obstacles limiting accessibility and describes steps that are to be taken to ensure that facilities and elements within the public right of way are made accessible to all individuals.

**PROJECT SCOPE**

Upon acceptance of the successful response to the Request for Proposal (RFP), the selected firm will utilize the "Scope of Work" as part of the contract entered with the City. The selected firm will be expected to perform all technical and other analyses necessary to complete the scope of work, including, but not limited to, the following:

1. Identify City programs, activities, and services that may be discriminatory to people with disabilities and identify and existing obstacles limiting accessibility;
2. Review City policies, practices, and procedures which govern the administration of City programs, activities, and services;
3. Provide a detailed outline of methods necessary to remove accessibility barriers;
4. Conduct ADA compliance evaluation of City buildings and park amenities; and
5. Prepare the City's ADA Self-Evaluation and Transition Plan.

The scope of services for this project shall include, but is not limited to, the following.

### **Task 1 – Oversee Development and Execution of Self-Evaluation and ADA Transition Plan**

1. The consultant shall develop a process, procedures, and forms needed to conduct the Self-Evaluation of the City's programs, activities, and services of ADA requirement compliance including the compilation of the final Self-Evaluation Report.
  - a. Develop a master list of City programs, services, and activities; accessibility policies; disability customer service training; communication practices; available information on accessibility, etc.
  - b. Review appropriate City plans, reports, and programs, as well as meet with City staff to gain insight into the City's facilities and programs in order to identify issues, which may be discriminatory to people with disabilities. The review will also include City policy program accessibility, including eligibility requirements, participation requirements, facilities used, transportation, communication, grievance procedures, and emergency procedures.
  - c. Administer Barrier Assessment Surveys to collect information on each program and activity. Surveys should encourage staff to provide details regarding forms and current participants, the types of equipment and materials used, testing and entrance requirements, amount of staff training, and list any specific modifications and are needed or have been provided in the past.
  - d. Based on Barrier Assessment Surveys and policy reviews, evaluate the effectiveness of existing ADA program services and provide recommendations where deficiencies are identified.
  - e. Summarize the data and findings in the Self-Evaluation and ADA Transition Plan, including Barrier Assessment Surveys and Access Compliance Assessment Reports for City buildings, parks, programs, communications, open spaces, and public right-of-way as described in Task 2 and Task 3 below.

### **Task 2 – Conduct Comprehensive Facility Surveys and Barrier Assessments**

1. Buildings
  - a. Identify which City buildings are subject to the requirements of ADA, and develop assessments, including but not limited to, path of travel and Barrier Assessment surveys, listing each item. This includes City owned and tenant occupied buildings, including but not limited to, common areas throughout such buildings.
  - b. Conduct Barrier Assessment Surveys with field reviews of all City-owned public buildings in the City that provide programs, services, or activities to the public, as appropriate. The Surveys will identify physical barriers in each facility that could limit accessibility and compare each facility to the State Title 24 Building Code and the Federal ADA Accessibility Guidelines (ADAAG).
    - i. Based on the Barrier Assessment Surveys, develop Access Compliance Assessment Reports (ACARs) in order to support the comprehensive assessment process, which shall include:
      1. executive summary;
      2. as-built verifications as it relates to ADA access;
      3. barrier description and severity rating to measure relative impact to access;
      4. digital photograph(s) and documentation of each barrier;
      5. reference drawings/maps showing the specific location of the barrier;
      6. proposed solution(s) to eliminate the barrier; and
      7. individual detailed cost estimates for each solution

- c. The consultant shall review all ACARs and develop facility diagrams for each building showing interior and exterior areas to be included in the ADA Transition Plan as appropriate, and provide a comprehensive report. The consultant shall summarize the ACARs and identify issues that may limit physical access for individuals with disabilities to public areas where program, services, or activities take place. Each section of the Self-Evaluation Report shall include a feasible solution, cost estimate for eliminating each barrier and the priority level of the project.
      - d. Refer to Exhibit A for a City map that includes all City-owned buildings.
- 2. Parks and Open Spaces
  - a. Identify which City-owned parks, trails, outdoor facilities, and open spaces are subject to the requirements of ADA, and develop Barrier Assessment Surveys, listing each item.
  - b. Conduct Barrier Assessment Surveys with field reviews of all parks, trails, outdoor facilities, and open spaces owned by the City of Havelock that provide programs, services, or activities to the public, as appropriate. The Surveys will identify physical barriers in each City-owned park, trail, outdoor facility, and open space that could limit accessibility and compare each facility to the State Title 24 Building Code and the Federal ADA Accessibility Guidelines (ADAAG).
    - i. Based on the Barrier Assessment Surveys, develop Access Compliance Assessment Reports (ACARs) in order to support the comprehensive assessment process, which shall include:
      - 1. executive summary;
      - 2. as-build verifications as it relates to ADA access;
      - 3. barrier description and severity rating to measure relative impact to access;
      - 4. digital photograph(s) and documentation of each barrier;
      - 5. reference drawings/maps showing the specific location of the barrier;
      - 6. proposed solution(s) to eliminate the barrier; and
      - 7. individual detailed cost estimates for each solution
  - c. The consultant shall review all ACARs and develop facility diagrams showing areas to be included to be included in the ADA Transition Plan as appropriate, for each park, trail, outdoor facility, and open space reviewed. The consultant shall summarize the ACARs and identify issues that may limit physical access for individuals with disabilities to public areas where program, services, or activities take place. Each section of the Self-Evaluation Report shall include a feasible solution, cost estimate for eliminating each barrier and the priority level of the project.
  - d. Refer to Exhibit B for a City map identifying all parks and park facilities.
- 3. Public Rights-of-Way
  - a. Identify which City-owned public rights-of-way, including, but not limited to cross walks, pathways, sidewalks, and curb ramps are subject to the requirements of ADA, and develop Barrier Assessment Surveys, listing each item.
  - b. Conduct Barrier Assessment Surveys with field reviews of all public rights-of-way in the City of Havelock, as appropriate. The Surveys will identify physical barriers in public rights-of-way that could limit accessibility and compare these areas to the Federal ADA Accessibility Guidelines (ADAAG).
    - i. Based on the Barrier Assessment Surveys, develop Access Compliance Assessment Reports (ACARs) in order to support the comprehensive assessment process, which shall include:
      - 1. executive summary;

2. as-build verifications as it relates to ADA access;
  3. barrier description and severity rating to measure relative impact to access;
  4. digital photograph(s) and documentation of each barrier;
  5. reference drawings/maps showing the specific location of the barrier;
  6. proposed solution(s) to eliminate the barrier; and
  7. individual detailed cost estimates for each solution
- c. The consultant shall review all ACARs and develop diagrams showing all areas to be included in the ADA Transition Plan, as appropriate. The consultant shall summarize the ACARs and identify issues that may limit physical access to individuals with disabilities to public rights-of way. Each section of the Self-Evaluation Report shall include a feasible solution, cost estimate for eliminating each barrier and the priority level of the project.
  - d. Refer to Exhibit C for a City map of sidewalks and ramps.
4. City Programs and Services
- a. Identify which City programs and services including but not limited to, classes, workshops, meetings, and events, are subject to the requirements of the ADA, and develop Barrier Assessment Surveys, listing each item.
  - b. Conduct Barrier Assessment Surveys with field reviews of all City programs and services, as appropriate. The Surveys will identify barriers in City programs and services that could limit accessibility.
    - i. Based on the Barrier Assessment Surveys, develop Access Compliance Assessment Reports (ACARs) in order to support the comprehensive assessment process, which shall include:
      1. executive summary;
      2. barrier description and severity rating to measure relative impact to access;
      3. reference drawings/maps showing the specific characteristics of the barrier;
      4. proposed solution(s) to eliminate the barrier; and
      5. individual detailed cost estimates for each solution.
  - c. The consultant shall review all ACARs and develop drawings/diagrams showing all programs and services to be included in the ADA Transition Plan, as appropriate. The consultant shall summarize the ACARs and identify issues that may limit physical or other access to individuals with disabilities to City Programs and Services. Each section of the Self-Evaluation Report shall include shall include a feasible solution, cost estimate for eliminating each barrier and the priority level of the project.
5. City Communications and Webpages
- a. Identify which City communications and webpages, including but not limited to, sign-up forms, registration forms, and website formatting, are subject to the requirements of the ADA and develop Barrier Assessment Surveys, listing each item.
  - b. Conduct Barrier Assessment Surveys and review all City communications and webpages, as appropriate. The Surveys will identify barriers in City communications and webpages that could limit accessibility.
    - i. Based on the Barrier Assessment Surveys, develop Access Compliance Assessment Reports (ACARs) in order to support the comprehensive assessment process, which shall include:
      1. executive summary;

2. barrier description and severity rating to measure relative impact to access;
  3. reference drawings/diagrams showing the specific characteristics of the barrier;
  4. proposed solution(s) to eliminate the barrier; and
  5. individual detailed cost estimates for each solution.
- c. The consultant shall review all ACARs and develop drawings/diagrams showing all communications and applicable webpages to be included in the ADA Transition Plan. The consultant shall summarize the ACARs and identify issues that may limit physical or other access to individuals with disabilities to City Communications and Webpages. The Self-Evaluation Report shall include a feasible solution, cost estimate for eliminating each barrier and the priority level of the project.

**Task 3 – Comprehensive ADA Self-Evaluation and Transition Plan**

1. Develop a comprehensive ADA Self-Evaluation and Transition Plan based upon the results of the barrier assessments, policy reviews, and City staff guidance. The ADA Transition Plan shall include all requisite information necessary to comply with Title II of the ADA for such a plan, including but not limited to, the following:
  - a. methodology for the self-evaluation of existing barriers to accessibility including how to remove them;
  - b. summary of findings of the self-evaluation of facilities, policies, programs, and practices;
  - c. recommendations of remedial measures to correct deficiencies and a methodology for the prioritization of barrier remediation;
  - d. cost estimates of remediation measures;
  - e. implementation schedule that includes milestones or measures of achievement for monitoring implementation;
  - f. procedures and forms for monitoring implementation;
  - g. procedures for periodically reviewing and updating the ADA Transition Plan;
  - h. procedures and forms for performing evaluations of additional barriers;
  - i. procedures and forms for filing Requests for Accommodation;
  - j. list of references and contact information for ADA and accessibility related resources; and
  - k. identification of the official(s) who will be responsible for implementation of the plan.
2. Present the draft ADA Transition Plan and subsequently, the final proposed ADA Transition Plan and findings to City Staff.
3. Finalize the ADA Transition Plan and present the final document to the Board of Commissioners.
4. Provide six (6) bound copies of the final Self-Evaluation Report and ADA Transition Plan to the City.
  - a. Provide editable electronic copies in both Microsoft Word and PDF formats. All data files and project maps and drawings associated with the Self-Evaluation Report and the ADA Transition Plan should be delivered to the City and become property of the City.
5. Both the Self-Evaluation Report and the ADA Transition Plan shall be completed within six (6) months of the Notice to Proceed.



### **Summary of Deliverables**

The following list includes, but is not limited to, all anticipated deliverables required to complete the project and is reflected in the Cost Sheet:

1. Self-Evaluation process recommendations including proposed procedures and forms;
2. Draft Barrier Assessment Surveys for all City Buildings, Parks, Open Spaces, Public Rights-of-Way, Programs, Services, Communications, and Webpages subject to the requirements of the ADA, in hard-copy and electronic formats;
3. Final Barrier Assessment Surveys for all City Buildings, Parks, Open Spaces, Public Rights-of-Way, Programs, Services, Communications, and Webpages subject to the requirements of the ADA, in hard-copy and electronic formats;
4. Draft Access Compliance Assessment Reports for all City Buildings, Parks, Open Spaces, Public Rights-of-Way, Programs, Services, Communications, and Webpages subject to the requirements of the ADA, in hard-copy and electronic formats;
5. Final Access Compliance Assessment Reports for all City Buildings, Parks, Open Spaces, Public Rights-of-Way, Programs, Services, Communications, and Webpages subject to the requirements of the ADA, in hard-copy and electronic formats;
6. Draft Self-Evaluation Report submitted in hard-copy and electronic formats;
7. Final Self-Evaluation Report submitted in hard-copy and electronic formats;
8. Draft "Self-Evaluation Report and ADA Transition Plan" submitted in hard-copy and electronic formats;
9. Final "Self-Evaluation Report and ADA Transition Plan" submitted in hard-copy and electronic formats;
10. Consultant shall attend at least one City Council meeting, at the request of City staff, to present the "Self-Evaluation Report and ADA Transition Plan" for review and adoption; and
11. Project meetings with City staff as needed.

### **ANTICIPATED SCHEDULE**

Solicitation issued	May 7, 2020
Deadline for receipt of questions	May 20, 2020
City response to questions	May 26, 2020
Proposal due date	June 4, 2020
Anticipated award date	June 11, 2020

Anticipated start date July 1, 2020

Anticipated completion date December 28, 2020

## **CONTENTS AND ORGANIZATION OF PROPOSAL**

The intent of this RFP is to encourage responses that meet the outlined requirements.

### **1. Proposal Content**

a. Each proposal shall contain the following major sections:

- i. **Transmittal Letter and Statement of Understanding and Approach.** The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter is needed and is required to accompany all copies of the proposal. The proposal shall clearly identify the firm's legal name and address.
- ii. **Table of Contents.**
- iii. **Executive Summary.** Provide a concise synopsis of the proposal and a description of the credentials to deliver the services.
- iv. **Introduction.** Demonstrate the firm's experience providing local jurisdictions with ADA Self-Evaluation and Transition Plans. Experience in developing similar plans for other similar regional agencies, municipalities, agencies, and other governmental or non- governmental agencies should be highlighted. Include a description of the firm and a statement of the firm's qualifications for performing the requested consulting services. Indicate any specialized expertise relevant to the project and discuss the firm's in-house abilities and commitment to delivering the project in a timely manner
- v. **Company Background.** Include the following:
  1. a brief description of the background of your firm;
  2. the location of the headquarters, technical support offices, field offices, and the location of the office that would service the City;
  3. brief summary of company's officers, directors, and associates that will be assisting on the project;
  4. statement of the firm's annual company revenues and profit for the last three company fiscal years; and
  5. names and qualifications of outside firms and/or associates that may be employed to assist on this project.
- vi. **Project Management.** Describe the plans for accomplishing the required work. Include a work plan and a proposed schedule showing tasks and time frames necessary to complete the scope of services by the preferred completion date. Include the management approach to the work, location where work will be done, responsibilities for coordination of work with the City, and lines of communication needed to maintain required contact. Provide a detailed outline of the firm's current client list and ability to provide timely services.
- vii. **Staff** Describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A Project Manager must be designated, and an organizational chart showing the manager and all project staff must be included. Information submitted for each professional shall minimally include:

1. education, training, and years of practice for ADA compliance work and plan development in the State of North Carolina;
  2. information on the number of projects for audit and transition plan development for municipalities; and
  3. explanations of knowledge of, and experience with, Americans with Disabilities Accessibility Guidelines (ADAAG).
- viii. **Qualifications and References.** Describe your firm's familiarity with public sector ADA Self-Evaluations, Transition Plans, and specific experience with the requirements of municipalities. The proposal must describe the nature and outcome of projects previously conducted by the firm that are related to the work described within the RFP. A description of at least three relevant projects of similar scope or complexity completed by the firm within the past five (5) years shall be included, as applicable. Include photographs and a textual description of the firm's specific role in the project. Identify key personnel who participated in each project and describe their roles. Provide the completed cost of each project and the estimated cost prior to contracting. This should include client contact names, address, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. These references should be willing to discuss your work and/or performance. If a sub-consultant is proposed, two to three similar qualifications and references should be provided for the sub-consultant. Up to two samples of the firm's work on closely related projects can also be included with the proposal, if available. Identify your existing client base including the number of projects that have already gone through the ADA Self-Evaluation Transition Plan or are currently under way. Indicate any experience with municipalities similar in size to the City of Havelock. Provide submitted or potential claims against you or your firm for errors and omissions relative to municipal ADA projects over the last ten years.
- ix. **Fee Proposal.** Applicants are required to complete the Itemization Sheet, which is based on the anticipated deliverables for this project. Additionally, applicants may choose to provide additional cost sheets or line items for each task and a description of the total costs and/or billing rates for services, staff time, equipment, materials, travel, administrative/clerical, overhead and other out-of-pocket expenses, if applicable to this contract. If the firm uses hourly billing rates (instead of a flat retainer fee), please provide a detailed fee summary with a total annual not to exceed cost. Applicants are required to complete the Bid Sheet with final project totals.
- x. **Anticipated Project Schedule.** This project is anticipated to require 6 months to complete, however, all Proposers will define the anticipated deadline for completion and presentation of the Transition Plan and all related supporting activities. This project schedule will be incorporated into the professional services agreement between the City and the successful respondent. Work hours shall be 7:00 AM to 5:00 PM, Monday through Friday. No work shall be performed on City holidays. Work outside established work hours must be scheduled with the City 48 hours in advance and is subjected to approval.
- xi. **Implementation Approach.** Identify the proposed implementation approach, including but not limited to, the following:
1. approach to scoping and conducting the project;
  2. efforts that may be needed to ensure a successful project;
  3. any issues that your firm believes are critical to the project's success;
  4. a list of extra deliverables and/or additional documentation to be provided beyond the deliverables stated in this RFP;

5. sample schedules and work plans indicating the tasks and time needed for each task to complete the scope of services;
  6. any assumptions made in the development of the schedule and work plan.
- xii. **Additional Information.**
1. **Additional Information.** Submit any additional information or recommendations supporting the proposal as an appendix or separate attachment.

### **SUBMITTAL REQUIREMENTS**

Submit one (1) unbound copy, three (3) bound copies and one (1) electronic copy of the written proposal no later than 2:00 PM, Thursday, June 4, 2020. No proposals will be accepted after this date and time.

Submit proposals to:

Lee Tillman, Director of Finance  
City of Havelock  
P.O. Box 368  
1 Governmental Ave.  
Havelock, NC 28532  
Fax: (252) 447-0126  
Email: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

All questions regarding this project shall be directed to Lee Tillman at [bids@havelocknc.us](mailto:bids@havelocknc.us). In order to keep the selection process as objective as possible, do not contact any other member of the City of Havelock Staff or officials.

General Comments:

1. Any cost incurred by respondents in preparing or submitting an RFP for this project shall be the sole responsibility of the respondents.
2. All responses, inquiries, or correspondence relating to the RFP will become the property of the City of Havelock, upon receipt.
3. The City of Havelock reserves the right to refuse any or all packages received.

Exhibit A - City map that includes all City-owned buildings

Exhibit B - City map identifying all parks and park facilities

Exhibit C - City map of sidewalks and ramps



## Bid Sheet

Itemized proposal total (from Itemized Proposal): \_\_\_\_\_

NC Sales Tax: \_\_\_\_\_

Total Cost to City: \_\_\_\_\_

---

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Addendums: \_\_\_\_\_

**As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.**

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address Bid to: Lee Tillman, Director of Finance  
City of Havelock  
P.O. Drawer 368  
1 Governmental Avenue  
Havelock, NC 28532  
[Bids@havelocknc.us](mailto:Bids@havelocknc.us)

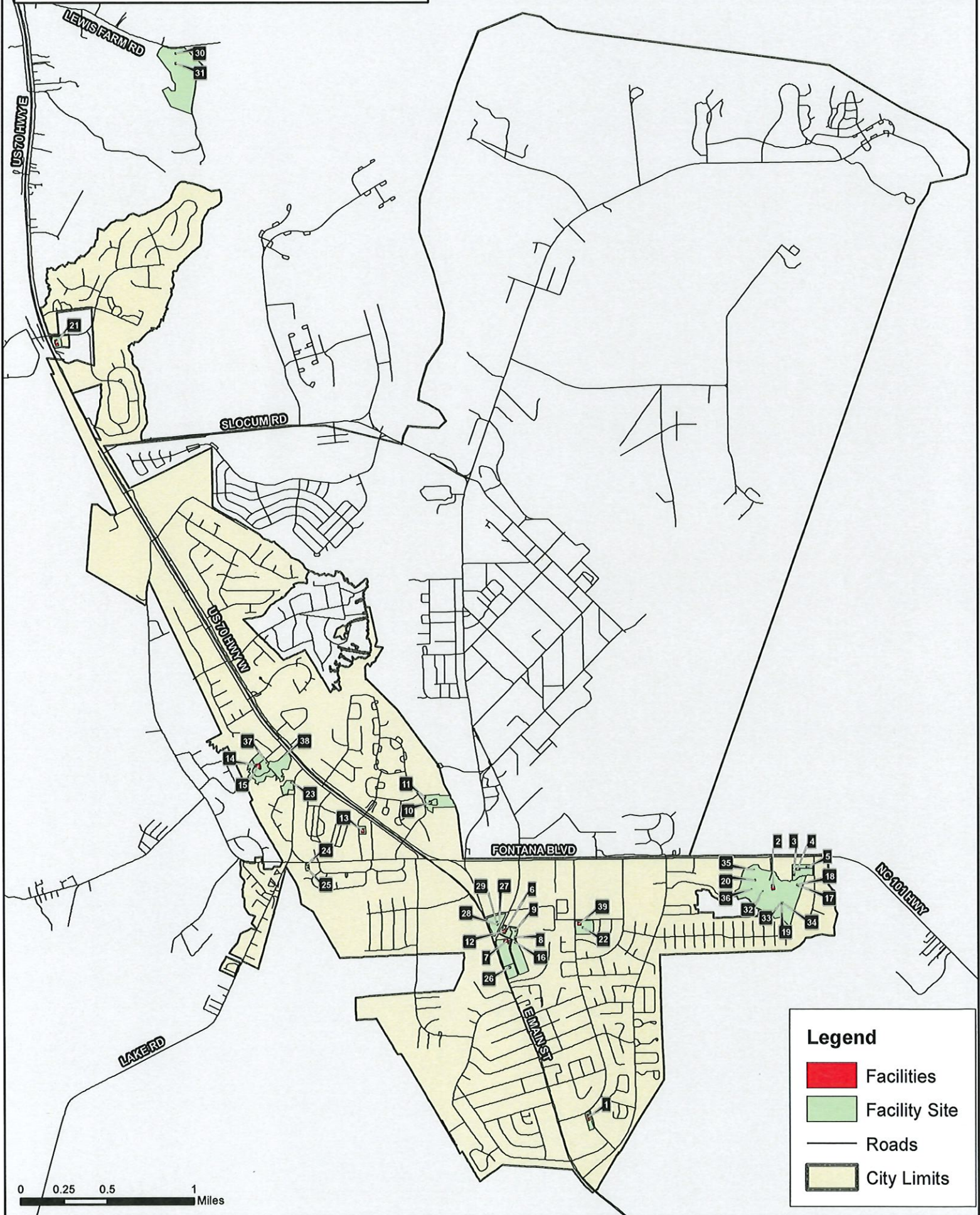
Please indicate Bid name on the outside of envelope.

**Itemized Proposal**

<b>No.</b>	<b>Item Description</b>	<b>Type</b>	<b>Cost</b>	<b>Notes</b>
1	Self-Evaluation Proposal	Self-Evaluation		Develop and recommend a process including relevant forms to facilitate the Self-Evaluation.
2	Draft Barrier Assessment Surveys	Self-Evaluation		Draft surveys and documents to assess accessibility barriers for all elements that are subject to the requirements of the ADA.
3	Final Barrier Assessment Surveys	Self-Evaluation		Final surveys and documents to assess accessibility barriers for all elements that are subject to the requirements of the ADA.
4	Draft Access Compliance Assessment Reports	Self-Evaluation		Draft reports that summarize the results of the barrier assessment surveys that cover all elements that are subject to the requirements of the ADA.
5	Final Access Compliance Reports	Self-Evaluation		Final reports that summarize the results of the barrier assessment surveys that cover all elements that are subject to the requirements of the ADA.
6	Draft Self-Evaluation Report	Self-Evaluation		Based on the results of the Access Compliance Reports, develop the draft of the comprehensive Self-Evaluation Report that will cover all elements that are subject to the requirements of the ADA.
7	Final Self-Evaluation Report	Self-Evaluation		Final version of the comprehensive Self-Evaluation Report that will cover all elements that are subject to the requirements of the ADA.
8	Draft "Self-Evaluation Report and ADA Transition Plan"	Transition Plan		Draft the ADA Transition Plan based on the results of the Self-Evaluation Report.
9	Final "Self-Evaluation and ADA Transition Plan"	Transition Plan		Final comprehensive ADA Transition Plan based on the results of the Self-Evaluation Report.
10	Attendance at a minimum of one City Council meeting	Project Management		Consultant will attend at least one City Council meetings to present the Self-Evaluation Report and ADA Transition Plan for review and adoption.
11	Project meetings with City staff	Project Management		Consultant will periodically meet with City staff to give project updates and discuss the project as needed.

**TOTAL:** \_\_\_\_\_

# City Facilities - Exhibit A, Page 1



0 0.25 0.5 1 Miles

## Legend

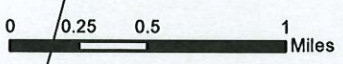
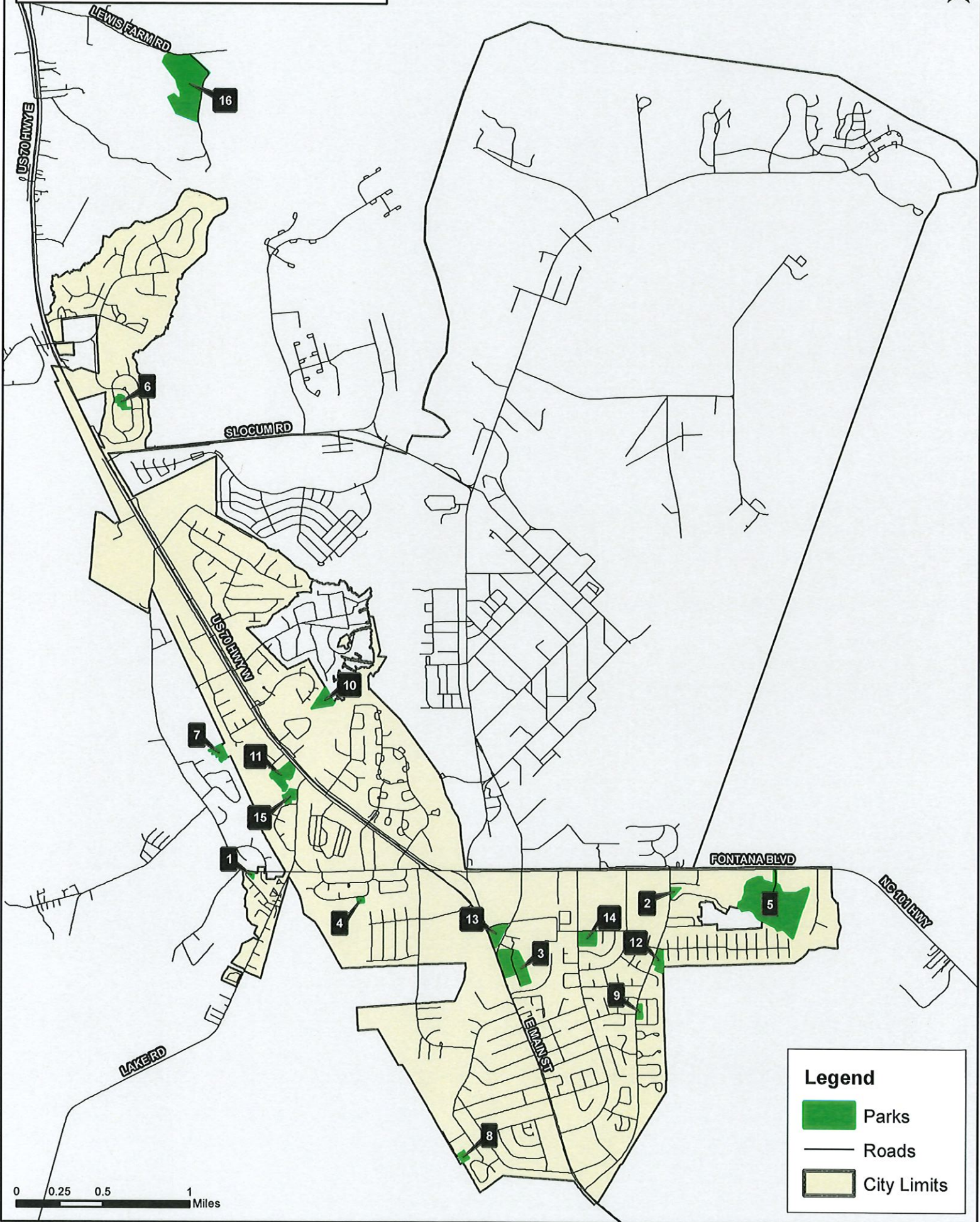
-  Facilities
-  Facility Site
-  Roads
-  City Limits

## City Facilities - Exhibit A, Page 2

MAR#	FACILITY	ADDRESS
1	Water Plant	527 WEBB BLVD
2	Recreation Center	1 RECREATION DR
3	Public Service Garage	108 OUTER BANKS DR
4	Public Service Storage	106 OUTER BANKS DR
5	Public Services Office	104 OUTER BANKS DR
6	IT Building	199 CUNNINGHAM BLVD
7	Public Safety Building	2 GOVERNMENTAL AV
8	Evidence	4 GOVERNMENTAL AVE
9	Animal Control	6 GOVERNMENTAL AVE
10	Sewer Plant	304 JACKSON DR
11	Sewer Plant Garage	304 JACKSON DR
12	City Hall	1 GOVERNMENTAL AVE
13	Senior Center	103 TRADER AVE
14	TEC Maintenance	203 TOURIST CENTER DR
15	TEC	201 TOURIST CENTER DR
16	Walter B Jones Park	1 ATLANTIC AVE
17	Recreation Garage 2	4 RECREATION DR
18	Recreation Garage 1	4 RECREATION DR
19	Babe Ruth Consessions	3 RECREATION DR
20	Little League Consessions	2 RECREATION DR
21	West End Fire Station	859 US 70 HWY W
22	T Ball Consessions	199 WEBB BLVD
23	Kayak Park Bathrooms	120 CHURCH RD
24	Trader Store	407 MILLER BLVD
25	Railroad Building	407 MILLER BLVD B
26	Old Senior Center	315 E MAIN ST
27	City Park Bathrooms	198 CUNNINGHAM BLVD
28	City Park Pavilion	198 CUNNINGHAM BLVD
29	City Park Stage	198 CUNNINGHAM BLVD
30	Lewis Farm Bathrooms	500 LEWIS FARM RD
31	Lewis Farm Pavilion	500 LEWIS FARM RD
32	Recreation Storage 1	1 RECREATION DR
33	Babe Ruth Storage	3 RECREATION DR
34	Babe Ruth Announcer Box	3 RECREATION DR
35	Little League Storage	2 RECREATION DR
36	Recreations Storage 2	2 RECREATION DR
37	TEC Gazebo	201 TOURIST CENTER DR
38	Boat Ramp Bathrooms	101 US 70 HWY W
39	Boys and Girls Club	199 WEBB BLVD



# City Parks - Exhibit B, Page 1



**Legend**

-  Parks
-  Roads
-  City Limits

## City Parks - Exhibit B, Page 2

MAP#	PARK	ADDRESS	ACRES
1	Quail Ridge	1001 GREENFIELD HEIGHTS BLVD	0.49
2	Village Park	106 MCCOTTER BLVD	1.09
3	Walter B Jones	100 ATLANTIC AVE	6.93
4	Bryan Park	113 BRYAN BLVD	0.76
5	Recreation Center	1 RECREATION DR	49.71
6	MacDonald Downs	305 MACDONALD BLVD	2.19
7	Wolf Creek	PO BOX 368	3.04
8	South Forest	308 RAILROAD ST	1.43
9	Tarheel Park	230 MCCOTTER BLVD	1.32
10	Stonebridge	149 STONEBRIDGE TRL	4.67
11	Waterfront Park	99 US 70 HWY W	6.70
12	Sermons Park	280 MCCOTTER BLVD	3.27
13	City Park	198 CUNNINGHAM BLVD	4.57
14	Rachide Park	199 WEBB BLVD	5.10
15	Slocum Creek Park	120 CHURCH RD	2.59
16	Lewis Farm Park	500 LEWIS FARM RD	37.38

# City Sidewalks and Ramps - Exhibit C

