



**REVISED 1/21/2021**  
**Request for Qualifications No. 21-04**  
**ADA Transition Plan**  
**January 11, 2021**

**Date of Revised Release: January 21, 2021**

**Statement of Qualifications Due: February 12, 2021**

**Contact: Lia Klein, Transportation Engineer, [lia.klein@mercerisland.gov](mailto:lia.klein@mercerisland.gov)**

The City of Mercer Island, Washington is seeking a qualified firm to assist with preparation of an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. The ideal firm will have experience inspecting local government facilities for ADA compliance and will have prepared ADA Transition Plans for local governments.

**PROJECT OVERVIEW**

Under Title II of the Americans with Disabilities Act (ADA), public services, programs and activities are required to be accessible to individuals with disabilities. The City of Mercer Island is seeking to complete a Self-Evaluation and establish an ADA Transition Plan based on State and Federal requirements. The plan shall identify and address accessibility issues at City owned or leased buildings, City park and recreation facilities, public sidewalks, and include evaluation of public access to city programs, services, and activities.

**PROJECT DESCRIPTION**

**This preliminary scope of work is presented as a reference. The selected firm will work with the City to develop the final scope of work.**

**Depending on project costs and time constraints, one or more scope elements may be addressed more fully in future ADA Transition Plan updates. The City will rely on consultant expertise to help prioritize what elements are most important to address for the initial evaluation and Transition Plan.**

**The desired schedule for completing the ADA Transition Plan is late 2021/early 2022.**

The City of Mercer Island ("City") is requesting Statements of Qualifications (SOQs) from qualified engineering firms to:

1. Identify and evaluate current services, policies, practices and physical obstacles in public facilities, parks, and pedestrian facilities that limit the accessibility to programs or activities for individuals with disabilities.
2. Describe the modifications, methods, and costs to be used to make the site accessible.
3. Specify a schedule for providing a transition between the current configuration and future, more accessible facilities.

The consultant will develop a comprehensive ADA Transition Plan based on State and Federal requirements, guidance from City staff and public input. The ADA Transition Plan shall include, but is not

limited to, the following components:

- An overview of the standards and methodology used to conduct the Self-Evaluation.
- A summary of Self-Evaluation findings, including barrier details and locations.
- A summary of estimated costs and recommended implementation schedule for remediation based on an assessment of current and possible new funding sources.
- Prioritization of recommendations for barrier removal, including methodology for prioritization.
- Procedures and forms for monitoring implementation of ADA Transition Plan, evaluating and documenting additional barriers, and filing Requests for Accommodation.
- Identification of design guidelines and construction standards for implementation, including standard drawings for barrier remediation methods.

Furthermore, Federal regulations require entities to seek public input (from individuals with disabilities, organizations serving the needs of individuals with disabilities, and any other interested parties) in the “development” of both the Self-Evaluation and the Transition Plan. The consultant will engage stakeholders to the extent required by State and Federal law. The consultant will present findings to City Council and staff as requested.

## **BACKGROUND**

Over five miles long and two miles wide, Mercer Island is a community consisting of high-quality residential areas. Incorporated in 1960, the City of Mercer Island is known for providing quality customer service to its 24,000 residents. The island includes over 75 miles of public roads, 472 acres of public parks and open space, and seven City-owned buildings.

The ADA's regulations and the ADA Standards for Accessible Design, originally published in 1991 and updated in 2010, set the minimum standard for what makes a facility accessible. The motion to develop an ADA Transition Plan for the City of Mercer Island was approved at the July 27, 1992 City Council meeting.

In 2015, the City hired a consultant to conduct an accessibility evaluation of all existing curb ramps and driveways in the Town Center. The study assessed a total of 92 curb ramps and 129 driveways, finding 3 curb ramps and 20 driveways were determined to be fully ADA compliant. The ADA Compliance Plan Implementation is included in the adopted [2021-2026 Transportation Improvement Plan \(TIP\)](#) and 2021-2026 Capital Improvement Program (CIP).

## **PROJECT TIMEFRAME**

In January 2020, the Mercer Island City Council scheduled the continued development of the ADA Transition Plan to proceed in Q4 2020. The adoption of the Plan, including Self-Evaluation, public engagement and Plan adoption is expected to be completed in 2021-2022. Availability, timeliness, and responsiveness of the design team are essential for this project to meet the timeline. A tentative timeline for the solicitation and award process can be found below:

<b>Project Milestone</b>	<b>Date</b>
RFQ Issued	1/11/2021
Statement of Qualifications Due	2/12/2021
Interviews Begin	2/22/2021
Project Awarded	3/1/2021
Project Kick-Off	3/15/2021

## GENERAL SCOPE OF SERVICES

The preliminary project scope of work includes the identification and inventory of City assets throughout the island that require alterations to meet ADA requirements. The following locations are to be included in the evaluation:

- **City owned or leased buildings:** Parking lots, entrances, exits, restrooms, and paths of travel at facilities used by the City to conduct public meetings, services, and events. City-owned buildings include: City Hall, Maintenance Shop, Community and Events Center, Main Fire Station, South Fire Station, Youth and Family Services Thrift Shop, and Luther Burbank Park Administration Building.
- **City park and recreation facilities:** Parking lots, sidewalks, multi-use paths, docks, beaches, and bathrooms at public parks including Luther Burbank Park, Aubrey Davis Park, Pioneer Park, Clarke Beach, Groveland Beach Park, and other outdoor recreation facilities owned by the City.
- **Public sidewalks, walkways, and paths:** Paths of travel, curb ramps, and marked crossings on the estimated 16 miles of sidewalks, walkways, and paths within the City's right-of-way. See Attachment A for a map of sidewalks, pathways, and paths within city limits.

Evaluation of these public facilities shall include a focus on physical barriers that limit the accessibility of programs, activities, or services provided by the City to residents, including recreation programs, government services, and community events.

The Consultant shall also provide legal support and assistance to the City attorney to aid in the appropriate navigation and implementation of the guidelines outlined in the ADA and advise the City on any future risks or opportunities in regard to accessibility. Qualified consultant staff shall have adequate legal capacity and authority in the State of Washington.

## STATEMENT OF QUALIFICATIONS

Interested consultants are requested to submit a Statement of Qualifications (SOQ) for the work. The SOQ shall include the following information:

1. **Letter of Introduction and Project Understanding:** Indicate interest in this project and working for the City, and any other information that would assist the City in making its selection, including why your firm is the best qualified to meet the needs of Mercer Island and this project. Please also include information on your firm's approach and capacity to work on an accelerated project timeline. Provide a statement to the effect that the respondent understands and agrees to obtain a [City of Mercer Island business license](#) if selected. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
2. **Company Profile and Experience:** Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project. Provide evidence of relevant experience in development and implementation of ADA Transition Plans and Self Evaluations for local agencies, infrastructure inventory and evaluation, and public outreach. Provide a list (three to five) of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm's/team's ability to complete projects of this type.
3. **Project Team and Key Personnel:** Identify key staff (including sub-consultants as appropriate) who will be involved in the project, including their assigned roles, a brief description of their

background and relevant experience. Please confirm that assigned staff have capacity to work on an accelerated project schedule.

4. **References:** Provide three references (maximum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references. Include two additional references (maximum) for each sub-consultant, as appropriate.

The City of Mercer Island reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

The City will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of their SOQs or for developing and carrying out interview presentations.

Submittals shall be no more than **15 single-sided pages** (excluding references) and will be submitted electronically. Submittals that do not address the items listed in the submission requirement section, exceed the 15-page limit, or contain information other than what is requested will be considered incomplete and will be deemed non-responsive by the City.

## **EVALUATION & AWARD**

SOQs will be reviewed and ranked by a City selection team. Depending on the submittals received, firms may be invited to participate in a follow-up interview. It is anticipated that a consultant will be selected from this process and a contract will be negotiated with work to begin immediately.

## **SUBMITTAL**

Submit SOQs electronically to [publicworks@mercerisland.gov](mailto:publicworks@mercerisland.gov) no later than **2:00 p.m. on February 12, 2021**.

All submittals shall be clearly titled: "STATEMENT OF QUALIFICATIONS – CITY OF MERCER ISLAND ADA TRANSITION PLAN".

**Americans with Disabilities Act (ADA) Information:** This material can be made available in an alternate format by calling 206-275-7833.

## **CITY CONTACT**

Questions regarding the project may be directed to Lia Klein, Transportation Engineer, at [lia.klein@mercerisland.gov](mailto:lia.klein@mercerisland.gov).

The City of Mercer Island, 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.

# Attachment A - Sidewalks, Walkways, and Paths (Islandwide)

