



# Request for Qualifications ADA Transition Plan Self-Evaluation Services

## Introduction

The City of Goodlettsville is currently seeking to retain a professional consultant team (consultant) experienced in the evaluation and development of an Accessibility Transition Plan for compliance with the Americans with Disabilities Act (ADA). The project includes completing a self-evaluation of the City's programs, buildings, parks, and public right of way facilities and preparing a report of deficiencies and needed improvements.

## Project Description

The selected Consultant team (Consultant) will assist the City in preparing its Transition Plan by completing the self-evaluation inspections with regard to Title II compliance and applicable federal and state regulations for City facilities. The Plan will cover three areas: public rights of way (ROW), parks and buildings. The City currently has **seven (7)** public buildings, **and seven (7)** public parks (some that include minor buildings), **80** center line street miles including public sidewalk improvements. The Consultant will work with the City to define standards, conduct an evaluation identifying deficiencies limiting accessibility.

## Schedule

RFQ posted on website	June 28, 2017
Clarification inquiries due	July 31, 2017
Proposals due	August 10, 2017
Interviews (optional)	August 21 and 24, 2017
Contract Award	September 14, 2017

Note: This is the City's desired schedule. The City reserves the right to modify the schedule. Notice to proceed will be issued shortly after contract award.

## Scope of Work

The project is expected to include the following items:

- Review existing City, state and federal plans & policies and determine standards for evaluation.
- Conduct on-site ADA evaluation of Goodlettsville's city parks, park facilities, and programs

- (21 separate parks, including Trails)
- Coordinate with the City on Public ROW inventory including traffic signals, curbs, sidewalks, and roadway issues
  - Conduct on-site ADA evaluation of City public buildings and associated site amenities of the following:
    - Fire Hall
    - City Hall
    - Mansker's Visitors Center
    - Public Works
    - Event Center
    - Delmas Long Community Center
    - Annex Building
  - Prepare and deliver a final report listing all improvements items determined during self-evaluation process.

### **Specific Tasks**

The scope of work is organized into tasks associated for work activity in support of the three major ADA Transition Plan categories (ROW, parks and buildings). The City has budgeted \$50,000 in the current fiscal year July 2017 to June 2018) for the self-evaluation component of the ADA Transition Plan. The breakdown of tasks and categories may allow the City to choose items to be completed this fiscal year, items that City Staff may complete or other ways of phasing the project for maximum progress or efficiency. This is also addressed in the Project Approach element of the Method of Evaluation section. The Consultant has the opportunity to suggest alternate methods of approach that meet the project goals.

#### **Tasks**

Task 1: Review and Summarize Existing Data, Plans, Policies, and Standards

Task 2: Conduct ADA Self-Evaluation

Task 3: Prepare and deliver a final report listing all improvements items determined during self-evaluation process.

#### **Plan categories**

Public Rights-of-Way

Park Facilities and

Programs

Public Buildings

## **Request for Clarification**

All requests for clarification in specifications regarding this RFQ must be submitted in writing no later than Monday July 31, 2017 to Addam McCormick, Director of Planning and Development Services at:

Email: [amccormick@goodlettsville.gov](mailto:amccormick@goodlettsville.gov) (preferred method)

Mail: City of Goodlettsville  
Attn: Addam McCormick  
105 South Main Street  
Goodlettsville, TN 37072

**Any questions or comments directed by a respondent to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.**

## Method of Evaluation (100 Total Points)

A panel of City staff will review the submitted qualifications based on the evaluation factors listed below:

**Company Overview, Statement of Qualifications, Team Description      Points: 15      # of Pages: 2**

Provide names, educational background and experience of each team member, including sub consultants, if applicable. The information should describe the nature of the work and the role of these individuals and/or companies as they relate to this project. Include names and qualifications of outside consultants and associates that may be employed to assist on this project. Provide project organization chart.

**Project Relevant Experience      Points: 15      # of Pages: 3**

Describe three to five current projects or projects completed in the last five years. Include client contact information. Preference will be given to respondents who have developed plans for other municipalities.

**Technical Knowledge      Points: 30      # of Pages:**

**3** Proposal demonstrates a clear understanding of the ADAAG (ADA Accessibility Guidelines), federal PROWAG (Proposed Right-of-Way Accessibility Guidelines), UFAS (Uniform Federal Accessibility Standards) and MUTCD (Manual on Uniform Traffic Control Devices) requirements and the work to be performed.

**References      Points: 10      # of Pages: 1**

A minimum of three (3) related business references, including names, addresses and phone numbers plus a description of the type of work you performed for them. Include references of other Municipalities/Organizations that your firm has prepared or assisted in preparation of Self Evaluation/Transition Plans.

**Project Approach      Points: 30      # of Pages: 4**

Describe your understanding of the project and an approach for completing the project. Provide task details and proposed timeline. The City has \$50,000 available in the current fiscal year (July 1, 2017 – June 30, 2018) for the Self-Evaluation portion of the City's ADA Transition Plan project. In the event this amount does not cover the cost of the plan, the City seeks to explore options to make progress towards completion with the current funding, identify cost savings or phase the project to span additional fiscal years. To the extent possible, the City would like completion and the final report completed by **March 15, 2018 and provide an executive summary presentation to the City Commission at their March 22, 2018 meeting.** Please address this in your approach.

***As Part of the Project Approach include Assistance from the City***

Provide a written summary identifying the types of information, data and assistance expected from the City in order to complete this project. Also indicate key areas the City may be able to complete areas to reduce scope and price.

### **Optional Interviews**

The selection committee reserves the right to select a short list of the highest scoring respondents for interviews.

Interviews, tentatively scheduled for August 21-24<sup>th</sup> will be scored based upon the method of evaluation criteria scores.

The City will enter into negotiations with the highest ranked respondent to finalize a contract for the contract period. If a contract cannot be successfully negotiated with the highest ranked respondent, then negotiations will be terminated with that respondent and the City will enter negotiations with the next highest ranked respondent until an agreement is reached or an impasse is declared.

### **Notice of Award and Appeal Process**

The City intends to select a single Consultant. The selected Consultant will be identified by the selection committee and a notification letter will be sent to all respondents. Any respondent wishing to appeal the recommendation must do so in writing and within 7 business days of the notice being sent.

The City Manager or designee will recommend entering into a contract with the identified Consultant at the September 14, 2017 City Commission meeting.

### **General Terms & Conditions**

The City reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposal received.

Final award will be subject to the execution of the contract. The City reserves the right to negotiate a final contract that is in the best interest of the City.

### **Submittal Instructions**

Proposals should be submitted in a sealed envelope, or other sealed container, which is clearly marked "ADA Self Transition Plan Proposal". Please provide one (1) original and six (6) copies of the Proposal. The original should be marked "Original" and must bear an original ink signature by an individual authorized to represent the Consultant.

Proposals should be submitted to:  
Mr. Charlie Ballard, Purchasing Director  
RFQ 1707-0046  
City of Goodlettsville  
105 South Main Street.  
Goodlettsville, TN 37072

**Submission Date and Time: Thursday August 10<sup>th</sup> at 2:00 p.m. Local time**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

