

**Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)**



**REQUEST FOR PROPOSALS**

**FOR**

**ADA Transition Plan Inventory of Public ROW Facilities**

**DEADLINE FOR: Requests for Clarification - January 25, 2012**

**PROPOSAL DUE: Tuesday, February 7<sup>th</sup> 2012, by 4:00 p.m.**

**NOTE SUBMITTAL REQUIREMENTS Pg. 9**

# REQUEST FOR PROPOSALS

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## GENERAL INFORMATION

### **Background:**

When Title II of the Americans with Disabilities Act (ADA) was adopted in 1990, it required all public entities to undergo a self-evaluation/inventorying of pedestrian facilities within the public right-of-way. The Act further outlines that state and local governments who employ 50 or more people to develop within six months of January 26, 1992 an ADA transition plan. Key elements of the transition plan are to (1) identify physical pedestrian barriers in the right-of-way, (2) outline recommended procedures for implementing the changes to make them accessible, (3) provide a schedule of work in that removes the barriers and provide a complying system of curb ramps and sidewalks, and (4) identify the public official responsible for implementation. Once complete, the system shall provide safe, usable, and accessible right-of-way facilities.

### **Objective:**

The LCVMPO is seeking qualified and experienced Consultants to assist in the preparation of the ADA Transition Plan Inventory of applicable facilities within the rights-of-way in the MPO boundary. A baseline inventory of right-of-way facilities is the goal and will be compiled with-in the field surveys of existing facilities. The field work will be essential to evaluate mobility barriers as required by ADA and to describe existing pedestrian facilities within the project boundaries.

## SCOPE OF WORK

### **Introduction:**

The scope of work consists of developing an inventory of applicable facilities located in the right-of-way areas of the MPO boundary. The Consultant will develop an inventory of facilities and recommended changes to ensure that accessibility is provided for all users of the public rights-of-way.

Pursuant to the ADA regulations (28 CFR § 35.150(d)(3)):

1. Identify physical obstacles in the agencies' facilities that limit the accessibility of its programs or activities to individuals with disabilities;
2. Describe in detail the methods to be utilized to make the facilities accessible;
3. Specify the schedule for taking the necessary steps to achieve compliance with Title II of the ADA, and if the time period of the transition plan is longer than one year, identify the steps that will be taken during each year of the transition period;
4. Indicate the official responsible for the plan's implementation;
5. Include a schedule of facilities within the ROW, with priorities given in the following order:
  1. State and local government offices and facilities;
  2. Transportation;
  3. Places of public accommodation as defined by the regulations;
  4. Employers; and,
  5. Other areas

When the Consultant finds conflict between ADA Act, CFR Title 28 and local agency policies, the ADA requirements shall be met as a minimum; however, provisions that provide greater protections should apply.

The Consultant will create a database of existing right-of-way facilities and access improvements to existing pedestrian facilities. Some agencies within the MPO boundary may have existing data or resources that the consultant may find useful.

### **Roles and Responsibilities:**

The consultant will work under the overall direction of the MPO Director who will provide assistance with scheduling of public meetings and hearings, community outreach, and working with agency staff and existing data and funding sources. The consultant will be responsible for all technical work, report preparation, and presentations identified in the scope of work. All deliverables will be made available in a variety of accessible formats based on the needs of the community. Status meetings with the Director will be scheduled weekly, or as needed, and include other agency staff as appropriate.

### **Public Involvement/Adoption Process:**

The Plan will be developed using the LCVMP adopted Public Participation Plan (PPP), a process that includes: public hearings, distribution of the Plan to interested parties for review and comment, and public information workshops at key points in the planning process. The overall goal of the public involvement process is to obtain the buy-in from the community regarding the standards and implementation schedule.

The Consultant will prepare a project specific public participation plan within the first four weeks of the contract start-up. This public involvement plan will include at a minimum, (1) monthly meetings with the appropriate committee, (2) a public workshop or open house to present the survey results and analysis, (3) a public workshop or open house on the implementation plan and schedule, (4) two workshops with agency representatives on the preliminary draft and final plan, (5) public hearings on the draft and final draft plans. The public involvement plan will be reviewed by appropriate committee and must be approved by the Director. The Consultant shall be responsible for the preparation of meeting agendas, sign-in sheets, recording the meeting minutes and distributing minutes to the appropriate committee in a timely manner.

### **Development of Prioritization Criteria:**

The Consultant shall develop project priorities in consultation with the appropriate committee. The Consultant shall recommend a basis for developing a rating system that prioritizes projects. A measure of the demand for program accessibility will be developed as part of the analysis. In addition, the Consultant will propose funding sources to support the capital improvements in the plan.

### **Report Preparation Phase:**

The final report and ADA Transition Plan Inventory will contain at a minimum: (1) executive summary; (2) background and purpose; (3) project methodology; (4) survey

data analysis with findings; (5) project priority listing criteria; (6) estimate for improvement costs; and (7) funding strategy. An appendix will be included that contains a description of the database developed as part of the project. (Note: all data records generated by the project will be transferred to the LCVMPPO and appropriate agency for their use), procedures for database updates and presentation of the database in a GIS format, standard report formats that the agency staff can use for monitoring reports.

### **Right-of-Way Facility Inventory**

The objectives of this work component are to:

- (1) Develop a list of physical barriers that limit accessibility to individuals with disabilities consistent with ADA requirements;
- (2) Develop a database of existing pedestrian facilities and attributes
- (3) Convert and present collected data in a GIS map if data is not collected in GIS format
- (4) Identify destinations of disabled and non-disabled pedestrians. All destinations identified shall be designated on a GIS map.
- (5) Provide a report on Transit bus stop accessibility on all routes and identify specific areas lacking ADA compliant facilities

**TASK 1:** Kick off meeting-The Consultant shall meet with the Director and appropriate committee to review the detailed extent of inventory, project schedule, refine tasks, identify project communication, and decision procedures.

**TASK 2:** Develop a work plan for the project that contains at a minimum a methodology of incorporating existing documents such as masterplans and pedestrian/bike plans with inventory prioritization, and local/MPO Public Participation Plans, and an overall timeline of the project with milestones and check points.

**TASK 3:** Develop a protocol for inventorying/surveying Right-of-way facilities improvements to meet ADA requirements and to provide a baseline inventory of existing pedestrian facilities. Describe the overall survey approach for all public ROW facilities accessibility requirements under ADA Act. The Consultant shall:

- 3.1 Meet with the Director and other agency staff to present the survey methodology, survey instrument and schedule, database format and GIS conversion for approval prior to initiating the inventory/survey. The Consultant should be prepared to present the survey methodology to LCVMPPO.
- 3.2 Conduct a disabled access needs assessment to identify locations which lack ADA compliant curb ramps and driveways, the presence of sidewalk deterioration and gaps, accessible ADA compliant pedestrian push buttons, tactile guide strips, and detectible warning surfaces.
- 3.3 Conduct field inventory and survey of the physical characteristics of existing street and sidewalk access improvements within the right-of-way to meet ADA requirements. The inventory should include all components of curb ramps as well as obstacles that create difficult technical solutions to implement accessibility improvements. In addition, the Consultant should conduct a survey of sidewalk access and identify barriers to crosswalks. The Consultant may need to consider and note any required right-of-way acquisition, required construction easements,

tree impacts or impacts on wetlands, and other potential environmental impacts for those locations for which access improvement construction work is required.

- 3.4 Map governmental and commercial facilities, bus stops, density of population and businesses by census block, recreation, social service and other destinations located nearby or adjacent to crosswalks and intersections. Identify potential accessibility concerns to disabled users, and other factors that will create a safe and ADA accessible intersections. The facilities and densities should be presented in a GIS map with the ability to overlay the facility inventory data. Available GIS layers in the agencies GIS databases will be provided where available.
- 3.5 The inventory and survey data shall be compiled in a GIS compatible database. The consultant shall provide a GIS map of all facilities inventoried and/or surveyed. The inventory shall be graphically represented on the map. This map will be an overlay of the public ROW.
- 3.6 Provide continued technical assistance throughout the planning process in the form of presentations to the community, City Councils, County Commissions, and other groups.

**TASK 4:** Report that includes but not limited to: (1) Executive summary; (2) Introduction; (3) Definitions; (4) Public outreach; (5) Existing regulations governing ADA accessibility in the public ROW; (6) Coordination with other plans; (7) Summary of inventory findings; (8) Criteria for prioritizing implementation; (9) Next steps for individual agencies; (10) Funding opportunities.

**Deliverables:**

1. Database of facilities within the public ROW
2. GIS maps of all facilities in Task 3
3. Documentation of database and GIS conversion methodology
4. Report from task 4

**Resources:**

City of Lewiston:

Title VI Policy  
Discrimination/Grievance Procedure  
ESRI GIS Database of street, curb, gutter, sidewalk facilities  
Sidewalk Master Plan Map of Networked Connectivity  
Aerial Photos  
Downtown Circulation Study

City of Clarkston:

Asotin County Bike/Pedestrian Plan  
Downtown Circulation Study

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City of Asotin:  
Asotin County Bike/Pedestrian Plan

Nez Perce County:

Asotin County:  
Asotin County Bike/Pedestrian Plan

Lewis-Clark Valley Metropolitan Planning Organization:  
Public Participation Plan  
Title VI Plan

Budget: \$75,000

## REQUEST FOR PROPOSAL – INFORMATION

### **Contact Information:**

All questions concerning this project or statement of interest shall be directed **IN WRITING** to Matthew Jensen, Director of the Lewis-Clark Valley Metropolitan Planning Organization via e-mail at [director@lewisclarkmpo.org](mailto:director@lewisclarkmpo.org), surface mail at PO Box 759, Asotin WA 99402 or FAX at (208) 298-1339. No questions will be accepted by telephone. The deadline for receipt of project specific questions is 4:00 p.m. PDST, January 25, 2012. All project specific questions, along with the answers to those questions will be posted to the MPO website ([www.lewisclarkmpo.org](http://www.lewisclarkmpo.org)) on or before January 31, 2012. This service is provided so all consultants can have equal access, and consistent information is given to all.

### **Interviews:**

On-site, telephone, or video interviews may be conducted with firms based on the Request for Proposals at the discretion of the selection committee.

### **Selection:**

It is the intent of the LCVMPPO to make a final decision within two (2) months of the date of submission.

## PREPARATION INSTRUCTIONS

**Proposals must conform to the following instructions. Any non-conforming proposal may be rejected at the sole discretion of the LCVMPPO.**

**Responses must be submitted electronically as a .pdf file sent to the e-mail address below, with a subject line of “(Firm Name) ADA Transition Plan Inventory Response”.  
NO PAPER SUBMITTALS WILL BE ACCEPTED.**

The maximum length of the submittal shall be twenty (20) pages, including the introductory letter, cover page or critical path diagram. Firms may include embedded links to supplemental documents, websites, and other explanatory material. **Use of embedded links is strongly encouraged to reduce the file size of the electronic submittal.**

Late proposals will not be considered, and will not be accepted.

Proposals shall be sent to:

**E-MAIL DELIVERY:** Matthew Jensen, Director  
Lewis Clark Valley Metropolitan Planning Organization  
[director@lewisclarkmpo.org](mailto:director@lewisclarkmpo.org)

**Introductory Letter:**

The introductory letter should introduce the Consultant's submittal, identify the Project Manager, list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet LCVMPPO's quality and schedule expectations. List each subconsultant, their work tasks, and a contact name and telephone number.

**Submittal Content:**

It is essential that the consultant provide adequate staff of experienced personnel or sub-consultants capable and devoted to the successful accomplishment of work to be performed under this request for proposal. The specific individuals or subconsultants listed in the proposal, including Project Manager, shall be assigned to key positions and shall not be removed or replaced without the prior written approval of LCVMPPO. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

The following criteria apply to both the Consultant and each sub-consultant. When specific responses are requested concerning experience, references, equipment, personnel, and quality control, provide responses for both the Consultant and each sub-consultant.

1. **Introduction:** (Complete for each consultant and sub-consultant): Introduce the company, giving location and history and describe how the company is organized to develop this type of project. Describe the company's coordination efforts and communicating with multiple agencies and partners. List three (3) verifiable professional references with a contact person, phone number, and e-mail.
2. **Project Manager:** Identify a project manager who will be responsible for the cost, quality and timeliness of the consultant's work and for ensuring that adequate personnel and other resources are available for this project. Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. If applicable, include Idaho and Washington professional registration.
3. **Key Personnel and Resources Available:** Identify proposed key personnel and describe each person's roles and duties relative to this project. Provide a brief summary of experiences and qualifications, including professional registration (if applicable) for each person identified. Submit an organization chart of the personnel with their roles and office locations.
4. **Project Understanding:** Provide a written narrative demonstrating knowledge of methodology, policies and procedures for accomplishing this type of project as outlined in the scope of work. Identify potential issues that may be encountered and proposed resolutions.
5. **Project Control:** Describe the consultant's communication plan and procedures for scope changes, schedule, cost and quality control. This should include a description of the consultant's control measures regarding management of the sub-consultant's project related work. Define how the consultant plans to coordinate activities that are

performed at various locations to provide efficient and cost effective communications and planning.

## **DBE PARTICIPATION**

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <http://itd.idaho.gov/civil/dbefirms.htm>. A similar listing for Washington State may be found at <http://omwbe.wa.gov/directory/directory.htm>.

## **TITLE VI**

The Lewis-Clark Valley MPO, 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 issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

## **GENERAL TERMS**

This Request for Proposals does not commit LCVMPPO to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

### **Reservation Of Rights By LCVMPPO:**

The issuance of this RFP does not constitute an assurance by LCVMPPO that any contract will actually be entered into by LCVMPPO and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposal
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by LCVMPO of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

**Conflict Of Interest:**

By the submission of a RFP, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

**EEO Requirements:**

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

**Financial Requirements:**

Unless pre-qualified by the Idaho Transportation Department or the Washington Department of Transportation, the selected consultant and their sub-consultants will be required to submit certified hourly rates, their last years' financial information, and overhead schedule in accordance with Federal Acquisition Regulations.

**Proprietary Material:**

LCVMPO assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

**Evaluation Criteria:**

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received in accordance with the published evaluation criteria. It is the responsibility of the Consultant to ensure that it complies with this RFP and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the RFP or disqualification of the RFP.