

ANN ARBOR, MICHIGAN

RFP No. 21-08

PARKS ADA COMPLIANCE ASSESSMENT AND TRANSITION PLAN



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City of Ann Arbor

Procurement Unit
c/o Customer Service
301 East Huron Street
Ann Arbor, MI 48107

March 1, 2021

Dear City of Ann Arbor:

Altura Solutions, LLC (Altura) is excited for the opportunity to assist the City of Ann Arbor (City) in producing a Parks ADA Compliance Assessment that meets all state and federal requirements while also matching the City's mission, vision, and values. At Altura we recognize the City's commitment to providing outstanding and innovative municipal services. As a firm dedicated to accomplishing the promise of the ADA, we share the City's dedication to community service.

Altura will work in harmony with the City's existing plans such as the Sustainability Framework, Parks and Recreation Open Space Plan, and Natural Features Master Plan. We will follow the City's commitment to securing a high quality of life for its current and future residents. Having multiple staff members with sustainable urban planning backgrounds provides Altura with the ability to integrate this project with existing City goals.

Altura is a national ADA Transition Plan firm whose sole focus is on accessibility compliance.

Accessibility is not just one of the many things that our firm does, it is **the only thing** that we dedicate ourselves to accomplishing. We understand that ADA compliance is not only a federal requirement, but a civil rights issue that extends far beyond an accessible building entrance. Altura works with a wide variety of municipalities to meet the broader goal of translating accessibility into a standard freedom for all members of the community.

We develop ADA Transition Plans that are:

1. Supported by the community
2. Reflective of the City's mission and needs
3. Fully implementable by the City

We work in an environment of transparency and collaboration to meet technical and legal requirements while developing a customized ADA Transition Plan that meets local needs. We take the steps necessary to develop an understanding of the City and how staff operates to develop customized plans and reports.

Outcomes of our success in this customized, implementable approach include:

- Ensuring our clients have the tools and approach to truly implement the Plan
- Helping to create an internal ADA Program where none existed before
- Assisting cities in the recruiting, hiring, and training of ADA Coordinators
- Creating an ADA Program with existing staff and resources
- Helping cities incorporate the recommendations of their ADA Transition Plan into their project management systems

Our success is reached by combining **our passion** to help others and **our real-world experience** in all facets of the design and construction industry. Altura staff has worked in architecture, engineering, construction project management, facility management, and as city ADA Coordinators. We will bring our experience and background to the City by providing ADA Assessments of park facilities that meet state and federal requirements, is supported by the community and staff, and integrates seamlessly into the City's existing systems.

Experience with Parks and Recreation Departments

Altura has worked with multiple parks and recreation departments in performing self-assessments of their facilities as well as programs and services. While this project scope is limited to the assessment of facilities, we believe that we can help set the foundation for integrating the analysis of programs and services into the findings of the facility assessments. Integrating these two elements will ultimately provide a more holistic ADA Transition Plan.


Altura's Capacity

We pride ourselves on our reputation to provide outstanding customer service and deliverables. This can only be accomplished by monitoring and preserving the appropriate staff workloads. We meticulously balance our local assessment projects and large-scale ADA Transition Plans to ensure a high level of customer service.

We bring a staff of 12 with uniquely qualified experience in their specialized roles to assist the City in meeting federal ADA compliance. Our staff works simultaneously and concurrently through the different tasks. Additionally, Altura is wrapping up a large-scale project with the City of Charlotte in March of 2021 which provides more bandwidth to focus on the City of Ann Arbor's Parks ADA Compliance Assessment project. As President, you have my commitment to provide the required capacity and resources to complete this project on time and within budget.

We have highlighted our understanding of the project, proven firm experience and successes, and specialized staff experience in this proposal to demonstrate that we are the best qualified firm to assist the City of Ann Arbor with this project. We are truly excited about the task at hand and look forward to working with the City in delivering a Parks ADA Compliance Assessment that furthers the City's vision and reflects the community's values.

Sincerely,



Jesús Lardizábal, President
Altura Solutions, LLC
(512) 410-7059 | jel@alturalp.com
www.alturalp.com

***Altura does more than assist municipalities to meet ADA requirements,
we enable municipalities to achieve and maintain access for all.***

Professional Qualifications - Company Profile

Altura Solutions is an accessibility firm founded in 2006 and headquartered in Austin, Texas. We are an LLC classified as a partnership, with our main office located at 3616 Far West Blvd, Suite 117-288, Austin, TX 78731. Altura's primary expertise and focus is the development of ADA Transition Plans for public agencies held to ADA Title II requirements. The firm works efficiently, always within required budgets and timelines, and typically works on fewer than two ADA Transition Plan Projects at a time. Altura is diligent in maintaining manageable work capacity levels to provide the required attention to each individual project.

Altura's Vision

ADA Transition Plans can become dynamic capital improvement capital planning tools, support facility management efforts, and help government agencies become a model for ADA compliance. We have developed ADA Transition Plans that are actively used and have become an integral part of asset management, project tracking, and budget development processes. **Plans that Altura has developed have been recognized for their innovation, approaches, and impact on the community.**



Figure 1 Kick-Off meeting for the City of Raleigh staff with video presentation to garner staff support

We will customize the City of Ann Arbor's assessments to match the needs of the City staff and community.

PROVEN OUTCOMES:

- For BREC I Baton Rouge, LA – Altura helped the parks and recreation department create an ADA program where none existed before. We assisted in the hiring and training of an ADA Coordinator and creating a staff liaison system to create a support network around the new ADA Coordinator. While evaluations of the parks and facilities were critical, providing BREC with the framework to be successful was just as important.
- For the City of Austin, TX – Altura helped develop the Indefinite Delivery Indefinite Quantity (IDIQ) construction delivery model to support the Sidewalk and Curb Ramp ADA Transition Plan. The model reduced overhead costs and construction times in the implementation of the Transition Plan’s recommendations. The **model has won national awards** and is being **implemented** by other cities and government agencies.
- For the City of Georgetown, TX – Altura helped create an award-winning ADA Transition Plan. The plan was awarded the **Best Long-Range Plan for 2015** by the Texas Chapter of the American Planning Association. The plan was recognized for its innovative approach to meeting “community-voiced needs and collaboration with school district, county, and regional transportation partners.” The plan was credited for the **voter approval of \$10 million bond package** for accessibility projects.

As previously detailed, Altura staff has decades of ADA experience, combined 50 years working as city staff, and a deep passion for accessibility. This proven commitment will ensure successful project completion and implementation. We are confident that all our former clients will attest to the strength of our team in exceeding expectations on all fronts.

*Altura is ready and looking forward to working with and serving
the City of Ann Arbor.*

Professional Qualifications - Key Personnel

Jesús “Chuy” Lardizábal – Project Principal

Transition Plan Leader & City of Ann Arbor Point of Contact – Based in Austin, TX



Mr. Lardizábal has over 25 years in ADA and accessibility compliance, and he founded Altura Solutions in 2006 with one focus in mind: accessibility for all. He has grown Altura Solutions into a nationally recognized firm, known as the ADA expert and the leading firm for State of Texas Registered Accessibility Specialists (RAS).

Chuy's unique professional background ranges from engineering design and construction project management to City of Austin ADA Program Manager and Chair to the Austin Mayor's Committee for People with Disabilities. Mr. Lardizábal is a guest lecturer at the University of Texas School of Architecture and a past presenter at the National ADA Symposium, and national conferences such as the American Society of Landscape Architects (ASLA). As a participant in successful defenses mounted for cities' accessibility legal claims, he is a highly sought-after subject matter expert in ADA-related lawsuits.

He will provide leadership to the project team, oversee the overall scope of work, and be the point of contact for City staff. A project team lead for numerous ADA Transition Plans nationwide, Chuy is well-versed in all aspects of delivering successful ADA Transition Plan projects.

Mike Vonderheide, PE – Project Manager

Project Scheduling, Quality & Compliance – Based in St. Louis, MO



Mr. Vonderheide has managed ADA Transition Plan projects for City and State agencies from Oregon to North Carolina. His background in both city government and private industry gives him a unique understanding of the demands an ADA Transition Plan requires of city government, and how to best incorporate ADA requirements into standard practices. Mr. Vonderheide has a wealth of experience merging technical requirements of ADA compliance with real world construction demands and site limitations.

Mike will manage the project team and be responsible for the project schedule, coordinating facility inspections and performing Quality Assurance/Quality Control (QA/QC) measures for deliverables. Mr. Vonderheide will also review current City construction details and standards for compliance with various ADA requirements.

Olaf Brunjes – Lead Accessibility Consultant

Facility Inspection & QA/QC Supervision – Based in El Paso, TX



Mr. Brunjes is a licensed RAS with a background in architecture and extensive experience in accessibility compliance. Formerly the ADA Coordinator for the City of El Paso, Olaf updated the City's ADA Transition Plan, facilitated community outreach and was responsible for plan implementation. He managed City ADA grievance procedures and was responsible for the City's compliance with federal ADA Title II requirements.

Olaf will assist in leading the facility inspection teams and will act as an on-site QA/QC supervisor on any field questions. He will also review final inspection deliverables for accuracy and feasibility of proposed solutions and cost budgets.

Arturo Pinero – Accessibility Consultant

Facility Inspection & Final Inspection Reports – Based in Austin, TX

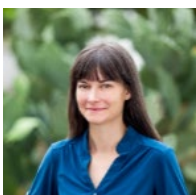


Mr. Pinero is a licensed RAS with a background in engineering. In a role focused on coordinating and performing assessments of facilities included within the ADA Transition Plans, Arturo also assists in data management. Arturo produces budgets and schedules for implementation of ADA Transition Plans and is the on-call accessibility expert for the City of Austin, overseeing compliance of pedestrian facilities, parks, and renovation projects for the City.

Arturo will manage the on-site inspection process and schedule inspection teams for the project duration. He will be the point person for the inspection phase of the project and coordinate QA/QC efforts in generating final facility inspection reports.

Marilu Tavagna – Lead GIS Specialist & Accessibility Consultant

Data Collection, Reports & Facility Inspection – Based in Austin, TX



Mrs. Tavagna has a background in architecture and urban planning and has used her extensive Geographical Information System (GIS) experience to generate mapping applications and convert data into geospatial information. With a master's degree in Sustainable Urban Planning, she transforms static plans into evergreen working plans that complement existing client systems. Her unique background has provided our clients with new perspectives on how to distribute resources aimed at ADA programs and services throughout their network using GIS mapping tools on a variety of ADA Transition Plans.

Marilu will be part of the facility inspection team and will develop the GIS platform for data collection and report generation as she has done for several other ADA Transition Plans. She will coordinate with City staff during the collector application development process through the final GIS deliverables to ensure that the final deliverables will serve as a working tool for the City.

Juvelyn Owen – GIS Specialist & Accessibility Consultant

Data Collection, Reports & Facility Inspection – Based in Austin, TX



Ms. Owen has a degree in Regional and Urban Planning and a certificate in Geographic Information Science (GIS). She has worked on many projects for the City of San Marcos including a survey of the City's historic district and used her knowledge of ESRI GIS products and databases to help create trail maps of a City park. Ms. Owen works as an on-call accessibility consultant for City of Austin and University of Texas projects.

Juvelyn will assist in the on-site inspections of facilities as well as the creation and management of the required GIS components for the project. Her field experience with data collection will translate well into creating a robust GIS system that will allow the City to manage the GIS deliverables.

Elisa Alaniz – Accessibility Consultant

Facility Inspection & Project Scheduling and Coordination – Based in Austin, TX



Mrs. Alaniz oversees ADA projects from contract phase to final deliverable. With experience in architecture and construction, including managing several multimillion-dollar commercial projects across the nation, she understands all involved in ADA compliance. Specifically, how to keep projects on schedule and within budget at every phase. Her certification as a Project Management Professional (PMP) gives her knowledge that will benefit the successful completion of the ADA assessment for the City.

Elisa will be involved in various project management aspects such as scheduling and coordinating inspections while also serving as a facility inspector. Her PMP skills will serve the City by maintaining that the many moving pieces of the project work seamlessly.

Jesús “Chuy” Lardizábal

Project Principal

PROFESSIONAL EXPERIENCE

Altura Solutions, LLC

President

2006 – Present

Austin, TX

- Serves as the Project Principal on ADA Transition Planning efforts
- Serves as expert witness in accessibility court cases
- Provides trainings to dozens of City staff, attorneys, designers, contractors, and developers
- Provides recommendations to municipal staff for standard details, policy changes, inclusion practices, and accessibility

City of Austin

ADA Program Manager

2002 – 2006

Austin, TX

- Responsible for managing and maintaining the City’s sidewalk and curb ramp construction projects totaling over \$14 million
- Assisted with the development and maintenance of City sidewalk and curb ramp standard details
- Reviewed development site plan for public ROW compliance with city, state, and federal accessibility guidelines and standards
- Managed the City’s Pedestrian Master Plan including defining protocols for data collection in the public ROW and developing benchmarks for sidewalk and curb ramp compliance
- Responsible for managing infrastructure construction projects from selecting design firms via RFQ process to developing construction bid documents and selecting contractors

Herndon, Stauch & Associates

Assistant Construction Project Manager

1999 – 2002

Austin, TX

- Coordinated design requirements in historical renovation projects for ADA and state and local accessibility requirements
- Managed daily construction operations as general contractor for several multi-million-dollar projects while producing cost estimates, processing change orders and approving pay applications

LAW Engineering and Environmental Services

Project Engineer

1995 – 1999

Austin, TX

- Performed ADA surveys of existing facilities and provided compliance solutions and TxDOT facility ADA surveys
- Developed standard company-wide ADA field survey forms and ADA report formats

EDUCATION

The University of Texas,
Austin 1995

*B.S. Architectural
Engineering*

The University of Texas,
Austin, 2005

MBA

CERTIFICATIONS + SERVICE

Registered Accessibility
Specialist (RAS #1051)

Austin Mayor’s
Committee for People
with Disabilities,
Former Chair

City of Austin ADA Task
Force,
Representative

IBC Adopting Committee,
Appointed Member

Mike Vonderheide

Professional Engineer

PROFESSIONAL EXPERIENCE

Altura Solutions, LLC

Project Manager

2019 – Present

Austin, TX

- Managed, provided training and quality assurance review of inspection teams for TxDOT Transition Plan
- Consults on technical assistance on accessibility requirements for PROWAG
- Served as inspection lead for facility assessments for the City of Charlotte Transition Plan

Cole & Associates

Project Manager

2008 – 2019

St. Louis, MO

- ADA Consultant for ODOT Settlement Agreement, reviewing ODOT policies, standards, and practices
- Project Manager for TxDOT's pedestrian access of infrastructure for future statewide Transition Plan
- Project Manager on ADA Transition Plan for the City of Long Beach, City of Plano, City of Tempe, City of Chandler, and St. Louis County
- Provides training to government agency staff on PROWAG guidance

Doering Engineering

Vice President

1997 – 2005

St. Louis, MO

- Managed engineering staff in the production of construction documents for commercial, industrial, and residential developments
- Project manager for 2.25 miles of shared use path trails within Clydesdale Park
- Produced construction cost estimates, quality control review, and construction management inspection

St. Louis County Transportation Department

Project Engineer

1987 – 1997

St. Louis, MO

- Managed design staff in development of various roadway projects
- Prepared and assisted in creation of annual operating budget
- Prepared detailed Flood Plain analysis for bridge and roadway construction

EDUCATION

University of Missouri-
Rolla, 1983

Bachelor of Science

Texas Accessibility
Academy, 2019

CERTIFICATIONS + SERVICE

Registered Professional
Engineer
MO, #23079
NY, #103048

Olaf Brunjes

Registered Accessibility Specialist

PROFESSIONAL EXPERIENCE

Altura Solutions, LLC

2020 – Present

Registered Accessibility Specialist

Austin, TX

- Provides comprehensive accessibility consultation covering the Americans with Disabilities Act (ADA)
- Gives weekly online training courses to Altura team
- Consults on technical support for various projects as the need arises

Brunjes Accessibility Consulting

2016 – Present

Registered Accessibility Specialist

El Paso, TX

- Performs plan reviews and site inspections using the Texas Accessibility Standards as the code for compliance
- Serves as expert witness on accessibility related lawsuits, including inspecting the site and proposing solutions to remediate deficiencies

Fokus on Architecture

2016 – 2020

Project Manager

El Paso, TX

- Performed individual site analysis and measured existing buildings
- Provided as-builts, schematic designs, permit sets, construction documents, and finish selections
- Acted as construction administrator to coordinate between clients, contractors, and engineers

City of El Paso

2015

ADA Coordinator

El Paso, TX

- Ensured the city functioned in accordance with the ADA with regards to facilities and services
- Facilitated community outreach through monthly meetings of the City Accessibility Advisory Committee and quarterly meetings of the Citizen's Accessibility Council with the Mayor
- Updated City's ADA Transition Plan which outlines the deficiencies of public facilities

EDUCATION

Universidad Autonoma
de Ciudad Juarez, Mexico,
2003

Bachelor of Architecture

CERTIFICATIONS + SKILLS

Registered Accessibility
Specialist (RAS #1228)

Familiar with Housing
Authority UFAS (Section
504) requirements

Arturo Pinero

Registered Accessibility Specialist

PROFESSIONAL EXPERIENCE

Altura Solutions, LLC

Registered Accessibility Specialist

2018 – Present

Austin, TX

- Provides comprehensive accessibility consultation covering the Americans with Disabilities Act (ADA)
- Provides training to engineers and contractors on various accessibility standards such as TAS, PROWAG, and 2010 Standards
- Consults on technical support for various projects as the need arises
- Serves as inspection lead and quality assurance/quality control for facilities assessments for Transition Plans, including City of Charlotte, City of Raleigh, and BREC
- Oversees City of Austin IDIQ Sidewalk Improvement program, acting as project manager and inspecting hundreds of sites around the City
- Project Manager for the City of Austin Street Corridor Project

Smufit Kappa

Assistant Engineer

2014 – 2015

Venezuela

- Part of team in charge of overseeing the Power Plant Department of a major manufacturing plant
- Provided technical support to ensure the proper performance of compressed air systems, electrical power systems, steam generation systems, and water treatment systems
- Participated in teams in charge of installing new reverse osmosis water treatment system
- Lead a team in charge of the development of a new industrial water system

EDUCATION

University of Carabobo,
Valencia, Venezuela,
2014

*B.S. Mechanical
Engineering*

Texas Accessibility
Academy,
2019

CERTIFICATIONS + SKILLS

Registered Accessibility
Specialist (RAS #1551)

Familiar with TAS,
PROWAG, and 2010
Standards of Accessible
Design requirements

Marilu Tavagna Accessibility Consultant

PROFESSIONAL EXPERIENCE

Altura Solutions, LLC

Accessibility Consultant

2018 – Present

Austin, TX

- Performed city analysis to create diagrams and maps with GIS
- Develops geodatabases for ADA standards data collection
- Performs data quality assurance/quality control for facilities assessments for Transition Plans, including City of Charlotte, City of Raleigh, and BREC

Swiss Federal Institute of Technology

GIS Specialist

2010 – 2016

Zurich, Switzerland

- Developed geodatabases for data collected during scientific expeditions
- Performed data analysis for scientific research groups

Modelli Architettonici

Principal

2007 – 2010

Vicenza, Italy

- Built architectural models on commission

Studio Ardielli

Sustainable Urban Planning Consultant

2007 – 2008

Verona, Italy

- Developed urban planning projects supporting green technologies, promoting attractive solutions for communities with respect to the environment

University of Architecture of Venezia

Urban Planning Teaching Assistant

2007 – 2008

Venice, Italy

- Supported students on urban planning projects: research, design, and local policies

EDUCATION

Instituto Universitario di
Architettura di Venezia,
Venice, Italy

2006

Master of Architecture

Instituto Universitario di
Architettura di Venezia,
Venice, Italy

2007

*Master of Sustainable
Urban Planning*

Texas Accessibility
Academy,
2019

CERTIFICATIONS + SKILLS

Experience in
Geographical Information
Systems (ESRI and Open
Source) and Database
Systems

Juvelyn Owen Accessibility Consultant

PROFESSIONAL EXPERIENCE

Altura Solutions, LLC

2020 – Present

Accessibility Consultant

Austin, TX

- Performs inspections of facilities for TAS compliance
- Assists RAS team in preparation of TDLR forms and reports
- Performs onsite inspections for contractors and designers
- Performs construction monitoring for accessibility projects
- Performs GIS analysis of inspection findings
- Performs urban planning tasks for ADA Transition Plans

Supporting Women in Geography

2018 – 2019

President

San Marcos, TX

- Recruited GIS professionals and organized two GIS panels
- Officiated and led meetings

Student Urban Planning Organization

2018 – 2019

Vice President

San Marcos, TX

- Led meetings and created flyers to post through university
- Created agendas for meetings and kept record of membership
- Created trail maps of a City park for San Marcos, TX

EDUCATION

Texas State University,
San Marcos

2019

*B.S. Urban & Regional
Planning*

Texas Accessibility

Academy,

2019

CERTIFICATIONS

+ SKILLS

Advanced GIS knowledge
& experience in ESRI's
ArcMap Program

Experience in IMAGINE
Remote Sensing Program,
Adobe Illustrator, and
Microsoft Pathfinder for
GPS

Elisa Alaniz

Accessibility Consultant

PROFESSIONAL EXPERIENCE

Altura Solutions, LLC

2020 – Present

Accessibility Consultant

Austin, TX

- Responsible for quality assurance, quality control, and quality improvement of deliverables through resource leveling to guarantee timely and accurate delivery
- Assists with ADA assessments of parks and buildings
- Leads project scheduling and assists with project completion efforts

Wurzel Builders

2019 – 2020

Project Engineer

Austin, TX

- Coordinated and maintained construction drawings and addenda, specifications, and other project documents
- Reviewed shop drawings and project data submittals and coordinated with Project Managers and subcontractors
- Developed and maintained Submittal and RFI logs/responses using Procore

Perkins + Will

2017

Architectural Surveyor

Austin, TX

- Read plans of each floor and put together plan to divide up floors, observing and noting how spaces were being used by employees in workstations and common areas

Studio Six 5

2016

Construction Administration Coordinator

Austin, TX

- Reviewed submittals and shop drawings from General Contractor
- Worked with vendors on material used on projects and tracked submittals
- Performed site walk-throughs of project at completion

United States Gypsum Company

2006 – 2013

Project Manager

Chicago, IL

- Led meetings with product managers for content and prioritized multiple projects for updates
- Coordinated projects from development through implementation
- Proactively resolved all issues that impeded successful project completion

EDUCATION

Illinois Institute of
Technology, Chicago
2005

Bachelor of Architecture

Texas Accessibility
Academy,
2019

CERTIFICATIONS

+ SKILLS

Project Management
Professional (#1965273)

Proficient in Microsoft
Office, AutoCAD, and
Adobe products

Professional Qualifications - Firm History

We are proud to say that Altura has not been involved in any lawsuits or legal claims in our 15 years of developing ADA Transition Plans and completing over 1,500 contracts. However, we often aid government agencies who have been involved in an accessibility related lawsuit. In an industry which is accustomed to frequent lawsuits, we consider this track record a testament to Altura's integrity and meticulous quality of work.

Altura's expertise extends beyond Texas with experience in a number of federal regulations and guidelines, including applicable local codes for states such as Texas, North Carolina, Louisiana, and Oregon. Our accessibility specialists are certified to consult on all aspects of the ADA design requirements.

Accessibility Codes and Expertise:

- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- 2010 Standards for Accessible Design
- Federal Standards for Outdoor Developed Areas
- Public Rights-Of-Way Accessibility Guidelines (PROWAG)
- Uniform Federal Accessibility Standards (UFAS)
- International Building Code (IBC)
- North Carolina Building Code, Chapter 11 Accessibility
- Texas Accessibility Standards (TAS)

Self-Assessment Experience

Altura has over 15 years of experience providing ADA site assessments of over 2,000 individual facilities on both public and private projects. We have provided site assessments for parks and recreation facilities for ADA Transition Plans such as the City of Austin Parks and Recreation Department and the East Baton Rouge Parish Parks and Recreation Department (BREC), and we have performed over 800 ADA assessments for parks facilities.

These projects included typical recreation facilities such as trails, swimming pools, playscapes, fishing piers, boardwalks, wildlife management facilities, educational centers, equestrian centers, rock climbing facilities, amphitheaters, and support offices. Clients for these projects include Texas Parks and Wildlife, City of Austin, City of San Antonio, City of Baton Rouge, City of Georgetown, City of Killeen, along with various trail foundations, nature conservancies, and universities.

PROVEN EXPERTISE:

- 12 employees specialized in ADA Transition Plans
- Former City ADA Coordinators
- Unique ArcGIS expertise
- Speakers at the National Recreation and Park Association state conventions
- Staff with experience in:
 - Architecture
 - Engineering
 - Urban Planning
 - Construction Management

*Altura understands the many facets of recreation facilities,
not just accessibility.*

Site Assessment Data

Altura understands the importance of collecting and organizing data and how this information can be used in mapping applications, budget forecasting, project management, work order tracking, and general reporting. One of the federal requirements for an ADA Transition Plan is the production of an annual report detailing the organization's progress in moving towards ADA compliance. With that in mind, Altura strives to facilitate the production of the annual report through user-friendly and data-driven tools.

Over the firm's history, we have provided ADA site assessment data in various usable electronic formats including Microsoft software such as *Excel*, *Access*, and *Word* as well as GIS formats such as *ArcGIS* Data Format (shapefiles), *Esri Grids*, *Esri Geodatabase (.GDB)*, and Relational Database Management Systems (RDBMS).

We do not use proprietary software and ensure that the project data deliverables work with our client's existing GIS and data management systems. Altura has created several functions within *ArcGIS Collector* applications to capture field data for ADA standards.



Figure 2 Performing an ADA assessment of a transit facility in Charlotte

Barrier Removal Recommendations

Altura knows that understanding budgets, design limitations, accessibility requirements, facility use patterns, and public expectations are all critical to develop effective Barrier Removal Recommendations. Our goal is to use data, public input, and local considerations to provide a tailored solution that best fits the location and its unique needs. Furthermore, Altura works with clients to develop a process to prioritize barrier removal across its facilities, including development of a project list with key considerations for each recommendation.

Our extensive work with parks systems has given Altura a unique perspective on sustainable and eco-friendly building materials that still meet ADA requirements. Altura can provide recommendations on ground coverings for paths, parking lots, and playscape areas. We can also provide guidance on maintenance of these materials to ensure they remain in compliance.

Training

For each agency we have assisted, Altura ensures that staff training is a core component of our services. This has involved a variety of tools and strategies, from bringing staff along on inspections to developing training modules based on an agency's needs. Training topics can include identifying common architectural barriers, best practices for accessibility, the role of an ADA coordinator, and much more.

Over the past year, Altura has developed flexible ways to meet with clients and provide training despite the challenges presented by the current COVID-19 crisis. We have met with City staff through *Webex* for virtual meetings and remote trainings, allowing these trainings to be recorded for future use. We also work closely with staff to adjust training topics based on department feedback.

Past Projects

East Baton Rouge Parish Recreation & Park Commission ADA Transition Plan; JAN 2018 – MAY 2019

Scope: The Parks and Recreation Division of East Baton Rouge Parish (BREC) in Louisiana needed to create an ADA Transition Plan. Just like Austin, the parks system is highly used and an integral part of the community. As such, community support for the plan was essential.

Services: Altura, as the prime consultant, worked with staff to understand all aspects of the organization's operations. Altura was also tasked with helping BREC create a GIS based data set. Altura was also tasked with assisting the organization recruit, hire, and train an ADA Coordinator. Services provided included:

- Self-assessment of department-owned facilities
- Self-assessment of the BREC's trail system
- Self-assessment of PSAs and PPEs
- Created database and ArcGIS shapefiles for data collection
- Public participation and engagement
- Assist in the hiring and training of a new ADA Coordinator
- Presentation to the BREC Commission

Staff Involvement: Mr. Lardizabal acted as the Project Principal with Mr. Pinero and six other Altura staff members participating in the project, while Mrs. Tavagna lead the GIS data effort. Altura worked with a local public relations firm to assist with the public outreach to the community. The firm was especially helpful in navigating the organization's structure and community expectations.

Outcome:

- Analyzed 180 facilities, including the Baton Rouge Zoo, golf courses, and observatory
- Inspected 60 miles of trails, including swamp boardwalks and fishing piers
- Analyzed 876 programs, including boating classes, daycare, sports leagues, and HR practices
- Conducted three open houses to capture public input and gain community support
- Assisted in creating a GIS/mapping system for the organization
- Assisted in the hiring of a new ADA Coordinator and training of the Coordinator continues to-date

Schedule and Budget: Working with the BREC staff, Altura was able to reduce BREC's original schedule by one month. The early delivery of the project was due to close coordination with BREC staff and senior leadership to meet milestones throughout the project. No change orders were requested by Altura and the project deliverables all meet or exceed the original project scope.



Figure 3 Playscape at BREC park

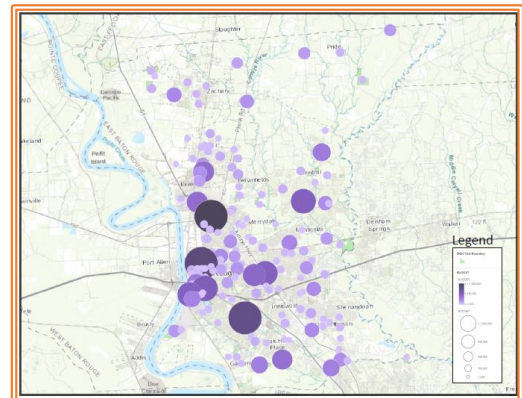


Figure 4 Map of planned expenditures within the City

City of Austin Parks & Recreation Department ADA Transition Plan; NOV 2015 – DEC 2016

Scope: In preparation for a Parks Master Plan, the City's Parks and Recreation Department needed to develop an ADA Transition Plan for all City-owned recreational facilities as well as an assessment of the department's PSAs. Parks and recreation are a beloved part of the City and the project demanded full community support.

Services: Altura as the prime, conducted a self-assessment and developed an ADA Transition Plan to guide the process of facility repair, renovation, or replacement. To meet the data collection schedule, Altura used the High Efficiency Trail Assessment Process (HETAP) system. This system consists of a "baby jogger" with sensors, camera, and GIS locator that efficiently captures data as it is pushed through trails. Services provided included:

- Self-assessment of department-owned facilities
- Self-assessment of the City's trail system
- Self-assessment of PSAs and PPEs
- Created database and ArcGIS shapefiles for data collection
- ADA training for staff
- Conducted four open houses and online surveys as part of public participation
- Presentations to several Boards and Commissions and City Executive Management



Figure 5 Altura staff using HETAP system on city trails and parks

Staff Involvement: Mr. Lardizabal acted as the Project Principal with eight other Altura staff members participating in the project. Altura worked with a local public relations firm to assist with the public outreach to the community.

Outcome:

- Analyzed 254 facilities (parks, recreation centers, cemeteries, and offices)
- Inspected 167 miles of trails (5 historic trailheads)
- Analyzed 841 programs, services, and activities (including HR policies and manual)
- Created *Collector for ArcGIS* app to collect data which was directly linked to the City's GIS portal
- Implemented training program for departmental staff that is still used to-date
- Celebratory presentations to Parks Board, the Mayor's Committee for People with Disabilities, and City Council

Schedule and Budget: Working with the City, Altura was able to meet the City's original schedule of 12 months. However, the team had to wait a month to schedule the final presentations to the Parks Board and City Executive Management. No change orders were requested by Altura and the project deliverables all meet or exceed the original project scope.

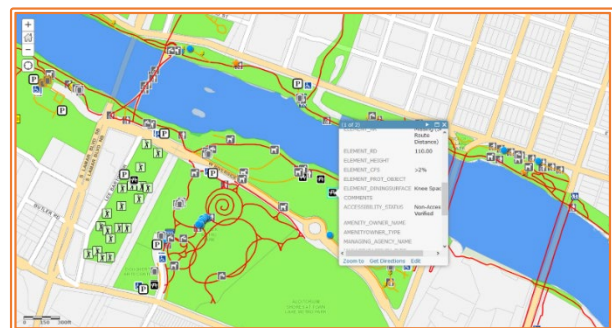


Figure 6 Screenshot of GIS data

City of Georgetown ADA Transition Plan; JUN 2014 – APR 2015

Scope: The City of Georgetown in Central Texas needed to inventory existing public infrastructure to identify design and compliance deficiencies to develop a long-term plan for renovation and future development. A proactive Transition Plan required collaboration between City staff, a local ADA Task Force, and stakeholder groups.

Services: Altura conducted self-assessments and developed an ADA Transition Plan. Altura was also tasked with creating a GIS based data set while meeting all City GIS protocols.

Services provided included:

- Self-assessment of facilities, parks, and all sidewalks in the downtown district for ADA compliance
- Development of meta-data, user interface forms, and pull downs to facilitate data collection
- Reports identifying barriers and barrier locations to enable ease in barrier removal
- Delivery of a schedule to achieve ADA compliance
- Assist with budgeting and seeking funds from the public through bond packages



Figure 7 City of Georgetown Park

Staff Involvement: Mr. Lardizabal and four other Altura staff members acted as the sub-consultant to a prime engineering firm who covered project management.

Outcome:

- Analyzed 22 facilities, including City Hall, fire stations, and Community Center, and all sidewalks in the downtown district
- Analyzed 25 parks, including playscapes, trails, picnic areas, and pools
- Conducted two open houses to capture public input and gain community support
- Produced customized reports with all information as requested by the City
- Developed a phased approach to achieving ADA compliance to match the client's budget

Schedule and Budget: Working with City of Georgetown staff and the prime engineering firm, Altura was able to meet the project schedule. No change orders were requested by Altura and the project deliverables all meet or exceed the original project scope.

2014 Sidewalk, Ramp, Pave and Public Facility Access Audit							2014	
Public Facility ADA Self-Assessment Surveys							City of Georgetown, Texas	
BERRY CREEK PARK							Inspection Date: 0/0	
100 Shinnbeck Falls							Georgetown, TX 77626	
ITEM No.	LOCATION	ROOM	BARRIER	CODE HEADING	VIOLATION	RECOMMENDED ACTION	ESTIMATED COST	PRIORITY
1	SEEN	Steps to Picnic Area	Level Steps	207 Permitted Slopes	The hand steps to a picnic area are not level. The slope is 1:12.	Reduce the hand steps to a level slope per ADA requirements.	\$700	2
2	SEEN	Steps to Picnic Area	Trips (Clubs)	404 Trips (Clubs)	The steps to the picnic area are not level. The slope is 1:12.	Reduce the hand steps to a level slope per ADA requirements.	\$1,400	2
3	SEEN	Steps to Picnic Area	Trips (Clubs)	404 Trips (Clubs)	The steps to the picnic area are not level. The slope is 1:12.	Reduce the hand steps to a level slope per ADA requirements.	\$700	2
4	SEEN	Steps to Picnic Area	Trips (Clubs)	404 Trips (Clubs)	The steps to the picnic area are not level. The slope is 1:12.	Reduce the hand steps to a level slope per ADA requirements.	\$700	2
5	SEEN	Trail	Hand Curb	403 Curb (Curb)	The hand curb is not level. The slope is 1:12.	Reduce the hand curb to a level slope per ADA requirements.	\$400	1
6	SEEN	Trail	Hand Curb	403 Curb (Curb)	The hand curb is not level. The slope is 1:12.	Reduce the hand curb to a level slope per ADA requirements.	\$400	1
7	SEEN	Trail	Hand Curb	403 Curb (Curb)	The hand curb is not level. The slope is 1:12.	Reduce the hand curb to a level slope per ADA requirements.	\$400	1
8	SEEN	Trail	Hand Curb	403 Curb (Curb)	The hand curb is not level. The slope is 1:12.	Reduce the hand curb to a level slope per ADA requirements.	\$400	1
9	SEEN	Trail	Hand Curb	403 Curb (Curb)	The hand curb is not level. The slope is 1:12.	Reduce the hand curb to a level slope per ADA requirements.	\$400	1
10	SEEN	Trail	Hand Curb	403 Curb (Curb)	The hand curb is not level. The slope is 1:12.	Reduce the hand curb to a level slope per ADA requirements.	\$400	1
TOTAL ESTIMATED BUDGET (GROSS)							\$11,000	
TOTAL ESTIMATED BUDGET (NET)							\$7,700	
TOTAL ESTIMATED BUDGET (NET)							\$7,700	
TOTAL ESTIMATED BUDGET (NET)							\$7,700	

Figure 8 Sample facility report

Proposed Work Plan

Altura will use our proven method in producing a successful Parks ADA Compliance Assessment. We bring over 15 years of experience and will apply best practices to the City of Ann Arbor’s Parks ADA Assessment. We will use the following approach as a starting point for the project and adjust as needed.

PROVEN APPROACH

1. Understand the client’s needs
2. Involve the community
3. Conduct site assessments
4. Prioritize alterations
5. Monitor and evaluate

Initiation

Altura will conduct a kick-off meeting with appropriate City staff to establish and finalize the scope of work through an initiation process. In our experience, the process is vital for establishing the relationship between Altura and our clients as well as reviewing project scope and expectations. The meeting will address any approach questions or tasks that need clarification. The initiation process will also establish several key elements including:

- Identify City staff to participate in facility inspections with Altura
- Develop facility inspection schedule
- Develop system for access to facilities during inspections
- Identify dates of original construction and alterations to the facilities to be inspected
- Meet with City staff to develop GIS standards and metadata
- Meet with City staff to develop Citiworks data protocols
- Finalize City staff training schedules

Public Participation

Altura will lead the project’s stakeholder and public participation process. Collecting public input and **engaging with the community is an ADA Title II requirement** to be performed during the ADA Transition Plan process.

Stakeholder and public input are important factors in developing a prioritization process for corrections to identified architectural barriers at facilities. We will collect input via an online survey system.

The online survey will be implemented to involve the public. We craft our questions and process to allow for both anecdotal information as well as empirical data. Altura will take the stakeholder input and quantify the information to allow for data driven decision making. Information can be easily shared and interpreted to demonstrate trends, show concerns based on demographics, and develop project priorities. Of course, all of this is done while working closely with City staff.

While engaging the stakeholders, we will clearly demonstrate how their input was captured and ultimately implemented in the facility prioritization process.

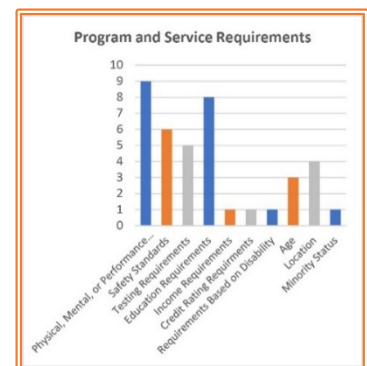


Figure 9 Data driven decision-making based on public and City staff input

Facilities Survey/Inventory

Altura will perform site-assessments of all City-owned park facilities listed in the RFP. Coordination between Altura and City staff will be key in producing an efficient method of having access to the required spaces that are part of the self-assessment scope. We will use two-person teams to conduct the facility self-assessments. The *ArcGIS Collector* app will be used to collect the field data and allow for real-time review of the data. Previously collected data will be incorporated into the overall site assessment information.

The standards that will be used for facility assessments are:

- 2010 Standards for Accessible Design for facilities constructed after 2012
- The Americans with Disabilities Act Accessibility Guidelines (ADAAG) for facilities constructed before 2012
- The ADA/ABA Standards for Outdoor Developed Areas for parks and recreation facilities
- Michigan Building Code, Chapter 11

We are headquartered in Austin, TX where we have a state version of the ADA standards known as the Texas Accessibility Standards. We are extremely familiar with working and addressing both federal and state requirements such as MCL 125.1351 and the Michigan Building Code.

We have worked under similar requirements in other states such as Oregon, Louisiana, and North Carolina. Altura is extremely confident in assisting the City meet the applicable accessibility requirements placed on each park facility.

Altura will apply safe harbor provisions within the standards. We understand that facility elements that do not comply with the most current standard may not be required to be altered if the elements comply with the previous standard. For example, a restroom that does not meet the current 2010 Standards for maneuvering clearance may not have to be altered if the restroom met the requirements of ADAAG. The restroom would only have to be changed if a major alteration such as a change to the space's footprint was performed. We believe that this understanding is key to prevent the City from having to make alterations that may not be necessary.

As part of our plan to provide ADA training, we will have City staff participate in the self-assessments to become familiar with the standards and findings of the facilities. This will be a critical portion of the recommended staff training process. It is our goal for City staff to use the same data collection application to perform assessments on an on-going basis after the project has been completed. There is no better method to become familiar with the applicable ADA standards than by participating in the facility assessments.

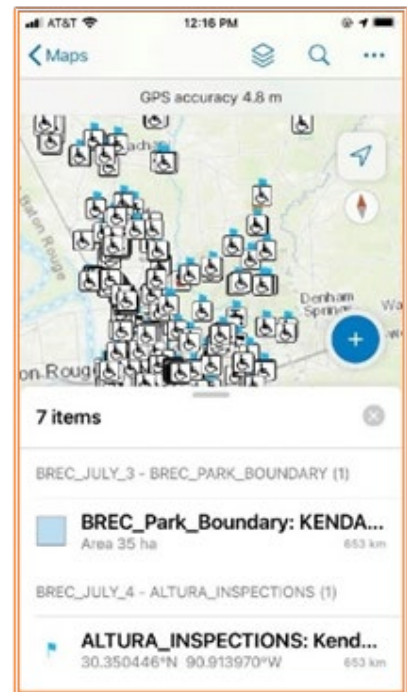


Figure 10 Screenshot of GIS collector app that allows for efficient and accurate data collection

Altura works efficiently to capture accurate GIS data for facility assessments.

Development of the Assessment Reports

Altura will deliver an ADA Compliance Assessment that meets the City requirements as outlined in the Request for Proposals. We pride ourselves in developing ADA Transition Plans for clients with a vision to deliver on the promise of the ADA and extend freedom to all members of the community.

Working with our clients, we develop ADA Transition Plans that reflect the community's vision and values. For the City of Georgetown, Texas for example, **the momentum generated by the Transition Plan directly led to the successful voter approval of an ADA specific bond package.** The community rallied behind the plan's vision and need for accessibility.

In Charlotte, Altura has assisted in merging the newly formed ADA Program with the Civil Rights Department. The ADA Transition Plan process has **energized the City** to centralize all civil rights staff and issues in one department and **fulfill their mission of inclusion for all residents.**

We look forward to working with the City of Ann Arbor to deliver a Parks ADA Compliance Assessment that reflects the unique demands and vision of both City staff and community. As an ADA Transition Plan firm, we specialize in delivering on these types of tasks.

Management, Monitoring, and Tracking Tools

The City will have the ability to produce the required ADA Transition Plan Annual Report as well as track progress easily. Altura will produce deliverables that the City can use for many future needs including long-range planning, reporting, capital improvement management, and budget acquisition requests.

The process starts with understanding the City's current project management, work order, and reporting systems. Altura will then work with the City to provide a reporting and tracking solution that meets both the ADA and City requirements.

Schedule

Altura is confident in meeting the proposed schedule of two months. We have a great deal of experience in conducting ADA Transition Plan projects to meet our client's timeline. Altura will establish milestones for specific tasks that will keep the project on schedule.

Our staff works in tandem where every lead has a support staff member. In this proven manner, we can expedite work by running multiple people on the same task. This allows Altura to efficiently move through project milestones without sacrificing quality.

Deliverables

Altura will provide deliverables in formats that meet City approval. Once approved, reports will be provided in hardcopy and electronic formats. GIS data will be provided in *Esri ArcGIS* shapefiles and be approved by the City. Deliverables can be provided in pdf, *Word*, and *Excel* formats. Data will also be compatible with Citiworks.

Methodology for Training City Staff

The training of City staff is critical to ensuring the ADA Transition Plan is implemented properly and that the City can make ADA compliance sustainable as an organization. The proposed accessibility training will assist staff in providing outstanding service to the community and help ensure access for all.

The training plan will consist of three phases:

1. Training staff on the accessibility standards before conducting the facility assessments
2. Training staff by having them accompany Altura, assisting with some of the facility assessments and applying the standards directly
3. Training staff on using the data from the assessments to produce annual update reports and track the City's progress

TRAINING EXPERTISE:

- ADA Coordinator Training
- ADA Title II Requirements
- 2010 Standards for Accessible Design
- Standards for Outdoor Developed Areas
- Customer Service to People with Disabilities
- Transition Plan Implementation
- Designing for ADA Compliance
- Alterations & ADA Compliance
- Accessibility & Capital Improvement Planning

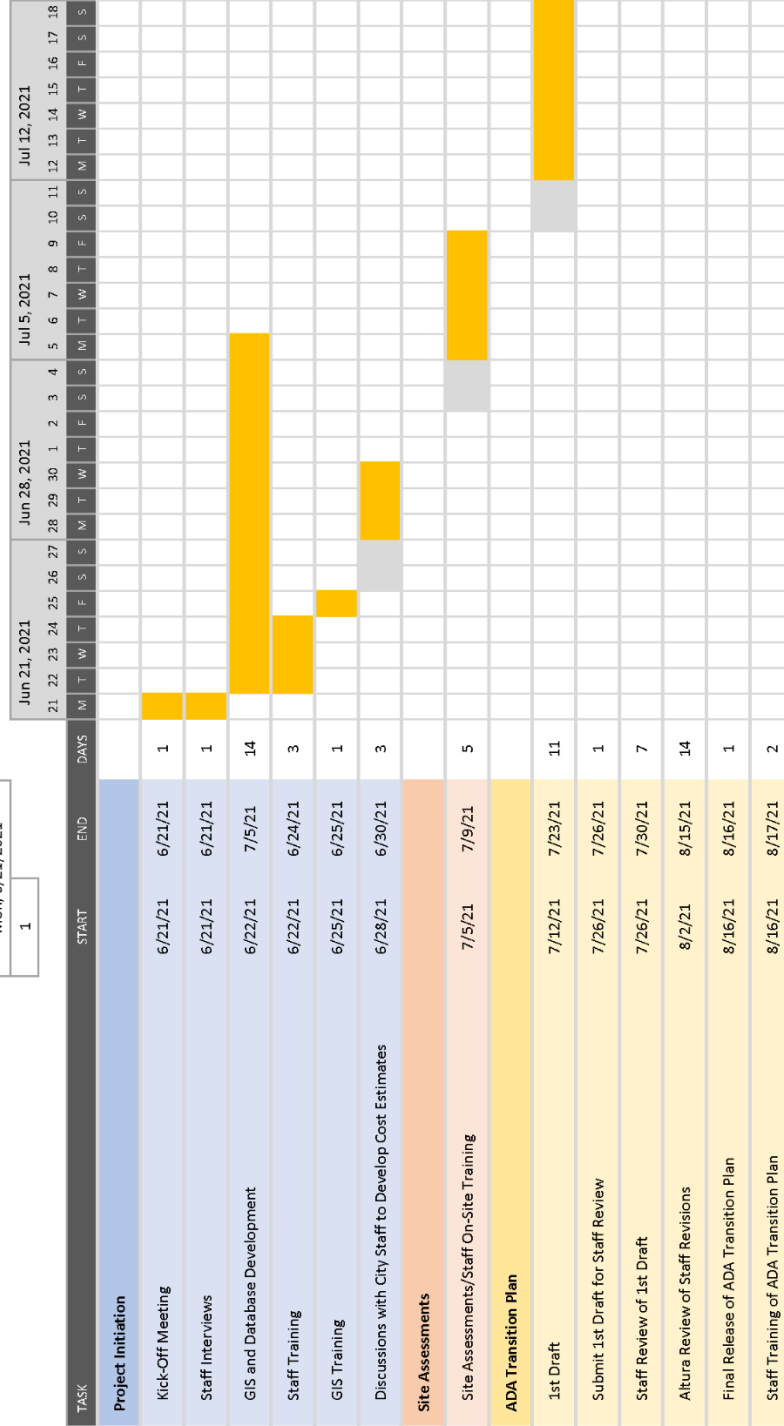
Altura will provide a series of training sessions to City staff regarding various ADA topics. The training will be specialized for staff depending on their roles and responsibilities within the organization. This will include designers such as landscape architects and engineers as well as inspectors, plan reviewers, and urban planners. The training sessions will be recorded to allow for the City to retain the information and provide the training to staff on an on-going basis. Altura has successfully implemented this approach for several organizations in ADA Transition Plan projects. Specifically, Altura provided extensive ADA training to City of Charlotte staff even after recent COVID-19 restrictions began. The sessions were planned to be in-person but were provided on an on-line platform instead. The on-line training has proven to be seamless and allowed for flexibility in attendance.

If COVID-19 circumstances allow, Altura can provide the training at a City location to allow for face-to-face interaction. Altura can also perform the entire training remotely, if required. The sessions are eligible to be self-reported for continuing education credit for designers such as architects, engineers, and landscape architects. Attendees can also receive credit for training towards the ADA Coordinator Certification Program (ACTCP). Altura will provide certificates for staff that complete the training sessions.

Proposed Schedule Part 1

City of Ann Arbor
 ADA Transition Plan
 Altura Solutions, LLC

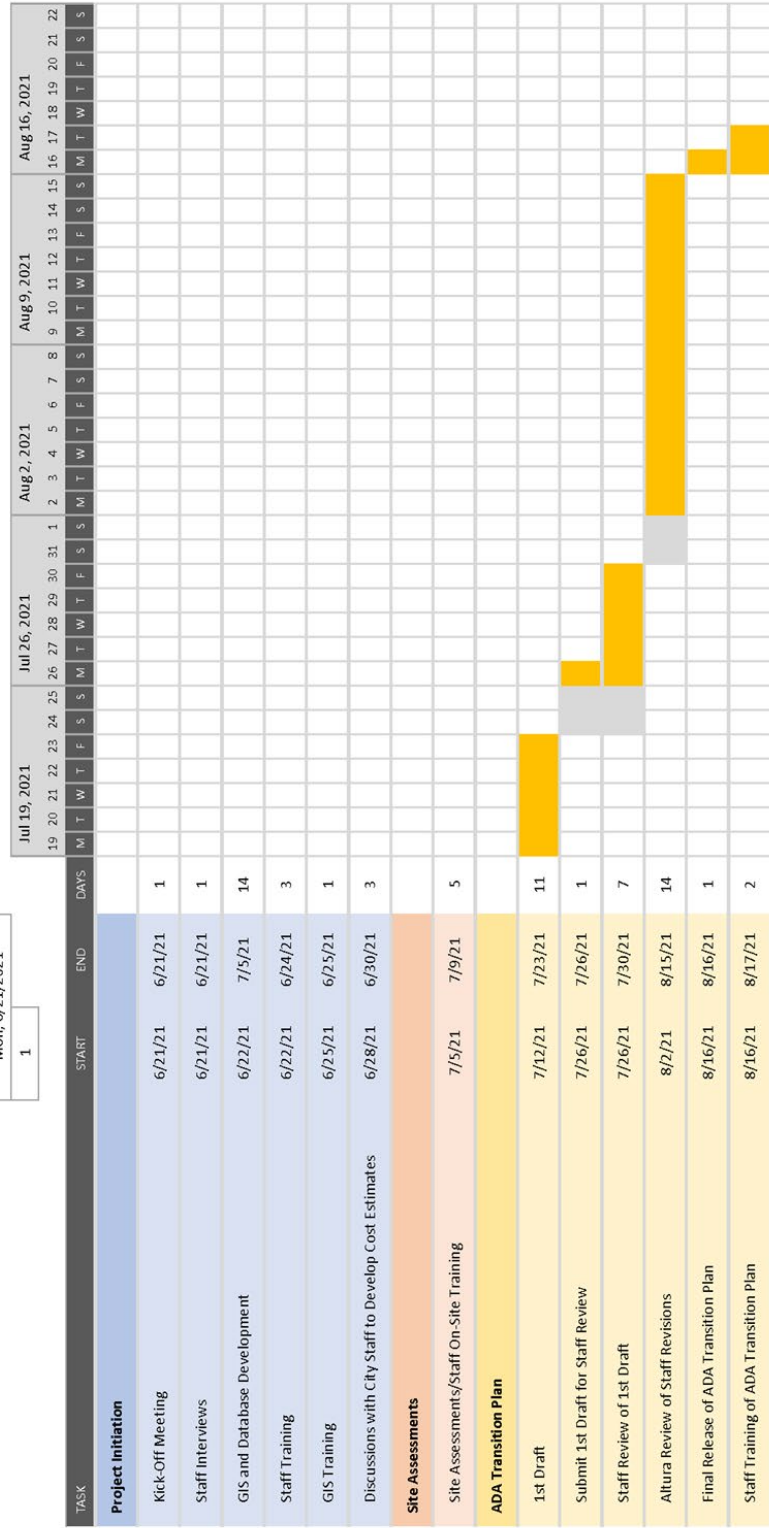
Mon, 6/21/2021
 1



Proposed Schedule Part 2

City of Ann Arbor
 ADA Transition Plan
 Altura Solutions, LLC

Mon, 6/21/2021
 1



Addendum Acknowledgement for RFP NO. 21-08

We acknowledge receipt of Addendum No. 1.

Altura Solutions, LLC.
Company Name



Authorized Signature

February 26, 2021
Date

Fee Proposal

Fee proposal can be found in a separate sealed envelope.

Authorized Negotiator

Jesus Lardizabal
512-410-7059
jel@alturalp.com

References

City of Austin Parks & Recreation Department – ADA Transition Plan

200 S Lamar Blvd

Austin, TX 78704

Contact: Liana Kallivoka, Assistant Director
(512) 974-6700, liana.kallivoka@austintexas.gov

The City of Austin Parks & Recreation Department hired Altura Solutions to conduct assessments of all parks, buildings, trails, and programs, and prepare an ADA Transition Plan to guide the process of facility repair, renovation, or replacement.

East Baton Rouge Parish Recreation & Park Commission (BREC) – ADA Transition Plan

6201 Florida Blvd

Baton Rouge, LA 70806

Contacts: Will Loe, Assistant Director BREC Planning & Engineering & Angela Harms,
(225) 273-6405, wloe@brec.org & aharms@brec.org

Altura Solutions developed a full ADA Transition Plan for BREC, evaluating parks and recreation facilities and trails, while also auditing programs, services, and activities.

City of Georgetown – ADA Transition Plan

808 Martin Luther King Jr St

Georgetown, TX 78626

Contacts: Nathaniel Waggoner, Transportation Services Analysts
(512) 930-8171, nathaniel.waggoner@georgetown.org

The purpose of the City of Georgetown Sidewalks and Facilities ADA Transition Plan was to evaluate existing public infrastructure, identify design and compliance deficiencies, evaluate future program requirements, and develop a ten-year implementation plan.

Attachments

- Legal Status of Offeror
- Non-Discrimination Declaration of Compliance
- Living Wage Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form
- Sample Transition Plans (Included on USG Flash Drive as separate PDFs)

**ATTACHMENT B
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- ~~• A corporation organized and doing business under the laws of the state of _____, for whom _____ bearing the office title of _____, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*~~

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority


- A limited liability company doing business under the laws of the State of Texas, whom Jesus Lardizabal bearing the title of Manager

whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

- ~~• A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)~~

- ~~• An individual, whose signature with address, is affixed to this RFP.~~

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

 Date: 2/26/2021,
Signature _____

(Print) Name Jesus Lardizabal Title Manager

Firm: Altura Solutions, LLC

Address: 3616 Far West Blvd, Ste 117 - 288, Austin, TX 78731

Contact Phone 512-410-7059 Fax N/A

Email jel@alturalp.com

**ATTACHMENT C
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

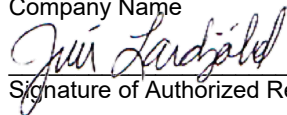
The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Altura Solutions, LLC

Company Name



2/24/2021

Signature of Authorized Representative

Date

Jesus Lardizabal, President

Print Name and Title

3616 Far West Blvd, Ste 117 - 288, Austin, TX 78731

Address, City, State, Zip

512-410-7059/jel@alturalp.com

Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:

Procurement Office of the City of Ann Arbor
(734) 794-6500

Revised 3/31/15 Rev. 0

NDO-2

**ATTACHMENT D
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.91/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$15.51/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Altura Solutions, LLC
Company Name

3616 Far West Blvd, Ste 117 - 288
Street Address


Signature of Authorized Representative

2/24/2021
Date

Austin, TX 78731
City, State, Zip

Jesus Lardizabal, President
Print Name and Title

512-410-7059/jel@alturalp.com
Phone/Email address



ATTACHMENT E

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM
--

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)
N/A	

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Altura Solutions, LLC	512-410-7059	
Vendor Name	Vendor Phone Number	
	2/24/2021	Jesus Lardizabal
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative