



Legislation Text

File #: 2021-0102, **Version:** 0

Title/Name/Summary

ADA Transition Plan Self-Assessment Assistance

History

According to the Federal and State laws, all public agencies are required to develop and maintain a formal document, available to the public, outlining agencies' compliance or lack thereof, with the Americans with Disabilities Act (ADA). The process includes conducting a self-evaluation of building facilities, right-of-way facilities and communications in order to identify any accessibility obstacles or issues that need to be addressed. The document establishes the transition steps necessary to achieve full compliance with the ADA.

The Village previously retained Strand Associates, Inc. (Strand) to prepare the core of the ADA Transition Plan. This was completed in January 2021. The Village is now initiating the self-assessment step to complete the next element of the ADA Transition Plan. In order to reduce costs, the Village's engineering and public works staff will be performing our own building, facility, and right-of-way self-assessments in compliance with the elements outlined in the ADA Transition Plan. Staff recommends extending Strand's contract to provide training to the Village staff and to prepare the exhibits to be added to the Transition Plan. The Village requested and received a proposal from Strand (attached) and their scope of services is briefly shown below:

Strand's Scope of Services

1. Assist Village through training of staff, quality control review of documents, Transition Plan updates, and Geographic Information System (GIS) mapping of the collected data.
2. Attend a project kickoff meeting with the Village to discuss project scope, schedule, and communications. Prepare and distribute meeting minutes.
3. Prepare self-assessment documents based on forms provided in the Village's ADA Transition Plan and provide to Village.
4. Prepare a Microsoft Access data base and provide to Village for entry of self-assessment data by the Village.
5. Provide training to Village staff on how to perform self-assessments for buildings and facilities and for sidewalks, curb ramps, and pedestrian crossings. It is anticipated that training will be performed over two 1-day periods for buildings/facilities and public right-of-way, respectively. Each training period will include accompanying Village staff on initial self-assessment efforts.
6. Perform initial quality control review of Village completed forms and data base updates. Initial reviews will be performed on the first building or facility self-assessment completed and up to 5 intersection self-assessments completed. Review shall include site visits by Strand to review data collected and procedural or data entry issues.
7. Perform subsequent quality control reviews for procedural and data entry issues. Subsequent reviews shall not be relative to accuracy of data collected by the Village and will be performed on a schedule agreed to between Village and Strand.
8. Update of the Transition Plan appendices with self-assessment results.
9. Provide GIS mapping of identified ADA deficiencies in public right-of-way based on data provided by Village. Underlying Village GIS mapping layers shall be provided by Village to Strand for the data to be built upon.

The information from self-assessments will be used to address ADA deficiencies as roadway, sidewalk, building improvements, and other related projects are undertaken by the Village.

Financial Impact

Strand has proposed an hourly, not to exceed fee of \$37,600 for 2021. There are sufficient funds allocated in 2021 Capital Budget.

Recommended Action/Motion

I move to approve Strand Associates, Inc., proposal for the ADA Transition Plan in an amount not to exceed 37,600;

And,

To waive the bid process for ADA Transition Plan Services;

And,

To authorize the Village Manager to execute an agreement with Strand Associates for ADA Transition Plan Services.