

City of Biddeford
Finance Committee

June 15, 2021 5:00 PM Council Chambers and via Zoom

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/91952968983?pwd=UXRsUDZoNHNmMnNlMnE5VXAzYjVTdz09>

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Webinar ID: 919 5296 8983

International numbers available: <https://biddeford.zoom.us/u/adntTyMoZt>

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. June 1, 2021 Finance Committee Meeting Minutes
[6-01-2021 Finance Committee Minutes.pdf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Recommendation/Lease-Purchase of Vactor Sewer/Catch Basin Cleaning Truck/C.N. Wood, Inc.
[6-15-2021 Vactor Sewer-Catch Basin Cleaning Truck-MEMO.docx](#)
[6-15-2021 Vactor Truck Pricing.pdf](#)
 - 4.2. Recommendation/Creation of New Reserve Accounts from FY21 Carry Forward Funds
[6-15-2021 FY21 Carry Forward Items-ORDER.docx](#)
 - 4.3. Recommendation/Award of ADA Self-Evaluation and Transition Plan Project
[6-15-2021 ADA Self-Evaluation and Transition Plan-ORDER](#)
[6-15-2021 ADA Self-Evaluation Transition Plan-Brief](#)
[6-15-2021 DAC Proposal Evaluation Summary](#)
[6-15-2021 DAC Proposal - ADA Self-evaluation and Transition Plan](#)
[6-15-2021 DAC Fee Proposal](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
June 1, 2021

The meeting was called to order at 5:01 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President, John McCurry; Mayor Alan Casavant; Councilor Stephen St. Cyr; Councilor Mike Ready; City Manager, Jim Bennett; City Clerk, Carmen Morris; and Chief Operating Officer, Brian Phinney.

Adjustment to the Agenda
No adjustment to the agenda.

Approval of Minutes of May 4, 2021

Motion by Councilor Ready to accept the minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Signing of Expenditure Warrants:

- **May 11, 2021**
- **May 17, 2021**
- **May 18, 2021**
- **May 25, 2021**
- **June 1, 2021**

Motion by Councilor Ready to approve the expenditure warrants, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Discussion/Approval

Recommendation/Purchase of Dispatch Console at Police Department/FY21 Capital Improvement Funds

Motion by Councilor Ready to recommend the purchase of a Dispatch Console at the Police Department; with funds from the FY21 Capital Improvement Fund, seconded by Councilor St. Cyr.

Vote: 3/1, Councilor Ready opposed.

Motion carries.

Approval/Expenditure for Weed Control Program/Municipal Pest Services, Inc.

Motion by Councilor Ready to approve the expenditure for Weed Control Program with Municipal Pest Services, Inc., seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Authorization/Refinance Leases/Municipal Leasing Consultants (MLC)

Motion by Councilor Ready to authorize the refinancing of the City leases through Municipal Leasing Consultants, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Other Business

Councilor McCurry would like the Committee to start looking at re-evaluating the recycling program.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Adjourned at 5:06 p.m.



Finance Committee/City Council

Meeting Date: 6/15/2021
Meeting Time: 5:00PM/6:00PM

Agenda Item No:
Item Description: Sewer/Catch basin Cleaning truck

Submitted by: Carl Marcotte

Supporting Information/Documentation:
Sourcewell Contract #122017-FSC-2

Executive Summary:
Approval to purchase Vactor sewer/catch basin cleaning truck

Detailed Review:

We are seeking approval to trade in a 2009 International Vactor, this is a very high wear unit that is used every day in the Spring, Summer, Fall and in emergency's in the winter months. If we don't replace this unit soon it will need a new debris body and the cost of that is almost half the price of a new unit. The price for the unit is \$466,420.00 and the trade is \$50,000.00 with the total cost of \$416,420.00

Funding Source:

This Sewer Cleaning truck was budgeted in the wastewater budget as a lease purchase in line 35104-60603, staff estimated the cost of this unit to be \$454,000.00. That said, this lease purchase will be funded from the American Rescue Plan Funds.

Staff Recommendation:

Staff is recommending the contract purchase from Sourcewell that meets all of our specification with trade in the amount of \$416,420.00.



Presents a Proposal Summary

of the



2100 Plus

Combination Single Engine Dual Stage Sewer Cleaner with Hydrostatic Driven Vacuum System Mounted on a Heavy Duty Truck Chassis

for

Biddeford Public Works

371 Hill St

Biddeford, ME 04005

US

This proposal is pursuant to Vactor Manufacturing Contract # 122017-FSC-2 with "Sourcewell" in a contract purchase with The City of Biddeford, Maine, membership #1368

April 14, 202

**Tom Graham
Tel: 207-650-7567**

PRODUCT DESCRIPTION

- 2100i with Single Engine Dual Stage Fan, 10 Yard Debris Body, 1000 Gallons of Fresh Water

STANDARD FEATURES

- 24" x 26" x 69" Curb Side Aluminum Toolbox
- Aluminum Fenders
- Mud Flaps
- Electric/Hydraulic Four Way Boom
- Color Coded Sealed Electrical System
- Remote Pendant Control w/35' Cord
- Intuitouch Electronic Package
- Double Acting Dump Hoist Cylinder
- Handgun Assembly w/35' x 1/2" Hose w/Quick Disconnects
- 3" Y-Strainer at Water Pump Inlet
- Ex-Ten Steel Cylindrical Debris Tank
- Flexible Hose Guide
- 30 Deg. Sand Nozzle w/Carbide Inserts
- 30 Deg. Sanitary Nozzle w/Carbide Inserts
- 15 Deg. Penetrator Nozzle w/Carbide Inserts
- Nozzle Storage Rack
- Vacuum Tube Storage: Curbside (2) Pipe, Rear Door (2) Pipe
- 1" Nozzle
- 10' Leader Hose
- Flat Rear Door w/Hydraulic Locks and Door Power-up/Down, Open/Close Feature
- Dual 10" Stainless Steel Float Shut Off System/Rear Mounted
- Debris Body Vacuum Relief System
- Debris Deflector Plate
- 48" Dump Height
- Water Sight Gauge DS/PS
- Liquid Float Level Indicator
- Boom Transport Post Storage
- 3" Y-Strainer @ Water Pump w/3" Drain Valve
- Performance Package: (Hyd Variable Flow, Dual PTO's. Dual Hyd. Pumps)
- 1" Water Relief Valve for Vactor Water Pump
- Midship Handgun Coupling
- Side Mounted Water Pump
- Hose Wind Guide (Dual Roller)
- Hose Reel Manual Hyd. Extend/Retract
- Hose Reel Chain Cover (Full)
- Tachometer/Chassis Engine W/Hourmeter
- Circuit Breakers
- LED Lights. Clearance, Back-Up, Stop, Tail & Turn
- Tow Hooks, Front and Rear

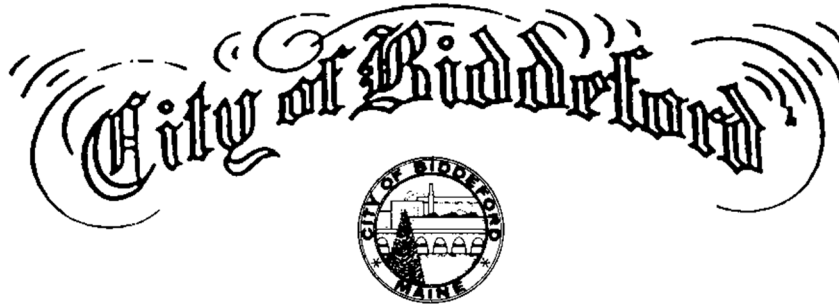
- Electronic Back-Up Alarm
- Hydraulic Tank Shutoff Valves
- 7" Vacuum Pipe Package
- Emergency Flare Kit
- Fire Extinguisher 5 Lbs.
- Low Water Alarm with Water Pump Flow Indicator
- Front Joystick Boom Control
- Rodder System Accumulator- Jack Hammer on/off control w/ manual valve
- Digital Hose Footage Counter
- Water Pump Hour Meter
- PTO Hour Meter
- Camera System, Rear Only
- Hydraulic Oil Temp Alarm
- Digital Water Pressure Gauge
- Chassis Modifications

ADDITIONAL FEATURES

- 180 Degree Rotation, 10 Ft. Telescoping Boom x 15 Ft. Hydraulic Extendable
- Heavy Duty RDB Hose
- RDB Washout Coupling
- 80 GPM Variable Flow Water System
- 2500 PSI Water Pressure
- 1" x 800' Sewer Hose, 2500 PSI
- Hydraulic Extending/Rotating 15" Hose Reel (1" x 800') Capacity
- Module Paint, Dupont Imron Elite - Sanded Primer Base
- Debris Body Flush Out System
- 6" Knife Valve w/Cam-Loc, Rear Door, 3:00 Position
- 6" Knife Valve w/Cam-Loc, Rear Door, 6:00 Position
- Rear Door Valve Flushout
- Externally Mounted Trash Pump w/Screen
- Internal Body Screen with Pump Off Ports Only
- Centrifugal Separators
- Folding Pipe Rack, Curbside, 7" Pipe
- Folding Pipe Rack, Rear Door, 7" Pipe
- Rear Door Splash Shield
- Lube Manifold
- Plastic Lube Chart
- Continuous Water Tank Fill
- Air Purge
- Grate Lifting Hook, Installed on Boom
- Water Ring Assembly, At Debris Body Inlet
- Wireless Controls, including hose reel controls
- Rotatable Boom Inlet Hose, 10 x 15 RDB
- Anti Splash Valve
- Cold Weather Recirculator, PTO Driven, 25 GPM
- Handgun Couplers, Front and Rear

- Hydro Excavation Kit - Includes Lances, Nozzles, Storage Tray, and Vacuum Tubes
- Automatic Hose Level Wind Guide, Indexing
- Fan Flushout System
- Cyclone Washout System
- Hose Reel Manual Rewind
- High Pressured Hose Reel
- Rodder Pump Drain Valves
- Rear Directional Control, LED Split Arrowboard
- Hand Light w/Bumper Plug
- 6 Lighting Package, 6 Federal Signal Strobe Lights, LED
- Debris Body-Up Alarm
- Worklights (2), LED, 10 x 15 RDB
- Worklight, LED, Operators Station
- Worklight, LED, Hose Reel Manhole
- Worklight, LED, Curb Side
- Worklight, LED, Street Side
- Toolbox, Driver Side Chassis Frame, 60w x 24h x 24d
- (4) Long Handle Tool Storage Locations Behind Cab
- Safety Cone Storage Rack - Post Style
- Digital Water Level Indicator
- Digital Debris Body Level Indicator
- Vactor Supplied Chassis, Tandem Axle, 2022 Freightliner 114SD SFA 6x4, 435 HP, Auto, 66,000 GVWR, 2010 Emissions
- 1 Printed Full Vactor Manual
- Vactor Standard Manual and USB Version – 1
- Operators and mechanics training

Sourcewell Price FOB Biddeford, Me	\$466,420.00
Less your Vactor trade	<u>\$ 50,000.00</u>
Total	\$416,420.00



2021.51

IN BOARD OF CITY COUNCIL...JUNE 15, 2021

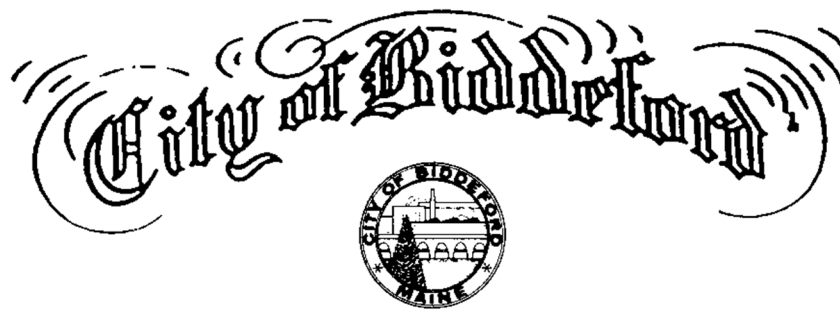
BE IT ORDERED, that the Finance Director is authorized to create dedicated reserve accounts under the listed fund balance accounts, and transfer remaining funds from the FY 2021 Budget to said dedicated accounts as herein named in amounts not to exceed those stated, as of June 30, 2021 deducting any encumbrances:

10013-30101, General Fund Assigned Fund Balance

<u>Account Description</u>	<u>Amount</u>
IT Equipment	\$200,000
Recreation Financial Aid	\$35,000
Earned Pay at Separation	\$75,000
Street Light Replacement	\$125,000
SCBA Equipment	\$150,000
Clifford Park, Other Improvements	\$100,000
Police Grant Positions	<u>\$60,000</u>
Total	\$745,000

BE IT FURTHER ORDERED, that the City Manager be authorized to expend from the above dedicated reserves for expenses as approved in accordance with the Purchasing Code.

NOTE: The Finance Committee will consider this item at the June 15, 2021 meeting and vote on recommendation for approval by the City Council.

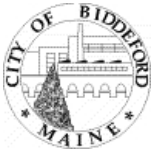


2021.53

IN BOARD OF CITY COUNCIL.....JUNE 15, 2021

BE IT ORDERED, that the City Manager be authorized to complete an ADA Self-Evaluation and Transition Plan in accordance with the requirements of the March 2021 Department of Housing and Urban Development Voluntary Compliance Agreement by engaging the services of Disability Access Consultants, LLC of Orville, CA in the amount \$70,975 dollars.

NOTE: The Finance Committee will review this item on June 15, 2021 and vote to recommend it to the City Council for approval.



Finance Committee & City Council

Meeting Date: June 15, 2021

Meeting Time: 5:00 p.m. Finance Committee; 6:00 p.m. City Council

Agenda Item No: 2021-53

Item Description: ADA Self-Evaluation & Transition Plan Consulting Proposal Recommendation

Submitted by: Brian Phinney, COO and Gail Wilkerson, CDBG Housing Rehab Director

Supporting Information/Documentation:

Proposal from Disability Access Consultants, LLC; Proposal Evaluation Form.

Key Terms: (1) ADA: Americans with Disabilities Act. (2) DAC: Disability Access Consultants, LLC. (3) ADA Self-Evaluation Report: Includes a review of policies, programs, activities, services, and facilities to identify any barriers or potential barriers for persons with disabilities. (4) ADA Transition Plan: Assigns estimated dates for the removal of all physical barriers identified, as required by the ADA for public entities with more than 50 employees.

Executive Summary:

In compliance with Title II of the Americans with Disabilities Act (ADA), the City has requested proposals from professional firms to assist in creating an *ADA Self-Evaluation Report and Transition Plan* to ensure City facilities, public rights of way, parks/recreation areas, programs/services, and communications are accessible to persons with disabilities. A recent voluntary compliance agreement between the City and the US Department of Housing and Urban Development specifies October 2021 as the due date for completing this work. One firm, Disability Access Consultants ("DAC"), LLC, of California, responded to the RFP, and the City deems DAC's proposal to be acceptable in terms of the firm's experience, staffing, project deliverables, references, and price.

Detailed Review:

This engagement includes: identifying City programs, activities, and services that may be inadvertently discriminatory to persons with disabilities; identifying obstacles that limit accessibility; reviewing City policies, practices, and procedures that govern the administration of City programs, activities, and services; detailing the recommended methods for removing accessibility barriers; conducting an ADA compliance evaluation of City buildings, public rights of way, and park amenities; and preparing the City's comprehensive ADA Self-Evaluation Report & Transition Plan. The ADA Self-Evaluation Report and Transition plan is a federal requirement. The City is not able to locate a copy of the report and transition plan that should have been completed in the early 1990s.

DAC has helped public entities nationwide since 1998 to implement ADA and related regulations. Founder Barbara Thorpe, an occupational therapist, worked as ADA Coordinator and Director of Compliance for a public entity before launching DAC. She and the firm's existing senior team have collaborated on ADA self-evaluations and transition plans for the past 14 years. In this time, DAC has inspected more than 26,000 buildings, 6,000 miles of public rights of way, thousands of parks/playgrounds, and hundreds of programs. Field staff are International Code Council (ICC)-certified accessibility specialists (CAsp's), and staff at every level receive federal and state ADA training. DAC's municipal references (including Amherst, MA; Leesburg, VA; and Mooresville, NC, with populations averaging 44,000), and the firm's project deliverables (found in the public domain) are impressive.

Funding Source:

Funding for this project will be from FY 22 general funds in the amount not to exceed \$70,975, without prior approval.

Staff Recommendation:

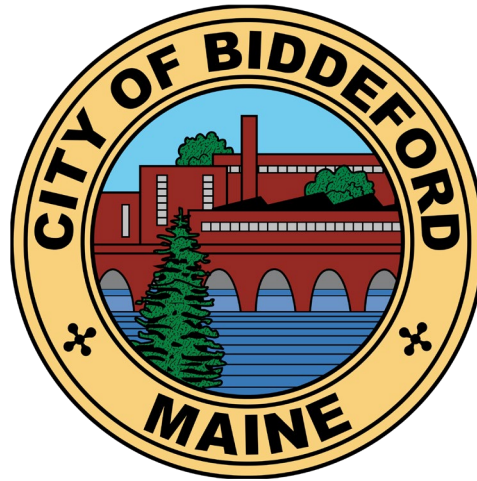
Staff recommends the City contract with DAC to assure project completion by October 2021.

Americans With Disabilities Act (ADA) Self-Evaluation Report & Transition Plan RFP
PROPOSAL EVALUATION FORM
- Page 1 of 1 -

VENDOR: *Disability Access Consultants, LLC, ["DAC"] Oroville, CA (additional offices in AZ, GA, FL)*

No.	Proposal Evaluation Criteria	Comments
1	Vendor demonstrates the ability/capacity/flexibility/skill to provide quality performance under the RFP, as evidenced by client references and any prior contracts with the City.	DAC has helped public entities comply with & implement ADA & related regulations since 1998. Its founder worked with a public entity for 19 years as ADA Coordinator, Section 504 Officer & Director of Compliance. DAC has inspected 26,000+ buildings, 6,000+ miles of public rights-of-way, thousands of parks/playgrounds & 100's of programs. Reference statements are glowing.
2	Vendor demonstrates an appropriate understanding of the background and requirements of the Scope of Work.	References have nothing but high praise re: the firm's expertise. Online literature search reveals consistent performance of this exact work scope for municipalities across the US.
3	Vendor demonstrates appropriate allocation of resources , in terms of quality & quantity, to key tasks, including: the time & skills of staff assigned to tasks; the firm's approach to managing resources; firm's technology, and project output.	References confirm DAC's use of appropriate resources to fulfill scope of work requirements. Online search of RFP results in municipalities where DAC delivered same work are in keeping with the allocation of resources quoted for Biddeford. References have high praise for the proprietary <i>DACtrak</i> online ADA facility/project monitoring software, which is user friendly & assists with continual compliance, well after initial work scope is complete.
4	Vendor's proposed project team/staff have the appropriate education and experience to successfully perform the required Scope of Work.	Field staff are International Code Council (ICC)-certified accessibility specialists (CASP); all staff receive federal & state ADA training; senior management who deliver the self-evaluations/transition plans and related ADA compliance services have each been with DAC at least 14 years.
5	Vendor demonstrates a willingness to perform according to the contracting requirements and completion date set forth in the RFP.	All project staff are direct employees, so DAC expects to organize resources to provide project deliverables within the requested time frame. No outside consultants, associates or subcontractors will be used. <i>DACtrak</i> use in the field also assures same-day access to discovered access barriers, allowing timely reports.
6	Vendor demonstrates a history of successes in projects similar to the one described in this RFP.	Confirmed by both references and on-line search results of similarly sized municipalities receiving the same work scope from DAC
7	Vendor demonstrates financial capacity/solvency to assure completion of this project as required under the RFP.	Financial statements are not yet in hand, but no complaints cited by references. DAC is an active registrant with both the State of CA and the US Government, as reported on SAM.gov
8	Vendor's proposal is complete and responsive to the RFP.	Items to further discuss with firm: financial capacity; description of whether meetings will be virtual/live; assurances that the firm can complete the work given competing contracts; and experience with HUD.
9	Vendor's services are reasonably priced compared with cost of projects for similarly sized cities.	References state positive return on investment. Based on online review of cost data, similarly sized municipalities have paid approximately \$80K for Biddeford's scope of work
Staff Recommendation:		<i>Accept the DAC proposal for \$70,975.00</i>

Response to Request for Proposal



Americans with Disabilities Act (ADA) Self-evaluation and Transition Plan



Disability Access Consultants, LLC
800.743.7067

Transmittal Letter

June 2, 2021

To: Brian Phinney
City of Biddeford
205 Main Street
Biddeford, ME 04005

Re: Request for Proposal for an ADA Self-evaluation and Transition Plan

Firm's Legal Name: Disability Access Consultants, LLC (DAC)
DAC Headquarters: 2862 Olive Highway, Suite D, Oroville, CA 95966
Additional Offices: Arizona, Georgia, Florida
Project Contacts: Tim Mahoney, General Manager
tmahoney@dac-corp.com
Project Manager: Barbara Thorpe, President
bthorpe@dac-corp.com
Phone: 1-800-743-7067

We appreciate the opportunity to submit our qualifications and proposal for providing consultant services for an Americans with Disabilities Act (ADA) Self-evaluation and Transition Plan City of Biddeford (City). Disability Access Consultants, LLC (DAC) has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act and accessibility services for public entities, such as the City of Biddeford.

DAC understands that the City of Biddeford is seeking to enter into a professional services agreement with a qualified and experienced firm to provide a comprehensive evaluation of Americans with Disabilities Act (ADA) accessibility compliance of City facilities, programs, services, and communications.

DAC has provided services for the past 23 years to assist public entities to comply with and implement accessibility requirements. DAC has conducted over 26,000 building inspections, surveyed thousands of parks and playgrounds, over 6,000 miles of public rights-of-way and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas. DAC staff includes certified playground safety inspectors to provide a value-added service if requested by the City. DAC has a team of 20 staff, including ICC and CASp certified inspectors, dedicated to assisting public entities with ADA compliance. DAC has a comprehensive understanding of applicable standards, regulations and requirements under the Americans with Disabilities Act Standards, Section 504 of the Rehabilitation Act, PROWAG, MUTCD, MaineDOT standards, and related federal, state and local disability-related nondiscrimination laws and regulations.

Disability Access Consultants, LLC is formed as a Limited Liability Company (LLC) and is not a subsidiary of a parent company.

This proposal and bid is signed by Tim Mahoney who is authorized to obligate DAC contractually and negotiate with the City. This proposal is valid and irrevocable for a minimum of forty-five (45) days from the submittal deadline date. DAC has received and reviewed the questions and answered posted by the City on June 1, 2021 and has included the information in preparation of our response.

Respectfully submitted by Tim Mahoney, General Manager

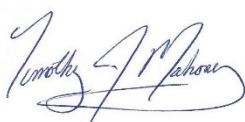


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Executive Summary

Disability Access Consultants, LLC (DAC) understands that the City of Biddeford is seeking to enter into a professional services agreement with a qualified and experienced firm to provide a comprehensive evaluation of City facilities, programs, services and communications for compliance with the American with Disabilities Act (ADA) and related regulations. The project will involve conducting a self-evaluation to identify any accessibility barriers to the programs and services offered by the City, whether they are related to physical structures or are programmatic. The findings from the self-evaluation and recommendations to remove the barriers will provide the City with a comprehensive transition plan for implementation over time. The transition plan deliverables provided by DAC will include information on each barrier, at least one recommended method to remove the barrier, photographs of all elements surveyed and estimated costing information for the recommended barrier removal method. DAC will also provide the City with DACTrak online accessibility management software which will give City staff a tool to continuously monitor and implement the transition plan. The self-evaluation will be conducted for City facilities, including buildings, recreational areas and parks, and public rights-of-way, as well as City programs and methods of communication such as the City's public facing website.

Introduction

DAC has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act (ADA) and accessibility services for public entities, such as the City of Biddeford. Founded in 1998, DAC has provided services for the past 23 years to assist public entities to comply and implement accessibility requirements in accordance with the ADA, Maine Uniform Building and Energy Code, Manual on Uniform Traffic Control Devices (MUTCD), Public Right-of-Way Accessibility Guidelines (PROWAG), Section 504 and related federal, state and local disability-related nondiscrimination laws and regulation. DAC has conducted over 26,000 building inspections, surveyed thousands of parks and playgrounds and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas. DAC has also surveyed over 6,000 miles of public rights-of-way.

DAC understands that the City of Biddeford is soliciting proposals from qualified professional firms to identify potential noncompliant items and other physical barriers at City buildings, facilities, parks and public rights-of-way. DAC will compile the information gathered in the self-evaluation process to assist the City to update its transition plan. DAC has the relevant experience with all state and federal accessibility regulations, public agency provided services, programs and activities requirements, and has extensive experience in preparing accessibility survey and evaluation reports for Title II entities.

DAC will provide the City with DACTrak, an online software program that will allow City users to update and monitor the implementation of the transition plan. DAC can also provide the City with reports in electronic formats such as PDF and Excel, and hard copy if requested.

DAC has a team of 20 staff, dedicated to assisting public entities, such as the City of Biddeford, with ADA compliance. DAC has a comprehensive understanding of applicable standards, regulations and requirements under Title II of the ADA and related state accessibility standards. DAC staff also includes certified playground safety inspectors to provide a value-added service if requested by the City.

All staff proposed to provide services to the City of Biddeford are direct employees of DAC, there will be no outside consultants or associates employed to assist on this project. As all staff are direct employees, DAC is able organize team resources that will allow DAC to commit to providing the City with the project deliverables within the City's requested timeframe.

Company Background

DAC is a woman founded business, opened in 1998 by our firm's President, Barbara Thorpe. Prior to founding DAC, Barbara worked with a public entity for nineteen years as the ADA Coordinator, 504 Coordinator and Director of Planning and Compliance, she has extensive experience working with individuals with disabilities and organizations representing individuals with disabilities.

DAC is headquartered in California and has several offices across the United States to serve our customers nationwide.

DAC Headquarters:

Disability Access Consultants, LLC
2862 Olive Highway, Suite D
Oroville, CA 95966

DAC also has additional technical support and field offices in Georgia, Florida and Arizona that will provide management and support to the onsite field staff and overall consultation to the City in order to provide the project deliverables.

All of DAC's Company officers, directors and senior management have extensive experience in their fields, and in their specific roles to provide ADA self-evaluation and transition plan services to public entities. Michael Boga, Senior Director of Accessibility Services, has been with DAC since its founding by Barbara Thorpe in 1998. As noted in our organizational chart and description of qualifications in the staff background section of this proposal, the senior management team that collaborate with Barbara and Michael to conduct ADA self-evaluation and transition plans and provide related ADA compliance services have each been employees of DAC for a minimum of fourteen years.

Over the past 23 years of serving our clients, DAC has demonstrated financial stability. As the proposal response is a public document, and DAC is a private firm, we would prefer to keep our financial information confidential. However, we can supply an income statement to the review committee if selected.

All staff who would be assigned to work on the City of Biddeford's ADA self-evaluation and transition plan project are direct employees of DAC. No outside consultants, associates or subcontractors will be used.



Project Management

The management team that will lead the project have decades of experience in successfully organizing the tasks needed to accomplish the goal of providing the City with a complete ADA self-evaluation and transition plan. In the past 23 years of providing services to public entities, DAC has continuously streamlined the process of collecting data in the field and evaluating the collected information to provide quick turnaround of reports. The DACTrak software designed by DAC is used both in the field by our Accessibility Specialists to collect the as-is condition information and photographs, and also by our end users, such as City staff, to view the prepared reports. This process leads to seamless integration, making the report data available the same day as the data was collected. The information collected each day by our Accessibility Specialists is uploaded to our servers daily for processing and secure storage. As our processing engines contain the codes and regulations that are applicable to each element surveyed, the as-is data collected is evaluated against all applicable standards and a report of items that are not compliant with the standards is immediately available. DAC's quality control team performs reviews of each of the reports. Since the reports are able to be reviewed daily, if there is any additional information that our QC team would like to add to help further explain or verify a noncompliant finding, the team is easily able to collect the additional data while still working in the City.

While many tasks that will be scheduled in the performance of the self-evaluation and transition plan project may be adjusted to meet the needs and schedules of the City staff, or due to weather or other unforeseen circumstances, DAC is providing a draft work plan and schedule of services that will be provided.



Task	Projected Timeframe	Location of Work	City Staff Involvement
Kick off meeting – can be scheduled via teleconference, confirmation of sites to be surveyed, access to facilities, confirmation of sidewalk locations to be included	June 2021, or as soon as agreement is executed	Teleconference	City's project manager, ADA Coordinator and representatives from facilities, parks and streets departments
Onsite data collection and surveys of facilities, recreational areas and public rights-of-way	July, August, September *	In the City of Biddeford	Minimal, DAC staff may need assistance accessing locked or alarmed areas, otherwise they work independently
Quality control reviews of field reports	July, August, September	DAC Offices	No City involvement needed
Review of policies, procedures, communications and practices	July, August, September	DAC Offices	Moderate, DAC staff will need to be provided access to policy and procedure documents that are not posted publicly, will likely involve City staff providing documents to DAC for review
Review of City's public facing website	September	DAC offices	No City involvement needed
DACTrak presentation scheduled, logins provided to City staff	September	Teleconference	City staff who will be accessing DACTrak should participate in a 90-minute presentation and software training held via teleconference
City staff review of transition plan reports in DACTrak, comments and question period on reports	September	City staff offices, conference call or teleconference	Moderate, City staff can access DACTrak from any computer to review reports and prepare questions or comments, follow up discussion via teleconference
Updated transition plan reports available to the City through DACTrak	October	DAC offices	Minimal, City staff can continue to review and manage reports using exiting DACTrak logins
First draft of Executive Summary provided to the City	September	DAC offices	No City involvement needed
City staff review first draft of Executive Summary report, comments and question period on report	September, October	City staff offices, conference call, teleconference and email	Moderate, City staff will review the initial draft and provide comments, feedback and questions via conference call or emails
Second draft of Executive Summary provided to City for review	September, October	DAC offices	No City involvement needed
City staff review second draft of Executive Summary report, comments and question period on report	October	City staff offices, conference call, teleconference and email	Moderate, City staff will review the second draft and provide comments, feedback and questions via conference call or emails if needed

Task	Projected Timeframe	Location of Work	City Staff Involvement
Final version of Executive Summary provided to City	October	DAC offices	No City involvement needed
Presentation to City Council	Council Meeting, 10/19/2021 or 11/2/2021	City of Biddeford	Moderate, DAC and City will present a summary of the project and answer questions from the Council and attendees
Additional recommended task – while not requested in the RFP, a requirement for a comprehensive transition plan is providing opportunities for public input			
DAC provides advisement to City staff to perform public input activities and to collect responses	As permitted by City staff schedules	City staff offices	Substantial, DAC will offer guidance for the City to develop surveys, and to collect and compile public input

*The projected timeframe for the onsite data collection combines the surveys of all City buildings, facilities, recreational areas and public rights-of-way into one projected window of dates. To ensure that the project is completed as efficiently as possible, DAC Accessibility Specialists are flexible in their day-to-day assignments and can quickly modify their data collection schedule when last minute changes are needed. Some examples would be for DAC staff to work on available parks or public rights-of-way if an appointment to meet a City staff member at a locked building needs postponed at the last minute. Another example would be for staff who were preparing to work on outdoor recreational areas to instead survey an open and available building in the event of rain. This flexibility helps to minimize delays in completing the onsite data collection portion of the project.

Current Projects

DAC is currently providing ADA self-evaluation and transition plan services to several public entities, including:

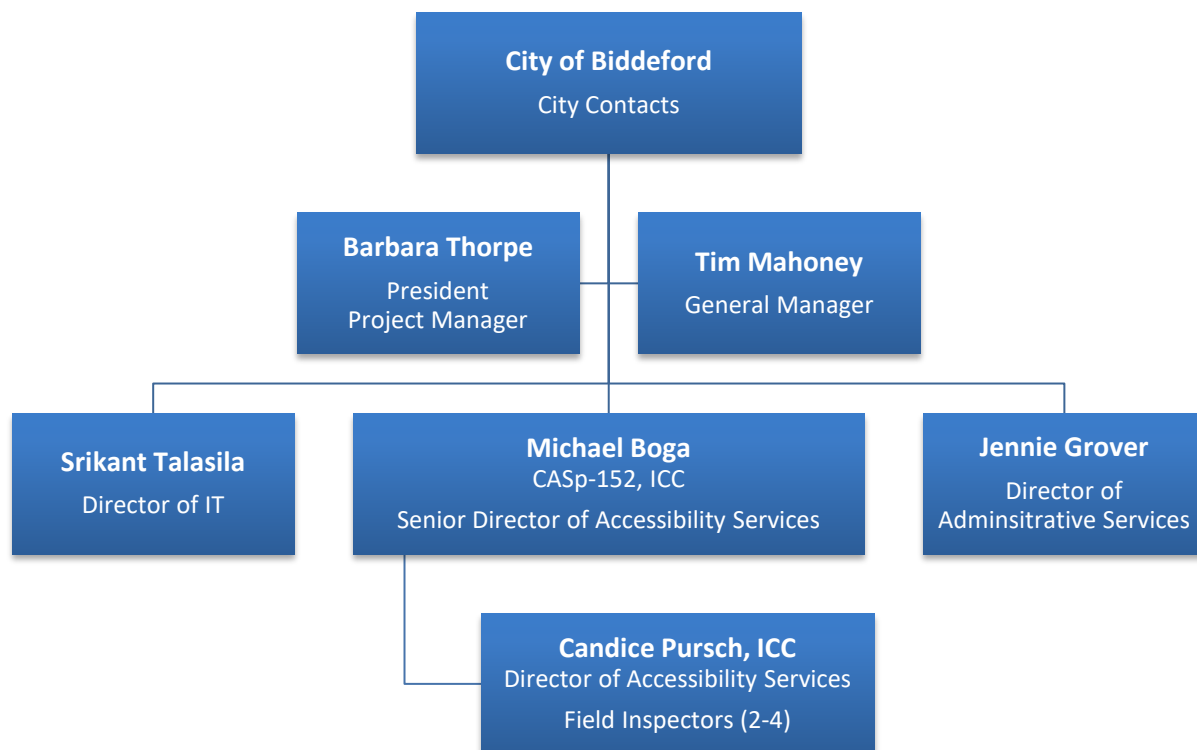
- City of Berkeley, CA
- City of Dublin, CA
- City of Fullerton, CA
- City of Livermore, CA
- City of Monrovia, CA
- City of Oceanside, CA
- City of Sarasota, FL
- City of San Mateo, CA
- City of Suisun City, CA
- Town of Los Gatos, CA

DAC is also working with several more public entities in the closing stages of review of the self-evaluation and transition plan finalization process. A more comprehensive list of DAC public entity clients is included in the Qualifications and References section of our proposal.

Staff

DAC has experienced team members who have worked with public entities for successful, on time completion of numerous similar projects. The project team is organized to provide a representation of skills needed to accomplish the project objectives. DAC team members have worked with many city, town and county governments to assist with the development, prioritization, long range planning and implementation of their ADA plan. In addition, teams that have worked together previously will be assigned to the City of Biddeford project.

The following organizational chart depicts the team structure that is proposed for the City of Biddeford.



Barbara Thorpe, M.Ed., LOT

DAC President and Project Manager

As DAC Project Manager, Barbara will coordinate activities and schedules and report to the City's Project Manager or designee. Barbara brings 19 years of experience in public entity administration prior to founding DAC in 1998. With an additional 23 years of experience with DAC working with town, city and county governments, Barbara provides unparalleled understanding of the application of the Americans with Disabilities Act and related legislation for accessibility compliance.

In addition to assisting public entities with compliance with the ADA, Barbara has conducted compliance reviews for the California Department of Transportation (Caltrans) and the Department of the Interior to audit programs for compliance with the ADA, Section 504 of the Rehabilitation Act and related civil rights laws and regulations. Barbara has served as an expert witness for the Department of Justice, Office of the Attorney General. Additionally, Barbara is a licensed occupational therapist. Barbara served on the Division of State Architect Advisory Board and served as the vice-chair for the DSA Access Compliance Committee. Barbara has worked on over 400 public entity self-evaluation and transition plan projects that are similar to the City project.

Michael Boga, B.A. Education, California Certified Access Specialist (CASp #152), ICC Accessibility, Usability and Plans Examiner

Senior Director of Accessibility Services and Quality Control

As manager of the production and the field survey teams, Michael brings a unique blend of experience in the building industry along with his understanding of individuals with disabilities to the accessibility team. Michael is a certified accessibility specialist through the International Code Council (ICC), certified in Accessibility, Usability and Plans examination and is a California Certified CASp inspector (# 152). Michael has completed the updated DSA courses regarding the California Building Code. Michael has provided numerous staff development sessions to public entities regarding accessibility requirements for facilities, parks and public rights-of-way. If requested, Michael would provide training, assist with plan reviews and review new construction and renovations completed for compliance. Michael has worked on over 400 projects that are similar to the City of Biddeford ADA Transition Plan project.

Tim Mahoney, B.S. Marketing

General Manager

Tim brings twenty-eight years of executive management experience in consulting, IT, manufacturing and the construction industries. Additionally, Tim has provided program development and management for members of professional associations for twenty years. Tim has also assisted in the design and construction of hundreds of ADA, CPSC and ASTM compliant outdoor recreation areas. As General Manager of DAC, Tim conducts quality assurance project management reviews and helps ensure contract fulfillment. Tim also provides ADA and Section 504 compliance consultation services for public entities, and staff training and development activities for public entities, businesses and associations.

Candice Pursch, A.S. Building Inspection Technology, ICC Accessibility, Usability and Plans Examiner, Accessibility Trainer

Director of Accessibility Services

Candice's 16 years of experience with DAC includes accessibility surveys of thousands of public facilities while employed by DAC as an accessibility specialist. Her educational background includes a degree in Building Inspection Technology from Butte College and coursework in Architectural Project Management at California State University with emphasis on construction plans and specifications, construction materials and systems, building codes, construction graphics and architectural design. Candice has completed the updated DSA courses regarding the California Building Code that include CBC Amendments, Plan Review, Accessible Public Housing Regulations, Transient Lodging, Housing and Social Service Enter Establishments. Candice also has International Code Council (ICC) Certification for Accessibility, Usability and Plans Examiner. Candice is a Certified Combination Building Inspector. As a volunteer for Habitat for Humanity, Candice volunteers to help build residential homes. Candice provides oversight of accessibility specialists and performs quality control checks.

Srikant Talasila, M.S. Computer and Internet Applications

Director, Information Technology

Srikant has worked in DAC's IT Department for the past 14 years and has a total of 18 years in the field of Information Technology, holding a master's degree in Computer Science. Srikant is very proficient in numerous software technologies, including but not limited to all modules of .Net, Java, SQL Server and Oracle. Srikant oversees DAC's entire IT department, including infrastructure and applications, as well as managing and overseeing all stages of the development lifecycle for new software. In addition to maintaining existing software, Srikant also ensures that all necessary software updates and version enhancements are completed. Srikant also oversees the maintenance of all hardware and verifies that all reported IT related issues are resolved quickly and efficiently.

Jennie Grover, B.A. Corporate Communications

Director of Administrative Services

Jennie has worked in administration for DAC for the past 14 years. Jennie draws on her experience in technical writing to provide leadership and management of the production and technical writing team, organizing the completion of technical reports, as well as managing production schedules, staff and timelines. Jennie also organizes the process and procedure for providing opportunities for public input, as well as collecting and compiling the information received into the self-evaluation and transition plan. Jennie also provides training and help desk support for DACTrak users.

Background Checks

All employees of DAC have satisfactorily passed background checks. DAC has FBI and DOJ clearances on file for DAC staff. We have conducted studies for school districts, state and local governments, the federal government, judicial chambers and correctional Institutions that require background checks. DAC also verifies the employment eligibility of all staff using E-verify.

Matrix of Hours

As requested in the RFP, DAC is providing the following matrix of the estimated hours by staff member to provide the City with the project deliverables.

TASKS	Level of effort in hours by staff member					
	Project Manager	CASp	Director of Admin Services	Field Team Leader	Accessibility Specialists	IT Director
TASK 1 - Self Evaluation Process						
Develop and recommend a process including relevant forms to facilitate the Self-Evaluation.	8	4	8			
Task 2 - Draft Barriers Assessment Surveys						
Draft surveys and documents to assess accessibility barriers for all elements that are subject to the requirements of the ADA.	12	18	16	60	555	8
TASK 3 - Final Barrier Assessment Surveys						
Final surveys and documents to assess accessibility barriers for all elements that are subject to the requirements of the ADA.	8	12	2	2		8
TASK 4 - Draft Access Compliance Assessment Reports						
Draft reports that summarize the results of the barrier assessment surveys that cover all elements that are subject to the requirements of the ADA.	8	2	8	6		8
TASK 5 -Final Access Compliance Reports						
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	8	8	12		
TASK 6 -Draft Self-Evaluation						
Develop the draft of the comprehensive Self-Evaluation Report that will cover all elements that are subject to the requirements of the ADA.	16		24			24
TASK 7 - Final Self-Evaluation Report						
Final version of the comprehensive Self-Evaluation Report that will cover all elements that are subject to the requirements of the ADA.	4		8			
TASK 8 - Public meeting agendas and minutes						
DAC will contribute to the development of public meeting agendas and meeting minutes as needed.	4		4			
TASK 9 -Draft Self-Evaluation Report and Transition Plan						
Draft the ADA Transition Plan based on the results of the Self-Evaluation Report.	8		16			

TASKS	Level of effort in hours by staff member					
	Project Manager	CASp	Director of Admin Services	Field Team Leader	Accessibility Specialists	IT Director
TASK 10 - Final Self-Evaluation and ADA Transition Plan						
Final comprehensive ADA Transition Plan based on the results of the Self-Evaluation Report.	2		6			
TASK 11 - Attendance at a minimum if one City Council meeting						
DAC will attend at least one City Council meetings to present the Self- Evaluation Report and ADA Transition Plan for review and adoption.	6		2			
TASK 12 - Project meeting with City staff						
DAC will periodically meet with City staff to give project updates and discuss the project as needed.	12		12			
TOTALS	86	36	104	68	555	32

As DAC has worked with clients across the United States, our firm is knowledgeable of federal and state accessibility regulations for all states, including Maine. The reports prepared for the City of Biddeford would include data assessed for compliance with the following codes and regulations at minimum:

- MUBEC-Maine Uniform Building and Energy Code
- ADA Standards
- IBC-International Building Code
- Maine DOT Standards
- Public Rights of Way Guidelines (PROWAG)
- Manual on Uniform Traffic Devices (MUTCD)

Qualifications and References

DAC's staff is highly qualified to provide the services requested by the City of Biddeford. DAC has provided services to public and private entities for the past 23 years to assist them in enhancing their compliance with the ADA and related state accessibility codes. DAC staff have necessary CASp and ICC certifications, and have provided similar services to hundreds of public entities, including towns, cities, counties, school districts, universities and park districts. DAC has also developed DACTrak software, which allows for consistent and efficient data collection in the field and seamless processing of data into usable and manageable online reports. DAC proposes to use DACTrak software to provide the requested transition plan services to the City of Biddeford.



As our founder, Barbara Thorpe, worked with a public entity for nineteen years as the ADA Coordinator, 504 Coordinator and Director of Planning and Compliance, she has extensive experience working with individuals with disabilities and organizations representing individuals with disabilities. In addition, she has collaborated

with individuals with disabilities and organizations that represent individuals with disabilities in a facilitative manner that has benefited city governments during her work with other municipalities. Barbara and the DAC team members have demonstrated the ability to engage and interact with individuals and organizations to assist with the prioritization, long range planning and implementation of the ADA plan. Barbara would serve as the project manager.

Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not simply an excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the City's ADA plan and provides photographs of as-is site conditions, which has proved to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.

Professional Services Provided by DAC

DAC provides a full continuum of professional services that include, but are not limited to:

- Facility inspections
- Self-evaluations for ADA and Section 504 of the Rehabilitation act
- Policy review and development
- Transition plans
- Public rights-of-way surveys
- Consultation
- Accessibility compliance intake and management software – DACTrak
- DACTrak training to conduct your own inspections
- Expert witness services
- Plan reviews
- ADA Plan implementation assistance and consultation
- Outdoor developed and recreational areas (pools, parks, trails, camping areas)
- NPSI playground safety inspections
- ADA playground inspections

DAC utilizes the appropriate standard(s) for the inspection that may include, but is not limited to:

- ADA 2010 Standards
- Maine State Building Code
- ADA-ABA
- UFAS
- ANSI
- Section 504 of the Rehabilitation Act
- Outdoor developed and recreational standards
- National Playground Safety Institute (NPSI) standards
- PROWAG – Federal Public Rights-of-way Guidelines
- Manual on Uniform Traffic Control Devices (MUTCD)

DAC has been assisting several Joint Power Authorities throughout the State of California since 2000 and currently provides updates, consultation, plan reviews and expert witness services. DAC has worked with public entities of all sizes, from a single site to more than 500 sites and over 700 miles of sidewalks and curb ramps.

DAC has provided training to hundreds of public entities and is also the selected consultant of the California Joint Powers Insurance Authority (CJPIA) to provide regular training sessions to their members. DAC has also recently provided training to the California Association of Joint Powers Authorities (CAJPA) regarding requirements for compliant websites. In addition to CJPIA members, DAC has provided customized individual

training regarding ADA requirements for facilities, public right-of-way, policies, special events, grievances and other related Title II topics.

DAC has provided training courses to many public entities with customized curriculums depending on the department or staff receiving the training, including:

- Roles and Responsibilities of the ADA Coordinator
- ADA Roles and Responsibilities for Front Line Staff
- ADA Roles and Responsibilities for Executive and Management Staff
- Maintenance of Accessible Facilities
- Maintenance of Accessible Public Rights-of-Way

DAC has also trained public entity staff to perform their own surveys of public rights-of-way and facilities using the DACTrak software.

Members of the DAC team have also served as expert witnesses to assist public entities to defend their current practices and ADA plan. DAC has only served on the side to assist public entities to defend their practices and plan and has never assisted with litigation against a public entity. Our mission statement and philosophy embrace the enhancement and assistance to our clients to build an ADA accessibility plan while documenting previous and current compliance methods.

In-House Abilities and Experience of the Team

All staff are direct employees of DAC and represent a strong in-house team that has worked together on the majority of our projects. Due to our in-house capabilities, DAC does not have a need to subcontract with other companies or individuals. Having all team members for the project under one roof provides for clearer communication and accountability within the DAC team and between the City and DAC.

Relevant and Punctual Self-evaluation and Transition Plan Experience with Small Communities

DAC's past project experience includes successfully working with many small communities to assist with updating their transition plans. As a small business, DAC understands the challenges that small public entities face regarding limited staff with many responsibilities. DAC's methodology for performing the self-evaluation and transition plan project requires very little burden on City staff's time and resources. Except for facilities that would require assistance with access to locked or secured areas, our survey staff perform the inspections during established open hours of operation for the facilities so that no special arrangements need to be made for appointments. This information is confirmed at the kickoff and planning meeting with City staff. The flexible scheduling also allows for continued efficiency of the survey process, so that there is no delay between the completion of one facility survey and the start of the next survey, and also allows for the anticipated survey plans to be altered quickly when unforeseen circumstances arise, such as rain prohibiting the planned survey of a park. In these situations, our survey staff would proceed to an available facility.

Additionally, since the data in the field is collected using our DACTrak software and exported daily for processing by our DACTrak server engines, the report data is available for editing by our Quality Control team as soon as each facility survey is completed each day. This ensures a very prompt turnaround time for the deliverables to be

The screenshot displays the DACTrak Record Manager interface. At the top, there are tabs for 'Reports' and 'Tools'. The main section is titled 'Record Manager' and shows a list of records. The selected record is 'Parking Lot 1 - Church Square'. Below this, there is a section for 'Parking - Exterior : Parking Lot , Parking Space'. The record details include:

- Parking Lot**: Right Accessible Space At Warren Street Next To Library
- Parking Space Width**: 104.50 inches
- Finding**: The accessible parking space does not meet the minimum requirements for width. On Site Finding: 104.50 inches
- Recommendation**: Re-stripe the accessible parking space. Recommended: At least 108.00 inches
- Costing Information**: Re-stripe existing parking space \$350.00
- Code Reference**: ADA 502, ADA 502.2, CA 11B-502.2
- Record Number**: 72231

On the right side of the record details, there is a photo of the parking space. Below the photo, there is a 'New Comment' field with the text 'Include in Library exterior renovations planned for FY 20/21'. At the bottom, there is an 'Upload Image' button and a 'Choose File' button. The interface also includes navigation links like 'Prev 5 < 6 7 8 9 10 > Next 5 of 18' and a 'Back to List' link.

available to the City. Project deliverables are available instantly upon logging in to DACTrak.

As requested in the RFP, DAC is providing the following references for projects within the past five years that are similar in scope to the City of Biddeford. All key personnel identified in the Staff section of our proposal have worked in their described role for all of the following projects. The contract values included in the references are the amounts that were agreed to at contract execution and also at project completion.

References

Town of Amherst, MA

Maureen Pollock, Planner
4 Boltwood Avenue
Amherst, MA 01002
Phone: (413) 259-3120
pollockm@amherstma.gov



Project name: ADA Self-Evaluation and Transition Plan

- DAC has recently worked with the Town to complete an ADA self-evaluation and transition plan for Town's buildings, facilities, parks, bus stops and selected public rights-of-way.
- DAC has also assisted the Town to complete their public input process and compiled the results of the responses.
- DAC has also conducted the ADA self-evaluation of programs, services and activities to determine if any may be considered discriminatory for individuals with disabilities and has provided the Town with an Executive Summary detailing the results and recommendations.
- DAC is assisting the Town with additional as-needed onsite and offsite consulting services.
- The Town is currently using DACTrak to implement their transition plan.

Start Date: January 2020
Completion Date: December 2020
Contract Value: \$39,500

Town of Mooresville, NC

Mr. Christopher Russell, Risk & Safety Manager
413 N. Main Street
Mooresville, NC 28115
704-662-3524 (office)
crussell@mooresvillenc.gov



Project name: ADA Self-Evaluation and Transition Plan

- DAC has recently worked with the Town to complete an ADA self-evaluation and transition plan for Town's buildings, facilities, parks and public rights-of-way.
- DAC has also assisted the Town to complete their public input process and compiled the results of the responses.
- DAC has also conducted the ADA self-evaluation of programs, services and activities to determine if any may be considered discriminatory for individuals with disabilities and provided the County with an Executive Summary detailing the results and recommendations.
- The Town is currently using DACTrak to implement their transition plan.
- DAC is currently providing on-going as needed additional training and consultation to Town staff.

Start Date: September 2019
Completion Date: initial agreement completed in October 2020, ongoing as-needed consultation
Contract Value: \$177,500 plus as needed consulting

Town of Leesburg, VA

Kate Trask, Deputy Director of Parks and Recreation
 25 West Market Street
 Leesburg, VA 20176
 703-737-7144 (office)
ktrask@leesburgva.gov



Project name: ADA Self-Evaluation and Transition Plan

- DAC recently worked with the Town to complete an ADA self-evaluation and transition plan for Town's buildings, facilities, parks, bus stops, on street parking and public rights-of-way.
- DAC has also assisting the Town to complete their public input process and compiled the results of the responses.
- DAC has also conducted the ADA self-evaluation of programs, services and activities to determine if any may be considered discriminatory for individuals with disabilities and has provided the Town with an Executive Summary detailing the results and recommendations.
- The Town is currently using DACTrak to implement their transition plan.

Start Date: June 2019
 Completion Date: January 2021
 Contract Value: \$100,000 plus as needed consulting

City of Carlsbad

Ed Garbo
 Risk Manager
 1635 Faraday Avenue
 Carlsbad, CA 92008
 Phone: (760) 602-2471
Ed.garbo@carlsbadca.gov



Project name: ADA Self-Evaluation and Transition Plan

- DAC conducted an ADA self-evaluation and transition plan for City buildings, facilities, and parks.
- DAC has also assisted the City to successfully prepare and respond to a Caltrans audit.
- DAC also assisted the City to perform a self-evaluation of services, policies, programs and practices.
- DAC is providing ongoing, as needed additional consultation such as plans review.
- The City is currently using DACTrak to implement their transition plan.

Start Date: August 2015
 Completion Date: May 2017, ongoing as needed consulting
 Contract Value: \$147,000

The DAC team members proposed for the City of Biddeford project have worked together on numerous similar projects for actual ADA self-evaluation and transition plan projects. Select recent and current public entity projects are contained in the following list.

- | | |
|------------------------|------------------------|
| • City of Agoura Hills | • City of Bell Gardens |
| • City of Avalon | • City of Benicia |
| • City of Azusa | • City of Berkeley |
| • City of Bakersfield | • City of Bishop |
| • City of Banning | • City of Carlsbad |
| • City of Barstow | • City of Carpinteria |

- City of Cathedral City
- City of Claremont
- City of Clovis
- City of Cudahy
- City of Cypress
- City of Davenport
- City of Del Mar
- City of Downey
- City of Duarte
- City of Dublin
- City of East Palo Alto
- City of El Centro
- City of Elk Grove
- City of Fairfield
- City of Fillmore
- City of Forest Grove
- City of Fountain Valley
- City of Fremont
- City of Fullerton
- City of Glendale
- City of Grass Valley
- City of Gresham
- City of Grover Beach
- City of Goleta
- City of Half Moon Bay
- City of Hemet
- City of Huntington Beach
- City of Indian Wells
- City of Indio
- City of King City
- City of La Canada Flintridge
- City of La Mesa
- City of La Mirada
- City of La Palma
- City of La Puente
- City of La Quinta
- City of Laguna Niguel
- City of Laguna Woods
- City of Lakeland
- City of Lakewood
- City of Lemon Grove
- City of Lincoln City
- City of Livermore
- City of Loma Linda
- City of Lomita
- City of Los Alamitos
- City of Manhattan Beach
- City of Manteca
- City of Menifee
- City of Michigan City
- City of Milford
- City of Modesto
- City of Monterey Park
- City of Moorpark
- City of Moreno Valley
- City of Morro Bay
- City of Newport Beach
- City of Norwalk
- City of Oakdale
- City of Oceanside
- City of Ojai
- City of Oroville
- City of Palm Desert
- City of Palm Springs
- City of Palos Verdes Estates
- City of Paso Robles
- City of Paramount
- City of Perrysburg
- City of Pismo Beach
- City of Poway
- City of Rancho Palos Verdes
- City of Red Bluff
- City of Redwood City
- City of Redondo Beach
- City of Rolling Hills
- City of Rolling Hills Estates
- City of San Clemente
- City of San Dimas
- City of San Gabriel
- City of San Jose
- City of San Juan Capistrano
- City of San Luis Obispo
- City of San Marcos
- City of San Mateo
- City of Santa Monica
- City of Santa Fe Springs
- City of Seaside
- City of Shafter
- City of Signal Hill
- City of South El Monte
- City of Suisun City
- City of Temple City
- City of Tustin
- City of Victorville
- City of Walnut
- City of Wasco
- City of Waterford
- City of West Sacramento
- City of Willows
- County of Butte
- County of Calaveras
- County of Glenn

- County of Inyo
- County of Kern
- County of Nevada
- County of Okaloosa
- County of Placer
- County of Riverside
- County of San Luis Obispo
- County of Santa Clara
- County of Shasta
- County of Solano
- County of Tehama
- County of York
- Town of Amherst
- Town of Blacksburg
- Town of Dennis
- Town of Edgartown
- Town of Exeter
- Town of Leesburg
- Town of Los Gatos
- Town of Mammoth Lakes
- Town of Mooresville
- Town of Oak Bluffs
- Town of Palmer
- Town of Paradise
- Town of Scituate
- Town of Tisbury
- Town of Truro
- Town of West Tisbury
- Town of Westborough
- Butte County Association of Governments
- Southern California Association of Governments

To ensure that our proposal response follows the maximum length of twenty-five (25) pages, DAC is providing examples of transition plan reports prepared for DAC clients using DACTrak in a separate attachment. Hard copies of report examples are included with the printed proposal package. Additional PDF, Excel and KML report examples are provided on the USB flash drive.

DAC is extremely careful to protect data that has been collected for our clients, therefore we are providing sample reports from public entities that have made their transition plan reports publicly available on their official websites. Example reports are from the Town of Dennis, Massachusetts, the Town of Amherst, Massachusetts and the City of Downey, California.

DAC has not had and does not have any potential claims against our firm for errors and omissions relative to municipal ADA projects, or any other consulting project in the entire history of the company.

Fee Proposal

A separately sealed fee proposal is being provided to the City as required by the RFP.

Anticipated Project Schedule

Based on experience with similar projects, it is estimated that the project completion time will be within 4 months depending on the commencement of the project. It is understood that the City anticipates final deliverables from the project by October 8, 2021.

Scope of Service –Activity or Task	Months			
	1	2	3	4
DAC kickoff meeting; survey methodologies, deliverables and schedule confirmation				
Project planning, survey and activity scheduling, procedures review				
Surveys of City buildings, recreational facilities and public rights-of-way				
Review of policies and procedures; analysis of existing plan				
Draft self-evaluation of services, policies, programs and practices for City review				
Transition plan project database and accessibility reports prepared for City				
DACTrak software presented to City and logins created, training on use of DACTrak to implement the transition plan				
Second draft of self-evaluation deliverables presented				
Deliverables completed and provided to the City				
Optional recommended task – to be performed by the City with DAC advisement				
Opportunities for public input				

Implementation Approach

DAC understands that the City is requesting quotes from qualified consultants to assist the City with performing an evaluation of the physical accessibility of the City's facilities, parks and public rights-of-way, in order for Biddeford to complete an Americans with Disabilities Act (ADA) self-evaluation and transition plan. DAC is proposing a scope of services that will allow the City to develop an ADA transition plan that meets the requirements of applicable laws and regulations but allows for maximum flexibility in the schedule and cost of implementation. DAC's proposed services includes use of our DACTrak online management software program that will provide City staff with an easy method to schedule and track implementation of the transition plan. As DACTrak includes estimated costing information, DACTrak would provide the City with a tool to develop a methodical, budget-sensitive timeline for correction of deficiencies and barrier removal.



The scope of work provided to the City by DAC will include:

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

1. DAC will develop the process, procedure and forms needed to conduct the self-evaluation of the City's programs, activities and services for ADA compliance and compile the findings and recommendations into a self-evaluation and transition plan Executive Summary report.
 - a. In consultation with the City, DAC will develop a master list of City programs, services, and activities; accessibility policies; disability customer service training; communication practices and any additional available information regarding program accessibility.
 - b. DAC will 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 and program accessibility, including eligibility requirements, participation requirements, facilities used, transportation, communication, grievance procedures and emergency procedures.
 - c. DAC will conduct barrier assessment surveys to collect information on each program and activity. Staff will also be engaged 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 that are needed and accommodations that have been provided in the past.
 - d. Based on the barrier assessment surveys and policy reviews, DAC will evaluate the effectiveness of the existing ADA program services and provide recommendations where deficiencies are identified.
 - e. DAC will provide the City with an Executive Summary report that will summarize the data and findings from the ADA self-evaluation and transition plan for City buildings, parks, programs, communications, open spaces and public rights-of-way.
 - f. DAC will meet with City staff a minimum of three (3) times to coordinate the project kick off, discuss progress at an interim meeting and present the final deliverables at a completion meeting. Additional as-needed meetings to accomplish the project objectives will also be held. Meetings will be organized to be held via virtual teleconference as often as possible to ensure efficiency of the project progress.



Task 2 - Conduct Comprehensive Facility Surveys and Barrier Assessments

1. Buildings

- a. In consultation with the City, DAC will identify which City buildings are subject to the requirements of the ADA, and perform assessments of all interior and exterior elements, including the path of travel as well as common areas throughout City owned and tenant occupied buildings. The reports prepared from the assessments will include details of all elements surveyed.
- b. DAC will conduct barrier assessment surveys with field reviews of all City-owned public buildings that provide programs, services or activities to the public, as appropriate. The surveys will identify physical barriers at each facility that could limit accessibility. The information collected in the field will be compared to the Federal ADA codes as well as applicable state codes and the standard that provides the greater level of accessibility utilized. DAC will consult with the City staff to determine use of the buildings that were constructed prior to 1992 to verify the required scope and areas of the facility that should be surveyed.
 - i. Based on the results of the barrier assessment surveys, DAC will develop access compliance assessment reports issued through our DACTrak online accessibility management software in order to provide the City with the comprehensive assessment results. The reports will include:
 1. as-is condition measurements and verifications as they relate to ADA access;
 2. a detailed barrier description and initial priority order related to relative impact to access;
 3. at least one digital photograph for documentation of each barrier;
 4. detailed location description identifying the location of the barrier, maps will also be provided for findings where GIS coordinates can be collected for available outdoor findings;
 5. a proposed solution to eliminate the barrier; and
 6. individual cost estimates for each solution.

An Executive Summary of the entire project will also be provided to the City that will include the method and process for conducting the self-evaluation and developing the transition plan, as well as an overview of the barriers found in the City's buildings.

- c. DAC will provide the City with access to DACTrak, allowing the City's users to generate details reports in multiple formats, including PDF and Excel, as well as map style formats of KML and Shapefile for available exterior areas where GIS coordinates can be collected. The DACTrak online accessibility management software will provide the City with comprehensive reports for the interior and exterior of each facility. DACTrak also includes tools that will allow the City to plan a schedule of barrier removal, adjust priorities and update the implementation of the transition plan. Many report options are available in DACTrak that can show detailed information for every noncompliant finding in each building, through high level summary reports that can offer a concise synopsis of noncompliant findings by category across all facilities City-wide. Estimated costs are available in all reports, however a DACTrak user can choose to generate a report without estimated costs if needed.
- d. DAC will survey all City-owned buildings included in Appendix A of the RFP and confirmed at the project kick off meeting.

2. Parks and Open Spaces

- a. In consultation with the City, DAC will identify which City-owned parks, trails, outdoor facilities and open spaces are subject to the requirements of the ADA and perform assessments of all areas within the recreational facilities. The reports prepared from the assessments will include details of all elements surveyed.
- b. DAC will conduct barrier assessment surveys with field reviews of all parks, trails, outdoor facilities and open spaces owned by the City of Biddeford and included in Appendix A that provide programs, services or activities to the public, as appropriate. The surveys will identify

physical barriers at each City-owned park, trail, outdoor facility and open space that could limit accessibility. The information collected in the field will be compared to the Federal ADA codes as well as applicable state codes and the standard that provides the greater level of accessibility utilized.

- i. Based on the results of the barrier assessment surveys, DAC will develop access compliance assessment reports issued through our DACTrak online accessibility management software in order to provide the City with the comprehensive assessment results. The reports will include:

1. as-is condition measurements and verifications as they relate to ADA access;
2. a detailed barrier description and initial priority order related to relative impact to access;
3. at least one digital photograph for documentation of each barrier;
4. detailed location description identifying the location of the barrier, maps will also be provided for findings where GIS coordinates can be collected for available outdoor findings;
5. a proposed solution to eliminate the barrier; and
6. individual cost estimates for each solution.



An Executive Summary of the entire project will also be provided to the City that will include the method and process for conducting the self-evaluation and developing the transition plan, as well as an overview of the barriers found in the City's parks and open spaces.

- c. DAC will provide the City with access to DACTrak, allowing the City's users to generate details reports in multiple formats, including PDF and Excel, as well as map style formats of KML and Shapefile for available exterior areas where GIS coordinates can be collected. The DACTrak online accessibility management software will provide the City with comprehensive reports for the interior and exterior of each facility. DACTrak also includes tools that will allow the City to plan a schedule of barrier removal, adjust priorities and update the implementation of the transition plan. Many report options are available in DACTrak that can show detailed information for every noncompliant finding in each recreational facility, through high level summary reports that can offer a concise synopsis of noncompliant findings by category across all facilities City-wide. Estimated costs are available in all reports, however a DACTrak user can choose to generate a report without estimated costs if needed.
- d. DAC will survey all City-owned parks and park facilities included in Appendix A of the RFP and confirmed at the project kick off meeting.

3. Public Rights-of-Way

- a. In consultation with the City, DAC will 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 the ADA and perform assessments of all areas within the identified public rights-of-way facilities. The reports prepared from the assessments will include details of all elements surveyed.
- b. DAC will conduct barrier assessment surveys with field reviews of the identified public rights-of-way owned by the City of Biddeford, as appropriate. The surveys will identify physical barriers in the public rights-of-way that could limit accessibility. The information collected in the field will be compared to the Federal ADA codes as well as applicable state codes and the standard that provides the greater level of accessibility utilized.

- i. Based on the results of the barrier assessment surveys, DAC will develop access compliance assessment reports issued through our DACTrak online accessibility management software in order to provide the City with the comprehensive assessment results. The reports will include:
 1. as-is condition measurements and verifications as they relate to ADA access;
 2. a detailed barrier description and initial priority order related to relative impact to access;
 3. at least one digital photograph for documentation of each barrier;
 4. detailed location description identifying the location of the barrier, maps will also be provided for findings where GIS coordinates can be collected for available outdoor findings;
 5. a proposed solution to eliminate the barrier; and
 6. individual cost estimates for each solution.

An Executive Summary of the entire project will also be provided to the City that will include the method and process for conducting the self-evaluation and developing the transition plan, as well as an overview of the barriers found in the City's public rights-of-way.

- c. DAC will provide the City with access to DACTrak, allowing the City's users to generate details reports in multiple formats, including PDF and Excel, as well as map style formats of KML and Shapefile for available exterior areas where GIS coordinates can be collected. The DACTrak online accessibility management software will provide the City with comprehensive reports for the interior and exterior of each facility. DACTrak also includes tools that will allow the City to plan a schedule of barrier removal, adjust priorities and update the implementation of the transition plan. Many report options are available in DACTrak that can show detailed information for every noncompliant finding along each area of sidewalk, through high level summary reports that can offer a concise synopsis of noncompliant findings by category across all public rights-of-way facilities City-wide. Estimated costs are available in all reports, however a DACTrak user can choose to generate a report without estimated costs if needed.
- d. DAC will survey all City-owned public rights-of-way included in Appendix A of the RFP, provided by the StreetScan Sidewalk Inventory file and confirmed at the project kick off meeting.

4. City Programs and Services

- a. In consultation with the City, DAC will 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 perform reviews of program policies, procedures, including but not limited to eligibility requirements, location(s) of services, methods of providing information and procedure for processing requests for accommodations. The information prepared from the programmatic assessments will be included in the self-evaluation and transition plan Executive Summary.
- b. DAC will conduct programmatic barrier assessment surveys of City programs and services, as appropriate and available. The reviews will identify programmatic barriers in City programs and services that could limit accessibility or be considered potentially discriminatory.
 - i. Based on the programmatic barrier assessment surveys, DAC will provide the City with suggestions and recommendations as needed to ensure or enhance compliance in the City's programs and services. The findings and recommendations will be included in the Executive Summary report.

5. City Communications and Webpages

- a. In consultation with the City, DAC will identify which City communications and webpages, including but not limited to, sign-up forms, registration forms and public facing website pages, are subject to the requirements of the ADA. DAC will provide the City with a programmatic review that will identify all communications items that are not compliant or are potentially discriminatory. The City's website will be reviewed for compliance with the standard required for Title II entities, Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

- b. DAC will conduct barrier assessment surveys to review all City public communications and webpages, as appropriate. The surveys will identify accessibility barriers in City communications and webpages as well as potential language or procedures that could be considered discriminatory.
 - i. DAC will provide the City with an ADA self-evaluation and transition plan Executive Summary that will include comprehensive assessment results, including:
 1. an Executive Summary with details of the programmatic and policy reviews, as well as a complete overview of the entire self-evaluation and transition plan project;
 2. descriptions of accessibility barriers found in communications and language and an explanation of their relative impact to access;
 3. references to applicable codes for effective communication and website accessibility to assist with correcting the barrier;
 4. proposed solution(s) to eliminate each communication and website navigation barrier; and
 5. when applicable, cost estimates may be included for each programmatic solution, however most programmatic solutions would not be expected to have an associated cost.
- c. DAC will provide the City with an Executive Summary that includes the findings and recommendations prepared from the reviews of the City's communications and website review. The Executive Summary will include a synopsis of the comprehensive website review which will be issued separately as a related and referenced report. The Executive Summary will identify programmatic issues found in public communications and the City's public facing website that limit accessibility. The Executive Summary and website review report will include recommended solutions for eliminating each barrier and an estimate associated cost, if applicable. Most programmatic recommendations would be expected to involve little to no cost to implement.

Task 3 - Comprehensive ADA Self-Evaluation and Transition Plan

1. DAC will assist the City to develop a comprehensive ADA self-evaluation and transition plan based upon the results of the barrier assessments, policy reviews, and comments from City staff. The ADA transition plan will include all information necessary to comply with Title II of the ADA, including but not limited to, the following:
 - a. The methodology for performing the self-evaluation of existing barriers to accessibility and recommendations of methods to remove them;
 - b. A summary of findings of the self-evaluation of facilities, policies, programs, and practices;
 - c. The recommendations for remedial measures to correct deficiencies and a methodology for prioritizing barrier remediation;
 - d. Cost estimates for recommended remediation measures;
 - e. Assistance with an implementation schedule that includes milestones or measures of achievement for monitoring implementation;
 - f. Recommendations for procedures and forms for monitoring implementation;
 - g. Recommendations for procedures for periodically reviewing and updating the ADA transition plan;
 - h. Recommendations for procedures and forms for performing evaluations of additional barriers;
 - i. Recommendations for procedures and forms for filing requests for accommodation;
 - j. A list of references and contact information for ADA and accessibility related resources; and
 - k. Identification of the City official with overall responsibility for implementation of the plan.
2. DAC will present the draft ADA transition plan and subsequently, the final proposed ADA transition plan findings to City Staff by issuing logins to the DACTrak accessibility management software and conducting an interactive training session via teleconference.

DAC can also present the final document to the City Council. It is not required or recommended that the Council adopt the transition plan as projected dates of completion may become problematic if they are not met. A transition plan is meant to be developed as a flexible plan, allowing for changes and adjustments over time to meet the ongoing needs of the City.

- a. In addition to providing the City with access to DACTrak to view and download reports, DAC can deliver three (3) bound copies of the final self-evaluation and transition plan to the City if requested, as well as Microsoft Excel, KML and ESRI Shapefile for available exterior reports. The Executive Summary will be provided to the City in both Word and PDF formats and can also be printed if requested. If the City chooses not to use DACTrak, all data files and project maps and drawings associated with the self-evaluation report and transition plan will be provided to the City in a mutually agreed format. All data collected will be property of the City.
3. The self-evaluation transition plan will be completed no later than October 15, 2021, with an anticipated completion date of October 8, 2021.

Detailed Approach for a Successful Project

In addition to the previous scope of work summary, tasks will also include, but are not limited to the following:

Orientation/Project Meeting and Clarification of Project Scope and Schedule

DAC will conduct an initial project kickoff meeting with selected City staff to clarify roles and lines of communication, refine project goals, review the overall project schedule, schedule surveys of City facilities, recreational areas and public rights-of-way and identify key City personnel related to the project scope. To ensure an efficient commencement of the project in order to meet the deadline requirements, the kickoff meeting may be held via teleconference. More specific activities will include:



- ☐ Information that is needed will be clarified at the initial orientation meeting. The initial meeting will also clarify proposed activities and provide a collaborative framework to discuss project strategies. The project methodology is generally designed to develop a comprehensive plan without placing additional activities and impact upon City staff.
- ☐ Barbara Thorpe will be designated as the project manager and will also serve as policy and program analyst. She will be the DAC contact for the project and serve as the point of contact for the City. The designated team members that will coordinate the inspection team during the facility reviews will be Michael Boga and Candice Pursch. The management approach will include coordination and assistance from DAC office staff under the direction of Jennie Grover, Director of Administrative Services, Tim Mahoney, General Manager and Candice Pursch, Director of Accessibility Services.
- ☐ Specific methodologies and data collection will be clarified. Timelines and benchmarks will be developed. Operational and procedural requirements will be reviewed, such as coordination of schedules, name tags, project dates and other relevant information. DAC staff members wear DAC uniform shirts and have DAC identification badges.
- ☐ The initial orientation meeting will include an assessment of any previous compliance activities and areas of current or potential litigation. The review of compliance activities and high priority areas will assist with the development of an overall project plan. The review and documentation of prior initiatives will also build a more defensible plan if the City is challenged by litigation.
- ☐ Project objectives will be clarified and elements that may be unique or of importance for the City will be discussed.
- ☐ Hours of operation, schedules and City activities by location will be discussed.

Survey of Facilities, Parks and PROW, Compliance Assessment Reports and Software for Transition Plans

- ❑ DAC will conduct the surveys of the interior and exterior areas of each City building, facility recreational area and public right-of-way identified in the RFP and confirmed at the kickoff meeting.
- ❑ DAC will prepare reports identifying each physical element within the public areas of each of the City buildings, facilities, recreational areas and public right-of-way that is out of compliance with the ADA and related codes and regulations or otherwise hinders or prevents access to persons with disabilities.
- ❑ As required by the ADA, the 2010 ADA Standards will be compared with state codes and the standard that provides the greater level of accessibility utilized. As DAC collects actual measurements of as-is field conditions and records all information, data can be reprocessed if codes change without conducting a re-inspection, thus resulting in a significant savings when codes change, and the plan needs to be updated.
- ❑ DAC will provide the City with DACTrak online accessibility management software for City staff to generate reports in multiple styles and file formats. DACTrak reports will include, but may not be limited to the following:
- ❑ DAC collects as-built dimensions as they relate to ADA and other relevant code and guideline access;
 - Initial prioritizing of non-compliant findings relative to the level of impact to access;
 - Reference to code or codes defining the barrier to access;
 - Proposed solution(s) to eliminate the barrier;
 - Individual detailed cost estimate for each solution;
 - At least one digital photograph of each barrier to access;
 - Detailed location description, including GIS coordinates for available outdoor areas, to further identify the barrier when available.

- ❑ Assessments and reports will include a high degree of detail with photographs, code references, cost estimates and GIS information when applicable. The DACTrak software provides the user with the capability to generate reports in multiple formats such as progress reports, additional prioritizations, preset reporting features and other custom reports. The inclusion of photographs showing the as-is condition has proven to be valuable assistance to clients in the formulation of the decisions regarding barrier

- removal priorities. The DACTrak software provides an easy to use accessibility management platform that exceeds the ability to manage the plan by hard copies and binders. The assessment report of each facility will include cost estimates to correct deficiencies in accordance with the ADA or other applicable federal or state accessibility codes.
- ❑ Barriers are identified by building, floor or location and given a unique identifier record number to assist with navigation in the accessibility software and location of the finding and recommendation by area and site. Estimated applicable costs will be given by item and element in accordance with industry standards. Costs can be easily adjusted to adhere to any cost estimates the City may utilize.
- ❑ Physical access problems that require structural solutions will be documented in the compliance assessment reports that will be used to develop the transition plan. The proposed method for barrier removal will be provided. The transition plan will identify physical barriers that may limit accessibility of the City programs, services or activities for individuals with disabilities. The schedule for removal of barriers and appropriate timelines will be developed in consultation with the City.
- ❑ Identified barriers and obstacles will be prioritized as discussed in the Scope of Work. Use of the DACTrak software will provide the City with an additional tool to reprioritize items depending upon the unique and

ongoing needs of the City and public comments during the public input process. Public and nonpublic areas will be identified, if requested. Employee only areas, for example, are usually given a lower priority for barrier removal.

- Detailed findings, inspection intake records and digital photos are recorded during the intake process. Findings are incorporated into the transition/barrier removal plans. Information collected during the survey process is preloaded by DAC into our DACTrak accessibility management software.

The DAC surveys of the public rights-of-way may include, but would not be limited to:

Sidewalks

- Width
- Cross Slope
- Running slope
- Changes in elevation greater than 1/4 inch and changes in elevation that are not beveled up to 1/2 inch
- Any obstructions in the sidewalk that obstruct or narrow the path of travel such as protruding objects and items that narrow the required width
- Street furniture
- Collection of GIS location information and photographs



Signalized Intersections

- Crosswalks
- Pedestrian ramps-curb ramps; width, slope, side flares, grooved borders, truncated domes, alignment with the crosswalk
- Accessible pedestrian signals
- Traffic stop bars

DAC uses a comprehensive approach to inspecting public rights-of-way. In order to conduct an assessment of all of the requirements in the PROW, DAC accessibility specialists walk each mile of sidewalk to record manual measurements and photographs of the field conditions and enter the information into our DACTrak tablet in the field. DAC has found that the use of automated equipment for running slopes on sidewalks, such as ultra-light profilers, do not provide an actual measurement, but only provide a chart showing ranges. In some cases, if a change in level is greater than 1/2 inch, no actual quantifiable information is reported of how much greater the severity. In order to get the actual measurements for the sidewalks, the use of a “profiler” does not provide the measurements needed for items such as vertical clearance and street furniture.

The on-site facility team leader conducts a quality assurance review and contacts the field inspector regarding any items in the report that may need further investigation. The on-site facility team leader completes any necessary edits and the final quality control editor is notified that the report is ready for the final edit.

Cost estimates are refined by Michael Boga, Senior Director of Accessibility Services, in collaboration with the City. If the City has utilized cost estimates for standard nonaccessible items or elements, then the City’s costs can be entered into the DACTrak program.

As is the case with most public entities, due to the limited City staff availability it is the intent of DAC to conduct the surveys with as little burden on the City staff as possible.

DAC team members will conduct on-site inspections on our DACTrak tablets and export the on-site field conditions for processing by our servers the same day of the inspection while located in the City. Thus, the draft report is ready the same day or at the end of the inspection of the site. Cost estimates are then refined by Michael Boga, Senior Director of Accessibility Services, in collaboration with the City. If the City has utilized cost estimates for standard nonaccessible items or elements, then the City’s costs can be entered into the DACTrak program.

The on-site facility team leader conducts a quality assurance review and contacts the field inspector regarding any items in the report that may need further investigation. The on-site facility team leader completes any necessary edits and the final quality control editor is notified that the report is ready for the final edit.

As is the case with most public entities, due to the limited City staff availability it is the intent of DAC to conduct the surveys with as little burden on the City staff as possible.

Additional Recommended Tasks

While not included in the project scope in the City's RFP, a requirement for a complete self-evaluation and transition plan is to offer opportunities for the public to provide input into the development of the transition plan. DAC can offer recommendations and strategies for advertising and collecting input from the public by the City staff.

Summary of Deliverables

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

1. The 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. Reports will be provided through DACTrak or in hard-copy and electronic formats as requested and applicable;
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. Reports will be provided through DACTrak or in hard-copy and electronic formats as requested and applicable;
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. Reports will be provided through DACTrak or in hard-copy and electronic formats as requested and applicable;
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. Reports will be provided through DACTrak or in hard-copy and electronic formats as requested and applicable;
6. Draft self-evaluation Executive Summary report submitted in hard copy and electronic formats as requested;
7. Final self-evaluation Executive Summary report submitted in hard copy and electronic formats as requested;
8. Assistance with public meeting agendas and minutes, as appropriate;
9. Draft transition plan provided through DACTrak, hard-copy and electronic formats such as PDF, Word and Excel as requested;
10. Final transition plan provided through DACTrak, hard-copy and electronic formats such as PDF, Word and Excel as requested;
11. DAC staff can attend at least two meetings, at the request of City staff, to present the City's ADA Self-evaluation and Transition Plan for review and acknowledgement. It is not required or recommended that the Board adopt the transition plan as projected dates of completion may become problematic if they are not met. A transition plan is meant to be developed as a flexible plan, allowing for changes and adjustments over time to meet the ongoing needs of the City; and
12. DAC will coordinate and arrange project meetings with City staff as needed.



Innovative Tools, Strategies and Best Practices

Based on experience and knowledge of the accessibility field and best practices, DAC continues to develop innovative methodologies, easy to use ADA management tools, and proven, successful strategies for evaluating programs, services, activities, events, facilities, parks and public rights-of-way. DACTrak was developed by DAC for the purpose of easy and useful importing and management of the accessibility data collected in the field. DACTrak is interactive online software and is not an enhanced excel spread sheet. The ability to collect, compile, analyze and use report data in a practical format was one of the driving forces to develop the DACTrak intake and management software.

Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not an excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the City's ADA plan and provides photographs of as-is site conditions, which has proven to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.

The DACTrak program is accessed through a secure website that is compatible with all current major internet browsers. There is no software program file to download or install on the City's servers or computers in order to access and manage report data on DACTrak. All maintenance and updates to the DACTrak software are performed by DAC's in-house IT Team, therefore there is no burden on the City's IT staff to maintain or administer any software, programs or databases.

The data contained in the database shall be the property of the City when the ADA Transition Plan compilation is complete. DAC proposes that the City use DACTrak to facilitate ongoing monitoring and updating of the final transition plan. If the City chooses not to use the DACTrak online management software, DAC can provide reports to the City in a compatible format such as Excel and PDF.

The screenshot displays the DACTrak software interface, which is designed to look like a Microsoft Excel spreadsheet. The interface includes a ribbon at the top with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The main area contains a data table with columns for Record Number, Picture, Category, Location, Sub Location, Description, Sub Description, and Items. A red arrow points from the 'Picture' column to a photo gallery on the right side of the screen. The photo gallery shows two images of a building and a parking lot. The bottom of the screen features a status bar with the text 'DennisPublicLibrary' and 'Photos'.

Record Number	Picture	Category	Location	Sub Location	Description	Sub Description	Items
28264	42413	Parking	Exterior	Parking Lot	Center Accessible Space	Access Aisle Slope	
28263	42413	Parking	Exterior	Parking Lot	Center Accessible Space	Van Accessible Signage	
28262	42413	Parking	Exterior	Parking Lot	Center Accessible Space	Parking Space	
28261	42413	Parking	Exterior	Parking Lot	Center Accessible Space	Parking Space Slope	
28257	42411	Parking	Exterior	Parking Lot	Left Accessible Space	Access Aisle Slope	
28255	42411	Parking	Exterior	Parking Lot	Left Accessible Space	Accessible Signage	
28254	42411	Parking	Exterior	Parking Lot	Left Accessible Space	Parking Space Slope	
28258	42408	Parking	Exterior	Parking Lot	Right Accessible Space	Parking Space Width	
28259	42408	Parking	Exterior	Parking Lot	Right Accessible Space	Parking Space Slope	
28260	42408	Parking	Exterior	Parking Lot	Right Accessible Space	Accessible Signage	
28283	42296	Path of Travel	Exterior	Walkway from East Entrance to North Entrance	Change in Level	Change in Level	
28248	42299	Path of Travel	Exterior	Walkway from Parking Lot to West Entrance	Step	Stairs or Steps Obstruction	
28285	42302	Path of Travel	Exterior	Walkway from the Accessible Spaces to East Entrance	Exterior Walkway	Walking Surface Cross Slope	
28286	42302	Path of Travel	Exterior	Walkway from the Public Right of Way at Edwards Avenue to East	Exterior Walkway	Opening	

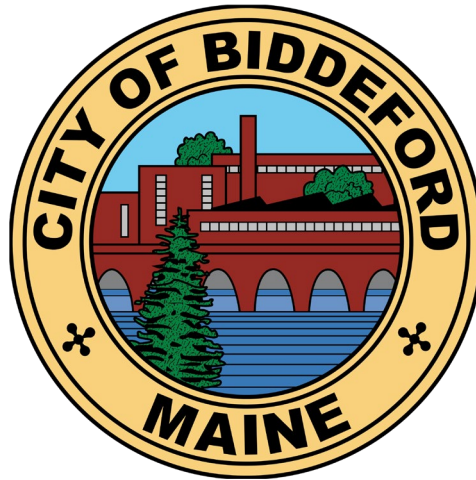
12. Parking Lot, Parking Space : Parking Space Width - Currently 88.00 inches

Additional Information

Due to size limitations, DAC is providing additional information as a separate attachment. The additional information includes example screen shots of the DACTrak online accessibility management software, and samples of DACTrak transition plan reports prepared for public entity clients in hard copy, as well as PDF, Excel and KML file examples included on the accompanying USB flash drive. An example of an Executive Summary report recently completed for the Town of Amherst is also included on the flash drive.



**Fee Proposal
Response to Request for Proposal**



**Americans with Disabilities Act (ADA) Self-evaluation
and Transition Plan**



**Disability Access Consultants, LLC
800.743.7067**

Fee Proposal

The following Fee Proposal chart is a total not-to-exceed cost that includes all expenses. DAC does not use subconsultants.

No.	Item Description	Type	Cost	Notes
1	Self-Evaluation Proposal	Self-Evaluation	\$1,800	Develop and recommend a process including relevant forms to facilitate the Self-Evaluation.
2	Draft Barrier Assessment Surveys	Self-Evaluation	\$51,185	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	\$2,390	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	\$2,140	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	\$3,060	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	\$3,320	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	\$960	Final version of the comprehensive Self-Evaluation Report that will cover all elements that are subject to the requirements of the ADA.
8	Public meeting agendas and minutes	Project Management	\$700	Consultant will contribute to the development of public meeting agendas and meeting minutes as needed.
9	Draft "Self-Evaluation Report and ADA Transition Plan"	Transition Plan	\$1,920	Draft the ADA Transition Plan based on the results of the Self-Evaluation Report.
10	Final "Self-Evaluation and ADA Transition Plan"	Transition Plan	\$610	Final comprehensive ADA Transition Plan based on the results of the Self-Evaluation Report.
11	Attendance at a minimum of one City Council meeting	Project Management	\$790	Consultant will attend at least one City Council meetings to present the Self-Evaluation Report and ADA Transition Plan for review and adoption.
12	Project meetings with City staff	Project Management	\$2,100	Consultant will periodically meet with City staff to give project updates and discuss the project as needed.

The total not-to-exceed fee is \$70,975 to complete all tasks in the preceding chart.

This fee proposal is signed by Tim Mahoney who is authorized to obligate DAC contractually and negotiate with the City. This proposal is valid and irrevocable for a minimum of forty-five (45) days from the submittal deadline date.

Respectfully submitted by Tim Mahoney, General Manager

A handwritten signature in blue ink, appearing to read "Timothy J. Mahoney". The signature is stylized with a large, looping initial "T" and a cursive "Mahoney".