



**CITY OF CORONADO**  
**REQUEST FOR PROPOSALS**  
**ADA TRANSITION PLAN**

**I. INTRODUCTION**

The City of Coronado, California, is requesting proposals from professional firms and/or individuals experienced in the evaluation and development of program and facility accessibility plans to provide consulting services for ADA (Americans with Disabilities Act) compliance, Professional Services for Site Accessibility, and Evaluation and Transition Plan Development (ADA Transition Plan).

**Description of Project**

The City currently has 35 public buildings, 22 public parks, a marina, bicycle paths, bus stops and approximately 60 miles of public sidewalks. Although many buildings have been constructed within the past 20 years, changes to the ADA codes have evolved, requiring a survey to ensure compliance with the ADA. The consultant will conduct a survey to identify physical obstacles limiting accessibility, describe the methods to make the site accessible, and specify a schedule for achieving compliance. (See attached list of City facilities.)

**II. SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT**

**1. Document Survey**

The Consultant is to review all City existing or archived documents and identify those that would form the basis to conduct the audit process and survey.

**2. Policy Survey**

The consultant will review City policies, documentation, and program procedures to identify issues which may be discriminatory to people with disabilities. The review will include City policy documents that affect the public. The review should evaluate the current level of program accessibility, including eligibility requirements, participation requirements, facilities used, staffing, transportation, communications, and emergency procedures.

### **3. Facility Diagrams**

The consultant shall produce Facility Diagrams of public buildings and exteriors for use in the ADA Transition Plan. Plans should note the location of architectural barriers.

### **4. Facility Survey**

Conduct surveys with field reviews of all public buildings and sites listed in Appendix A that provide programs, services, or activities to the public. The surveys will identify physical barriers in each facility that limit accessibility and compare each facility to the State Title 24 Building Code and the Federal ADA Accessibility Guidelines (ADAAG). Facility Survey shall include accessible parking, routes and entrances, along with review of facilities for effective communications.

### **5. Facility Reports**

Develop Facility Reports for each site and building, detailing each item found to be in noncompliance.

### **6. Baseline Condition**

Evaluate the City's baseline condition for sidewalks and curb ramps in the public right-of-way and develop a prioritized plan for accessibility compliance.

### **7. Transition Plan**

Prepare Transition Plan to include the review of Policy Findings and Findings of Evaluation of Programs, Activities and Services. The Transition Plan shall include recommendations and/or modifications to program policies and procedures language and practices and remedial measures and priorities to obtain compliance to current ADA standards. The Transition Plan shall include a program or tracking system detailing priorities, estimated costs and time frames; said system shall be amendable/updateable by City staff.

### **8. Preparation and Presentation of Findings**

The consultant shall plan to attend at least three meeting with City staff and the City Engineer's citizen ADA advisory group, including an initial kick-off meeting; interim progress meetings shall be at approximately 75% and 100% completion. The consultant shall also attend and present the ADA Transition Plan to the City Council at a public meeting.

### **III. PROJECT SEQUENCE SCHEDULE**

It is anticipated that Items 1-8 will require approximately nine months to complete; however, all consultants shall submit a realistic schedule with their fee proposal. This schedule will be incorporated into the professional services agreement

### **IV. PROJECT BUDGET**

As a part of the Consultant's Scope of Services, budget estimates will be prepared at the completion of Item 7.

### **V. CONSULTANT'S GENERAL QUALIFICATIONS**

Initial ranking of the Request for Proposals statements will be based upon consideration of the following general requirements:

- Consultant shall have, as part of the design team, a Certified Access Specialist.
- Relevant experience and technical competence of the consultant, the personnel assigned to this project, and the degree of participation in the project by the key personnel.
- Recent experience with similar-type projects demonstrating a clear understanding of the ADAAG, California Manual on Uniform Traffic Control Devices (MUTCD), and Title 24 requirements and the work to be performed.
- The degree of promptness and commitment in which the consultant can commence and complete the work to meet time schedules.
- Excellent corporate, project, and individual references for which the consultant has provided comparable work.
- Cost of services and other qualifications/criteria as deemed appropriate by the City RFP team.
- Local firms (San Diego County) will be given a preference in this selection.
- Selected firm to carry \$2,000,000 in Errors and Omissions Insurance.

### **VI. SUBMITTAL CONTENT**

Submittals should be organized in a clear and concise manner within a single binder. Five (5) copies shall be provided. The format for the submittal should be as follows:

- Cover Letter: Maximum of two pages serving as an Executive Summary.

- Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular expertise, etc.
- Resume of the Certified Access Specialist.
- Comparable Projects and References: Provide a description of at least three projects of a similar scope or complexity, including photographs and a text description of the firm's specific role in the project (e.g., workshop role, design, construction documentation, contract administration). Identify key personnel who participated in each project and describe their roles. Provide the completed construction value of each project and the estimated cost prior to bidding. Provide a reference for each of the projects described. References should be current.
- Key Personnel: Provide a summary description of the key personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. In addition to this summary, full resumes should be provided.
- Photographs representative of past projects are encouraged, but should clearly describe the firm's capacity in the project.
- Evidence of Errors and Omissions Insurance.
- **Submit a Fee Proposal, with breakdown, (Attachment 1) and a Project Schedule in a separate sealed envelope.** Attach to the Fee Proposal an itemized breakdown showing how the fee proposal was developed, including all anticipated elements, time requirements, hourly rates, etc. The fee proposal should include all services described other than reimbursable expenses. The project schedule shall include all major milestones and shall assume a start date of December 2, 2013.

## VII. CONSULTANT SELECTION CRITERIA AND PROCESS

The Consultant Selection Committee will evaluate all Requests for Proposals and develop a "short-list" of the most qualified firms. Each submittal will be judged as to the Consultant's capabilities and experience to perform the Scope of Services. Selection will be based on a 100-point criterion as noted below.

Formatting your proposal into these categories will greatly improve the reviewing committee's chances of finding the key material and scoring accordingly.

(30) Project Approach: Each project team will be evaluated on how thorough its approach to the project seems to be. The evaluation committee will award high scores to those teams that clearly explain what procedures it plans to conduct, how the data will be used to determine what impacts there may be on the project, and what considerations should be taken into account when producing the final document.

(20) Project Team's Capabilities: Each Project Team will be evaluated on its demonstrated capabilities and experience to provide the Scope of Services. The proposal should demonstrate a clear understanding of the ADAAG, Federal Public Rights of Way Access Advisory Committee (PROWAAC) Guidelines, California MUTCD, and Title 24 requirements and the work to be performed. Familiarity with beach projects is preferred.

(15) Project Team's Organization: Each Project Team will be evaluated on the technical competence of the consultant, experience and education of the key personnel that will be assigned to the project and its Certified Access Specialist.

(20) Ability to Accomplish Work: Each Project Team will be evaluated on its ability to provide the Scope of Services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), support staff, available equipment and facilities as well as recent experience with similar-type transition plans.

(10) Fee Proposal, Schedule and Rate Sheet: Each proposal will be rated on the total fee and schedule proposed for the tasks included in the Scope of Services.

(5) Other: Each project team will be evaluated on any supportive information that demonstrates its capabilities to best suit the needs of the City of Coronado.

If needed, interviews will be held. Based on the submittals, possible interviews, and fee proposals, a consultant will be recommended to the City Manager and/or City Council for a contract award. Should the City of Coronado and the selected Consultant be unable to agree on contract terms, the award of the contract will be offered to the second-ranking project team, and so forth as necessary.

If interviews are conducted, in addition to those criteria listed in "Qualifications," final selection interviews will focus on the following criteria:

- Expressed understanding of the work contemplated.
- Recent, relevant experience in the likely issue areas associated with a project of this type.
- An interactive approach with City staff and sufficient involvement on behalf of the principal/project manager.
- Work program and schedule.
- The ability to produce clearly worded documents.
- The ability to meet deadlines.
- The ability to meet the City's insurance requirements for consultants.
- Demonstrated experience in keeping the City informed by providing a weekly reporting update.
- Team management organization.
- Overall capabilities of the firm in terms of personnel and technological resources.
- The proposed project team leader and members will be a prime consideration. Consultants will be required to indicate a percentage of time commitment for each team member throughout the project. The Consultant will be required by contract to

commit these personnel through the life of the project. The project team leader shall give the presentation at the interview and describe his or her personal qualifications and other project work he or she will be involved with during the period of this contract.

The fee proposal and schedule for the project are required to be submitted in a sealed envelope as a part of this Request for Proposals. It is the intent of the selection process to examine the demonstrated competence and professional qualifications of the design professional. The fee proposal and schedule are intended to assist the selection committee in gauging a fair and equitable fee for the services requested. The City may, at its option, negotiate and modify the Scope of Services with the selected firm and negotiate fee and schedule adjustments, as the City deems appropriate. **Qualifications that do not include the required fee proposal and schedule may be rejected at the option of the City.**

## **VIII. PROJECT ADMINISTRATION AND CONTRACT AGREEMENT**

The City reserves the right to award the contract to any firm judged to be in the City's best interest, or to cancel or postpone the selection process at any time. The City will not be obligated to reimburse any firm for its efforts in pursuing the project.

## **IX. PRE-SUBMITTAL MEETING**

There will be a pre-submittal meeting on September 25, 2013, at 10:00 a.m., in the Council Chambers, Coronado City Hall, 1825 Strand Way, Coronado, CA 92118.

## **X. PROCEDURES FOR SUBMISSION**

Proposals shall be submitted to:

**City of Coronado  
Engineering & Project Development Department  
ADA Transition Plan Project  
1825 Strand Way  
Coronado, CA 92118-3005**

The deadline for receipt of Proposals is **4:30 p.m., October 9, 2013.**

**Submittals shall be either mailed or hand-delivered. Faxed or emailed statements will not be accepted.** For additional information regarding this Request for Proposals, contact William Cecil, Capital Projects Manager, at (619) 522-7314, weekdays between the hours of 8:00 a.m. and 4:30 p.m.

Dated: September 10, 2013

**ATTACHMENT 1**

**CITY OF CORONADO**

**ADA TRANSITION PLAN**

**Request for Proposals**

**Fee Proposal**

The below-listed firm proposes to perform the Scope of Services as detailed in this Request for Proposals for the fee shown below.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**1. Document Survey** \$ \_\_\_\_\_

**2. Policy Survey** \$ \_\_\_\_\_

**3. Facility Diagrams** \$ \_\_\_\_\_

**4. Facility Survey** \$ \_\_\_\_\_

**5. Facility Reports** \$ \_\_\_\_\_

**6. Baseline Condition** \$ \_\_\_\_\_

**7. Transition Plan** \$ \_\_\_\_\_

**8. Presentation of Findings** \$ \_\_\_\_\_

**Total Fee** \$ \_\_\_\_\_

**NOTES:**

- 1. Attach a fee proposal breakdown showing how the fee was established.**
- 2. Attach the proposed project schedule; assume start date of December 2, 2013.**
- 3. Submit this form and all backup material in a sealed envelope marked “ADA Transition Plan, Fee Proposal and Schedule.”**



## CITY OF CORONADO FACILITIES

BUILDINGS	ADDRESS
Animal Care Facility	1395 First Street
Boathouse 1887 Restaurant	1701 Strand Way
Club Room and Boathouse (in Glorietta Bay Park)	1985 Strand Way
City Hall	1825 Strand Way
Community Center	1845 Strand Way
Coronado Cays Park (South) Restroom	51 Grand Caribe Causeway
Fire Services (Village)	1001 Sixth Street
Fire Services (Cays)	101 Grand Caribe Causeway
Glorietta Bay Marina Building	1715 Strand Way
Glorietta Bay Park Restrooms	1975 Strand Way
Golf Course Clubhouse	2000 Visalia Row
Golf Course 4 <sup>th</sup> /5 <sup>th</sup> Fairways Restroom	???
Golf Course 15 <sup>th</sup> Green Restroom	1307 Glorietta Boulevard
Golf Course Maintenance Shed	635 Glorietta Boulevard
Library	640 Orange Avenue
Little League (Verneti Stadium/Bradley Field)	165 B Avenue
Police Station	700 Orange Avenue
Public Services Yard	101 B Avenue
Recreation Cottage	1971 Strand Way
Senior Center	1019 Seventh Street

Spreckels Park Bandstand	605 Orange Avenue
Spreckels Park Restroom	603 Orange Avenue
Tennis Center	1501 Glorietta Boulevard

## **AFFORDABLE HOUSING**

560-566 G Avenue  
840 G Avenue  
225 Orange Avenue  
406-430 Orange Avenue  
445-451 Orange Avenue  
450 Orange Avenue  
525 Orange Avenue  
550 Orange Avenue

## **BEACH**

Central Beach Lifeguard Tower	920 Ocean Boulevard
Central Beach Lifeguard Service Building	930 Ocean Boulevard.
Central Beach Restrooms	900 Ocean Boulevard
North Beach Restrooms	320 Ocean Boulevard.

## **PARKS**

Bandel (Louis C.) Park	1000 J Avenue
Bay Circle Park	100 Bay Circle
Bay View Park (“I Avenue Park”)	413 First Street
Centennial Park	1003 First Street
Coronado Cays Park (South)	100 Coronado Cays Boulevard
Coronado Cays Park (North)	10 Coronado Cays Boulevard
Cronan Park	599 Pomona Avenue

Glorietta Bay Park	1975 Strand Way
Glorietta Bay Promenade	1835 Strand Way
Harbor View Park (“SDG&E Park”)	821 First Street
Mathewson Park	700 Pomona
Nature’s Bridge to Discovery	3251 Highway 75
Palm Park	511 Third Street
Pocket Park	1651 Strand Way
Rotary Plaza	1050 Orange Avenue
Skatepark	2000 Mullinix Drive
Spreckels Park	601 Orange Avenue
Star Park	1030 Park Place
Sunset Park	101 Ocean Boulevard
Triangle Park	431 Palm Avenue
Vetter Park	1625 Cajon Place
Vista del Barco Park	1515 Glorietta

## **TENNIS**

Cays Tennis Courts	104 Coronado Cays Boulevard
Library Tennis Courts	1014 Sixth Street

## **OTHER**

Boat Ramp at Glorietta Bay Park	1917 Strand Way
Glorietta Bay Marina	1701 Strand Way
Lawn Bowling Green	1017 Seventh Street
Public Parking Lot at First Street & D Avenue	1001 First Street
All Streets, Sidewalks and Bike Paths	Various