

BID TABULATION - ADA SELF-EVALUATION AND TRANSITION PLAN

ADA SELF-EVALUATION AND TRANSITION PLAN 7-11-2017	CASCO DIVERSIFIED CORPORATION	THE W-T GROUP LLC	EMG (CLAMPETT INDUSTRIES, LLC DBA EMG)	MEETING THE CHALLENGE INC	HURST-ROSCHE INC	KROMM, RIKIMARU & JOHANSEN INC
	10877 WATSON RD ST. LOUIS MO 63127	2675 PRATUM AVE HOFFMAN ESTATES IL 60192	10461 MILL RUN CIRCLE STE 1100 OWINGS MILLS MD 21117	3630 SINTON RD STE 103 COLORADO SPRINGS CO 80903	3675 W. OUTER RD STE 101 ARNOLD MO 63010	9374 OLIVE BLVD ST. LOUIS MO 63132
TASK 1: Self-Evaluation of all Relevant Programs, Services, and Activities. Evaluation of Jefferson County's website for ADA completion						
PRICE: \$	\$6,482.00	\$21,950.00	_____	\$18,000.00	\$4,000.00	\$3,250.00
TASK 2: Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preperation of County Facilities						
PRICE: \$	\$29,632.00	\$18,030.00	\$13,694.78	\$18,350.00	\$25,000.00	\$44,000 (RANGE OF \$20,000 TO \$44,000)
TASK 3: Self-Evaluation and ADA Transition Plan Preperation of County Facilities (Excluding the Jefferson County Courthouse and Jail Facilities						
PRICE: \$	\$48,152.00	\$35,090.00	\$94,151.46	\$38,575.00	\$57,500.00	\$60,000 (RANGE OF \$30,000 TO \$60,000)
TASK 4: Self-Evaluation and ADA Transition Plan Preperation of Public Right-of- Way						
PRICE: \$	\$8,334.00	\$48,470.00	\$38,799.00	\$6,325.00	\$12,000.00	\$17,000 (RANGE OF \$3,000 TO \$17,000)
GRAND TOTAL PRICE: \$	\$92,600.00	\$123,540.00	\$146,645.39	\$81,250.00	\$98,500.00	\$124,250 (RANGE OF \$53,000 TO \$124,250)

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REQUIRED DOCUMENTS						
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	N	N	Y	N	Y
COPY OF INSURANCE PROVIDED	Y	Y	Y	Y	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y	Y	Y	Y	Y
COOPERATIVE BID FORM (Y/N)	N	Y	Y	Y	Y	N/A
COOPERATIVE CONTACT INFO:	N	Y	Y	Y	Y	N/A
COMPANY INFORMATION AND SIGNATURE	Y	N	Y	Y	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A	N/A
COMMENTS:	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

BID #: 17-0048

Request for Proposal: ADA SELF-EVALUATION AND TRANSITION PLAN **Date Issued:** 6-2-2017

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, JULY 11, 2017, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

DANIEL NAUNHEIM
Department of Public Works
636-797-5569
dnaunheim@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

**Mail (3) Three
Complete Copies
With Vendor And
Proposal
Information As
Shown In Sample:**

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED PROPOSAL: (PROPOSAL NAME)

**Contract Term:
upon approval by
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**Vendor
Information:**

CASCO Diversified Corporation

Company Name

10877 Watson Road

Address

St. Louis, MO 63127

City/State/Zip Code

314-821-1100

Telephone #

mike.sundermeyer@cascocorp.com

E-mail

Daniel E. Cutter

Authorized Agent (Print)

Signature

President

Title

43-1198532

Date

Tax ID #

314-821-4162

Fax #

APPENDIX "B"

COST PROPOSAL FORM

Please provide a price for completing each of the four (4) tasks. The award will be based on the total sum of the four tasks, regardless of whether any of the tasks are deleted from the scope of work:

Task 1: Evaluation of Jefferson County's website for ADA compliance

Price: \$6,482.00

Task 2: Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities

Price: \$29,632.00

Task 3: Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail Facilities)

Price: \$48,152.00

Task 4: Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way

Price: \$8,334.00

Grand Total: Price: \$92,600.00
(Sum of Tasks 1, 2, 3, and 4)



Architecture ♦ Engineering

PROJECT SCHEDULE

The below project schedule is hypothetical and dates may need to be adjusted based on the actual notice to proceed date.

Notice to Proceed (Award): 8/9/2017

Phase 1

*Initial "Kick-Off" Meeting with ADA Compliance Team:	8/15/2017
Surveys (all facilities):	8/21/2017 – 9/8/2017
Survey compiling and documenting:	9/11/2017 – 9/22/2017
*Meet with ADA Compliance Team to review findings:	9/26/2017
Field Survey Report:	9/27/2017 – 10/4/2017
*Meet with ADA Compliance Team to review Report:	10/10/2017
Final Report Submitted:	10/13/2017
*Present final report to ADA Compliance Team:	10/16/2017

Phase 2

ADA Transition Plan Development/First Draft:	10/17/2017 – 11/3/2017
*Meet with ADA Compliance Team to review draft:	11/7/2017
Second Draft:	11/8/2017 – 11/16/2017
*Meet with ADA Compliance Team to review 2nd draft:	11/21/2017
*Present final draft to ADA Compliance Team:	11/30/2017
*Public County Council hearing:	12/18/2017

*Meetings that CASCO will attend in person. Any additional meetings requested by the ADA Compliance Team will be included in the base fee proposal via video conferencing.



Architecture ✦ Engineering

COST PROPOSAL OF CONSULTING FEE

1. Evaluation of Jefferson County's website for ADA compliance
CASCO proposed fee: \$6,482.00
 2. Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities
CASCO proposed fee: \$29,632.00
 3. Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail)
CASCO proposed fee: \$48,152.00
 4. Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way
CASCO proposed fee: \$8,334.00
- Total Fee for all 4 Tasks: \$92,600.00***

*All reimbursable costs have been included in the total above.



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dnaunheim@jeffcomo.org

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ORIGINAL

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Vendor
Information:

The W-T Group, LLC
Company Name
2675 Pratum Ave
Address
Hoffman Estates IL 60192
City/State/Zip Code
224-293-6451
Telephone #
john.mcGovern@rac-llc.com
E-mail
John N. McGovern
Authorized Agent (Print)
Signature
President
Title
7/10/17
Date
224-293-6455
Fax #

APPENDIX "A"

General Revenue Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)
Administration	33,522	33,522	0
Annex	20,817	20,817	0
Facilities (with storage unit)	7,482	4,682	2,800
Courthouse	72,546	72,546	0
Justice Center	38,120	38,120	0
Jail (with storage unit)	50,335	50,135	200
Juvenile Detention	17,375	17,375	0
EMOC (Phase 1 - 3)+ garage + 2 outbuildings	11,077	3,809	7,268
Animal Control (cat & dog house in specialty space)	5,440	1,136	120
Animal Control Center	11,200	11,200	0
Civic Center (County is Leaser and user)- includes basement, building, and snack shack	5,770	5,770	0
Fleet (new-West campus)	8,400	700	7,700
Parks (West Campus)	5,200	540	4,660
Parks- concession stand	590	0	0
Lease Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)
Public Defenders Office (County Leasee)	2,880	2,880	0
Sheriff North Zone (County Leasee)	1,394	1,394	0
Sheriff House (County Leasee)	3,195	3,195	0
Juvenile Day Treatment (County Leasee)	6,314	6,314	0
EDC (County Leaser)	4,454	4,454	0
Third Street Annex (County Leaser)	7,436	7,436	0
Road & Bridge Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)
East Maintenance Shed	5,220	1,295	3,925
West Maintenance Shed	5,840	1,240	4,600
North Maintenance Shed	4,510	925	3,585
Highway Fleet Facility	11,875	1,110	10,765
Sign Shop	3,040	0	3,040

needs parks

MAZ

APPENDIX "B"

COST PROPOSAL FORM

Please provide a price for completing each of the four (4) tasks. The award will be based on the total sum of the four tasks, regardless of whether any of the tasks are deleted from the scope of work:

Task 1: Self-Evaluation of all Relevant Programs, Services, and Activities. Evaluation of Jefferson County's website for ADA compliance

Price: \$21,950

Task 2: Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities

Price: \$18,030

Task 3: Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail Facilities)

Price: \$35,090

Task 4: Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way

Price: \$48,470

Grand Total: Price: \$123,540⁰⁰
(Sum of Tasks 1, 2, 3, and 4)

MAE

This 2015-2016 project is complete. Task One was conducting access audits of City sites and facilities. Task Two was preparing a phased transition plan for all retrofit work. Task Three was facilitating public feedback and providing staff training. Task Four is providing GIS data for use by City of Rockville in its GIS system.

Additional Information and Value-Added Services

We enjoy training. As a value-added aspect of our service, we will conduct, at no charge, one training event, three hours in length. We will rely on the ADA Compliance Team to help shape the content. That said, content could include enforcement trends, smart practices in PROW compliance, smart practices in facilities and parks, and developments in the areas of programs and policies. The training event should happen toward the latter stages of the project.

Cost Proposal

Our total not-to-exceed cost is \$123,540. This includes costs related to travel. We have removed any charges for the time of staff to travel to the County.

We noted earlier that parks were not included in the RFP. These must be evaluated. We have included parks within Task 3, the work related to County facilities other than the Courthouse and jail.

The current \$123,540 is distributed below.

Task 1: programs, policies, and website at a cost of \$21,950

Task 2: Courthouse and jail facilities at a cost of \$18,030

Task 3: all other County facilities at a cost of \$35,090

Task 4: PROW assets at a cost of \$48,470

The proposed costs for the size and scope of County facilities and parks is similar to charges for other comparably sized communities. If Jefferson County has staff or officials who are members of the National Recreation and Park Association, it is eligible for at least a 10% discount on services related to parks and recreation. Our firm is the designated preferred provider of access consulting for members of NRPA, and as such we grant the discount. Please advise if staff or citizens are members of NRPA. The potential cost reduction is in the range of \$7,000.

We do provide training for many jurisdictions. Training was not requested in the RFP, but we enjoy it and are sought after trainers. Modules could include inclusion, planning retrofits, disability awareness, the ADA in general, and more. Training could be provided for staffs as well as contractors. If this is of interest, we can propose some approaches that have been effective with other communities.

THE W-T GROUP, LLC
DBA RECREATION ACCESSIBILITY CONSULTANTS, LLC
ONE SOURCE. INFINITE SOLUTIONS.





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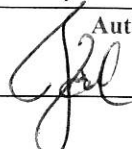
SAMPLE ENVELOPE

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	729 MAPLE ST / PO BOX 100
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**Vendor
Information:**

EMG (Clampett Industries, LLC dba EMG)	Jeffrey Fox
Company Name	Authorized Agent (Print)
10461 Mill Run Circle Suite 1100	
Address	Signature
Owings Mills, MD 21117	Senior Vice President
City/State/Zip Code	Title
800-733-0660	7/3/2017
Telephone #	Date
jfox@emgcorp.com	02-0655997
E-mail	Tax ID #
	410-785-6220
	Fax #



APPENDIX "B"

COST PROPOSAL FORM

Please provide a price for completing each of the four (4) tasks. The award will be based on the total sum of the four tasks, regardless of whether any of the tasks are deleted from the scope of work:

~~**Task 1:** Self-Evaluation of all Relevant Programs, Services, and Activities. Evaluation of Jefferson County's website for ADA compliance~~

~~Price: _____~~

Task 2: Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities

Price: \$13,694.78 _____

Task 3: Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail Facilities)

Price: \$94,151.61 _____

Task 4: Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way

Price: \$38,799.00 _____

Grand Total: Price: \$146,645.39
(Sum of Tasks 1, 2, 3, and 4)



PRICING

These fees include all costs associated with travel, lodging, car rental, food, tools, equipment, and all other miscellaneous expenses applicable to the work related to this project.

Service	Fee
Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities	\$13,694.78
Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail)	\$94,151.61
Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way	\$38,799.00
Total	\$146,645.39

These fees are also copied onto the forms included in the Additional Information section of the proposal.



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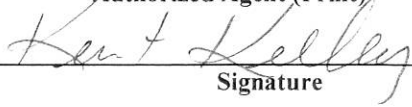
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**Vendor
Information:**

Meeting the challenge, Inc.	Kent Kelley
Company Name	Authorized Agent (Print)
3630 Sinton Road, Suite 103	
Address	Signature
Colorado Springs, CO 80907	President
City/State/Zip Code	Title
719-444-0252	July 10, 2017
Telephone #	Date
719-444-0252	84-1132732
kkelley@mtc-inc.com	Tax ID #
E-mail	719-444-0269
	Fax #

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COST PROPOSAL FORM

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Task 1: _____ Evaluation of Jefferson County's website for ADA compliance

Price: \$18,000

Task 2: Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities

Price: \$18,350

Task 3: Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail Facilities)

Price: \$38,575

Task 4: Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way

Price: \$6,325

Grand Total: Price: \$81,250
(Sum of Tasks 1, 2, 3, and 4)



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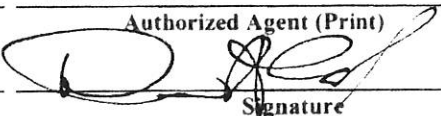
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**Vendor
Information:**

Hurst-Rosche, Inc.	David D. Pool
Company Name	Authorized Agent (Print)
3675 W. Outer Road, Suite 101	
Address	Signature
Arnold, MO 63010	Vice President
City/State/Zip Code	Title
636.333.3351	07/7/2017
Telephone #	37-0889933
dpool@hurst-rosche.com	Date
E-mail	Tax ID #
	618.998.0076
	Fax #

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Task 1: ~~Self-Evaluation of all Relevant Programs, Services, and Activities.~~ Evaluation of Jefferson County's website for ADA compliance

Price: \$4,000.00

Task 2: Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities

Price: \$25,000.00

Task 3: Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail Facilities)

Price: \$57,500.00

Task 4: Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way

Price: \$12,000.00

Grand Total: Price: \$98,500.00
(Sum of Tasks 1, 2, 3, and 4)



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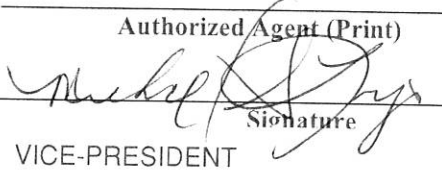
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KROMM, RIKIMARU & JOHANSEN, INC. MICHAEL S. LYSS

**Vendor
Information:**

Company Name	Authorized Agent (Print)	
9374 OLIVE BOULEVARD		
Address	Signature	
ST. LOUIS, MO 63132	VICE-PRESIDENT	
City/State/Zip Code	Title	FED: 43-0768710
314-432-7020/C: 314-452-7477	7-11-2017	MO: 12253227
Telephone #	Date	Tax ID #
MSLYSS@KRJARCH.COM	314-432-6131	
E-mail	Fax #	

KROMM, RIKIMARU & JOHANSEN, INC.

ARCHITECTURE THAT BUILDS COMMUNITIES

JEFFERSON COUNTY ADA Self-Evaluation and Transition Plan

5. Cost Proposal Form

TASK 1 – WEBSITE: ADA COMPLIANCE EVALUATION

Price: \$ 3,250.00

Note: Cost may be deleted pending approach decided by Jefferson County's ADA Compliance Team and KRJ's Website Expert as outlined in Section 3 Project Approach.

TASK 2 – JEFFERSON COUNTY COURTHOUSE AND JAIL FACILITIES: SELF-EVALUATION AND ADA TRANSITION PLAN

Price: \$ 44,000.00 (Range of \$ 20,000.00 to \$ 44,000.00)

Note:

1. See Section 3 Project Approach for additional detail.
2. Scope/cost may be reduced pending further input from Jefferson County's ADA Compliance Team and review by KRJ Design Team in initial meetings as outlined in Section 3 Project Approach.
3. Scope/costs will be refined once surveys of facilities are completed.
4. Final costs will be based on actual hours spent @ hourly rates not to exceed costs projected above.

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TASK 3 – COUNTY FACILITIES EXCLUDING THOSE IN TASK 2: SELF EVALUATION AND ADA-TRANSITION PLAN

Price: \$ 60,000.00 (Range of \$ 30,000.00 to \$ 60,000.00)

Notes:

1. See Section 3 Project Approach for list of included facilities per Jefferson County Appendix A.
2. Scope/cost may be reduced pending further input from Jefferson County's ADA Compliance Team and review by KRJ Design Team in initial meetings as outlined in Section 3 Project Approach.
3. Scope/costs will be refined once surveys of facilities are completed.
4. Final costs will be based on actual hours spent @ hourly rates not to exceed costs projected above.

TASK 4 – RIGHT OF WAY: SELF-EVALUATION AND TRANSITION PLAN

Price: \$ 17,000.00 (Range of \$ 3,000.00 to \$ 17,000.00)

Notes:

1. Scope/cost may be reduced pending further input from Jefferson County's ADA Compliance Team and review by KRJ Design Team in initial meetings as outlined in Section 3 Project Approach.
2. It is anticipated that this scope will be significantly reduced after these initial consultant meetings with ADA Compliance Team.
3. Scope/costs will be refined once surveys of right-of-ways are completed.
4. Final costs will be based on actual hours spent @ hourly rates not to exceed costs projected above.

GRAND TOTAL OF ALL THE ABOVE:

Price: \$ 124,250.00 (Range of \$ 53,000.00 to \$124,250.00)

While cost is a key consideration, the County reserves the right to choose the best proposal, which may not be based on price. The committee may choose to interview the top candidates.

After evaluating the proposals and discussing them further with the finalists, the County reserves the right to further negotiate the proposed work and/or method and amount of compensation.

PROPOSAL CONTENT

Jefferson County requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFP. Four (4) copies of the proposal shall be submitted and shall be organized in an easy-to-follow format. The Proposal must include, at a minimum, the following sections:

- **Background on Firm:** Letter of transmittal signed by an individual authorized to bind the proposing entity stating the firm has read and will comply with all terms and conditions of the RFP. A brief description of the firm including the size of the organization, location of offices, and years in business. Qualifications of individuals who will perform the work listed in the Scope of Work along with identification of the individual who will be the County's main contact.
- **Statement of Understanding and Approach:** Provide a description of the methodology the firm will use to complete the Scope of Work as detailed in this RFP. Discuss and describe the firm's experience working on similar projects and provide a statement of the services your firm believes differentiates your firm from others. Describe the methodology for training County staff to ensure proper implementation and monitoring of the ADA Transition Plan. Additionally, as a part of your summary, clearly define the responsibilities of Jefferson County and the responsibilities of the firm.
- **Scope of Work:** Provide details with specific task descriptions to demonstrate that the proposer has considered all aspects of the proposal and that the proposer will cover them thoroughly. Attendance at County Council, community meetings, and providing any needed informational material deemed necessary to educate the community and Council regarding the project should be included.
- **Project Schedule:** Provide a project schedule with significant milestone events or deadlines. Scheduling milestones should be concrete and achievable; however, they may be revised on approval of both parties.
- **References:** Provide the following information for two (2) projects which are similar in scope to the project requested by this proposal: Name, address, and telephone number of the client; person to contact for references; time period of project; brief description of the scope of services provided.
- **Additional Information:** Jefferson County has outlined the requirements of this project in as much detail as is currently known. Respondents may add information not requested in this RFP, but the information should be in addition to, not lieu of, the requested information and format. Please provide any exceptions, additional information, or suggestions that will aid in the selection process (attachments are acceptable). Please keep these as brief as possible.
- **Cost Proposal of Consulting Fee:** Your proposal shall include a cost estimate for providing services. Cost proposal shall be broken down into four (4) subtotals:
 1. ~~Self-Evaluation of all Relevant Programs, Services, and Activities.~~ Evaluation of Jefferson County's website for ADA compliance *

2. Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities *
3. Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail)
4. Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way.

*** : One or both of these items may be performed by other means. If so, they will be deleted from the scope of work being procured under this RFP.**

EVALUATION CRITERIA

Jefferson County intends to engage the most qualified consultant available for this assignment. It is imperative the consultant's proposal fully address all aspects of the RFP. Each proposer's offer of services will be evaluated using the following criteria:

- Cost proposal (Completion of Cost Proposal Form: Appendix B) **(30 points)**
- Consultant's proposal demonstrates a clear understanding of the ADAAG, Title 24 requirements, and the work to be performed. **(30 points)**
- Recent experience with similar types of projects including ADA Title II projects, and relevant experience and technical competence of the Consultant, personnel assigned to this project, and degree of participation in the project by key personnel. **(30 points)**
- Consultant's demonstrated skills in facilitating public meetings, making presentations, engaging and working with the public, understanding the public process, and building community consensus. **(20 points)**
- Experience in client training for similar projects **(10 points)**
- Reference and information from other organizations for which the Consultant has provided a comparable service **(10 points)**

Total Points Possible: 130 points

SCOPE OF WORK

The following is a proposed scope of services for the development of the County's ADA Self-Evaluation and Transition Plan. Additional steps may be added as the Consultant determines appropriate based upon their experience. At a minimum, the consultant selected will be responsible for providing the services described below:

1. Conducting a self-evaluation of all relevant public facilities, to include field data collection, and data analysis,
2. Conducting a self-evaluation of County right-of-way with respect to ADA requirements,
3. ~~Conducting a self-evaluation of all relevant programs, services, and activities, (to include research).~~ Evaluating Jefferson County's website for ADA compliance,
4. Coordinating the involvement of various stakeholders to include elected officials, County staff, disability advocacy groups, and the public throughout the process,
5. Developing a Transition Plan which will identify and prioritize current pedestrian barriers, provide a schedule for barrier removal, as well as establish procedures for addressing future accessibility issues,

6. Providing management, monitoring, and tracking tools that will allow staff to manage current and future accessibility issues, update the deficiency status, and generate reports to show progress in meeting the Transition Plan.

It is the intent of the County for the finalized ADA Transition Plan to serve as a pragmatic application tool that will identify existing and future accessibility needs, document accessibility facility standards, and to provide design criteria for future facilities development.

PRIMARY SCOPE OF SERVICES

The County expects the project to be conducted in two general phases:

Phase 1: Self-Evaluation: Survey, review, and analysis of facilities, public right-of-way, ~~programs, services and activities~~. Evaluation of Jefferson County's website for ADA compliance.

Phase 2: Transition Plan Development: Collaborating with various stakeholders to review Phase 1 results, establish priorities and schedules for completion, and reach consensus for a finished product.

The Consultant's scope of work should provide a realistic approach for completing both Phase 1 and Phase 2 of the project. The Consultant is encouraged to include suggestions or supplemental tasks which may enhance the project, streamline the scope of work, improve cost effectiveness, or lead to a better quality finished product or process. State all assumptions clearly. Include the decisions, products, data and any other information that the Consultant expects from County staff.

Phase 1: Self-Evaluation

1. Meet with designated County staff, hereinafter referred to as "ADA Compliance Team," to discuss project expectations, survey methodology and a schedule for project deliverables. This will be an opportunity for the Consultant to review and clarify questions related to the project's scope and familiarize themselves with important issues and availability of resources. It's the County's intention for the Consultant to serve in a project management capacity throughout the project with general direction from the ADA Compliance Team.
2. ~~Review County programs, services and activities that are open to the public and are therefore required for review and inclusion by ADA.~~ Evaluate Jefferson County's website for ADA compliance.
3. Conduct field surveys of County facilities (a list of facilities is referenced in Appendix A) that may be accessed by the public and are, therefore, required for review and inclusion by ADA. The surveys will focus on the evaluation of architectural barriers, including path of travel (both within and around the facility), and accessible parking requirements. Provide an initial recommendation in terms of priority for barrier removal.

Conduct field surveys of County public right-of-way with respect to ADA requirements. This includes crosswalks, curb ramps, barriers, etc. Please note that Jefferson County has a very limited amount of pedestrian facilities in our right-of-way, and we believe that the effort to complete this task will be minimal.

Due to limited County staff availability, it is the intent of the County that these field surveys be largely conducted by the Consultant; surveys requiring County staff assistance should be coordinated through the ADA Compliance Team and scheduled in a way that minimizes the impact to the regular workloads of the applicable staff members.

APPENDIX "A"

General Revenue Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)
Administration	33,522	33,522	0
Annex	20,817	20,817	0
Facilities (with storage unit)	7,482	4,632	2,800
Courthouse	72,546	72,546	0
Justice Center	38,120	38,120	0
Jail (with storage unit)	50,335	50,135	200
Juvenile Detention	17,375	17,375	0
EMOC (Phase 1 - 3)+ garage + 2 outbuildings	11,077	3,809	7,268
Animal Control (cat & dog house in specialty space)	5,440	1,136	120
Animal Control Center	11,200	11,200	0
Civic Center (County is Leaser and user)- includes basement, building, and snack shack	5,770	5,770	0
Fleet (new-West campus)	8,400	700	7,700
Parks (West Campus)	5,200	540	4,660
Parks- concession stand	590	0	0
Lease Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)
Public Defenders Office (County Leasee)	2,880	2,880	0
Sheriff North Zone (County Leasee)	1,394	1,394	0
Sheriff House (County Leasee)	3,195	3,195	0
Juvenile Day Treatment (County Leasee)	6,314	6,314	0
EDC (County Leaser)	4,454	4,454	0
Third Street Annex (County Leaser)	7,436	7,436	0
Road & Bridge Buildings	Total Building Square Footage	Office Space (Sq ft)	Warehouse Space (Sq ft)
East Maintenance Shed	5,220	1,295	3,925
West Maintenance Shed	5,840	1,240	4,600
North Maintenance Shed	4,510	925	3,585
Highway Fleet Facility	11,875	1,110	10,765
Sign Shop	3,040	0	3,040

NOTE: SEE REVISED APPENDIX A PER ADDENDUM 1 - INCLUDED IN SECTION 3 - PROJECT APPROACH

APPENDIX "B"

COST PROPOSAL FORM

Please provide a price for completing each of the four (4) tasks. The award will be based on the total sum of the four tasks, regardless of whether any of the tasks are deleted from the scope of work:

Task 1: Self-Evaluation of all Relevant Programs, Services, and Activities. Evaluation of Jefferson County's website for ADA compliance

Price: _____

Task 2: Jefferson County Courthouse and Jail Facilities: Self-Evaluation and ADA Transition Plan Preparation of County Facilities

Price: _____

Task 3: Self-Evaluation and ADA Transition Plan Preparation of County Facilities (Excluding the Jefferson County Courthouse and Jail Facilities)

Price: _____

Task 4: Self-Evaluation and ADA Transition Plan Preparation of Public Right-of-Way

Price: _____

Grand Total: Price: _____
(Sum of Tasks 1, 2, 3, and 4)

NOTE: SEE REVISED COST PROPOSAL FORM PER ADDENDUM 1 AND
PER KRJ NOTATIONS AS INCLUDED IN SECTION 5 - PROJECT COST PROPOSAL