

**REQUEST FOR PROPOSALS**  
**ADA Self-Assessment and Transition Plan**  
**Date of Request: Monday, November 26, 2018**  
**Proposals Due: Thursday, December 20, 2018 by 4:30 P.M. PDT**

**INTRODUCTION:**

The City of Walla Walla is requesting proposals from consultant teams with expertise in developing Americans with Disabilities Act (ADA) compliant Self-Assessments and Transition Plans.

**BACKGROUND:**

The City's current plan (March 1994) is in need of review and updating. A link to the plan and the 1994 accessibility surveys (phase I and II) are located on the City's website at [wallawalla.gov](http://wallawalla.gov) → Services tab → Public Records → Access Document Archive → Public Works folder → Public Documents folder → Bids and RFP's folder.

The City of Walla Walla conducted a self-assessment of its public rights-of-way in 2016 and entered the data into the City's Geographic Information System (GIS). This data will be made available upon selection of the most qualified consultant team by way of a GIS data request.

**ANTICIPATED SCOPE OF SERVICES:**

The self-assessment and transition plan shall be inclusive of the public rights-of-way, programs, services, activities and public facilities as required by the ADA. The successful consultant team shall follow/adhere to the guidance for local agencies in the State of Washington as found in WSDOT's Local Agency Guidelines (LAG) Manual, Chapter 29 – Section 504 and the Americans with Disabilities Act (<http://www.wsdot.wa.gov/publications/manuals/fulltext/M36-63/Lag29.pdf>).

Though not intended to be an all-inclusive list, the following are specific items to be addressed with this project:

- Review self-assessment information, identify data gaps (e.g. traffic signals, parking lots, etc.) and provide recommendations for how to address data gaps in a time and cost-effective manner.
- Lead and conduct outreach and engagement with key stakeholders to identify any gaps in the self-assessment and to help prioritize barrier removal.
- Develop recommended strategies to address the removal of barriers, costs and a schedule to fully address them.
- Identify processes to facilitate implementation and management of the transition plan.
- Provide recommendations for mapping, reporting and tracking progress made towards barrier removal.
- Develop a financially constrained schedule for implementing barrier removal, based upon available funding levels.
- Recommend a set of milestones to allow the City of Walla Walla to monitor progress on the transition plan implementation.
- Review and comment upon the City's draft (2018) grievance policy and procedures.
- Provide recommendations for the City's ADA Coordinator (e.g. staffing levels, resources, and work plan).

For further project information or questions, please contact Public Works Director Ki Bealey by email **only** at [kbealey@wallawallawa.gov](mailto:kbealey@wallawallawa.gov).

**ESTIMATED SCHEDULE:**

- November 21, 2018 – Issue RFP
- December 20, 2018 – RFP responses due
- January 11, 2019 – City provides consultant selection notifications (if interviews not required)
- January 25, 2019 – Negotiations completed, and Council packet submitted
- February 13, 2019 – Council award of contract
- February 2019 – Contract signed, and work begins
- November 2019 – Final ADA Transition Plan adopted

**PROPOSAL SUBMITTAL:**

The proposal response shall be limited to 14 pages (7 sheets of paper printed duplex). This number of pages excludes resumes, dividers, and a cover letter. Submittal shall be printed duplex on 8 ½" x 11" papers with margins set at 1" minimum and have a text font of 11 pt. minimum. 11"x17" sheets count as two pages or four if double sided. Provide one (1) electronic PDF copy and four (4) hard copies by the due date and time specified above. Proposals shall be submitted in a sealed envelope (or box) and addressed as follows:

ADA Transition Plan Proposal  
City of Walla Walla  
Engineering Division  
Attn: Rhonda McReynolds  
55 E. Moore Street  
Walla Walla, WA 99362

Proposals received after the deadline and/or not responsive to the content requirements noted will not be considered. The City reserves the right to reject any or all proposals, or portions thereof, and waive minor irregularities.

**SELECTION OF CONSULTANT**

Proposals will be reviewed by a committee of 3-5 City employees. The City reserves the right to conduct interviews of top proposers prior to selecting a firm. The number of firms chosen to interview will be at the City's sole discretion and may be none. Proposals will be scored against each other based on responses to the following elements. Proposals shall be clearly organized with each section labeled accordingly.

- **Introduction, History and Qualifications of the Firm:** Describe your firm by stating time in business, number of employees, office locations along with other information that helps characterize and qualify it for this project.
- **Project Manager and Team:** Identify and introduce the project manager(s) who will be responsible for leading the project and the experience and qualifications they bring to this specific project. Identify other team members, their role on the project and their relevant qualifications.
- **Similar Experiences, Quality of Past Work and References:** Provide a brief description of similar projects describing the relevant experience obtained within the last five years. Outline how you have achieved a high-quality work product on these jobs. List (3) clients with name, address, phone number and email from this list of projects that the City may contact.

- **Project Understanding, Schedule and Approach:** Describe the tasks that must be accomplished to complete the project, and a narrative description of how the firm proposes to execute them, in order to satisfy federal requirements for the self-assessment and transition plan. Describe how the firm/team plans to collect or verify required data and prepare the plan in a timely and cost-conscious fashion. Include a proposed schedule for the project with key milestones shown.
- **Recommendations & Innovative Ideas:** Describe any particular challenges that you foresee with this project and your plan to address them. List any cost effective and innovative ideas your team may have for delivering the project, and any other pertinent information relevant for consideration by the selection committee.

Upon selection of the consultant, the City will negotiate a contract, detailed scope of work and fee. If unable to reach an agreement, the City reserves the right to terminate negotiations and begin discussions with the next highest finalist. Work performed under the contract will be on a time and material basis with a not-to-exceed fee. The agreement shall be per the City's standard professional services contract <https://wallawallawa.gov/home/showdocument?id=2338>. Upon successful completion of negotiations, a contract will be presented to the City Council for approval. If such approval is not granted, this agreement shall be void and neither party shall have any further obligations or liabilities hereunder.

A number of state and federal equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project. The City of Walla Walla is an equal opportunity and affirmative action employer. Minority and women owned firms are encouraged to submit proposals.

#### **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing Darci Bell, at [dbell@wallawallawa.gov](mailto:dbell@wallawallawa.gov) or by calling 509-527-4463.

#### **Title VI Statement**

The City of Walla Walla, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and the Related Statutes, issued pursuant to such Acts, hereby notifies all consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of religion, race, color or national origin, sex, sexual orientation, gender identity, age, disability, and low-income status in consideration for an award.