

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

SUBJECT: Resolution to Recommend Approval of a Professional Services Agreement (PSA) for a Parks ADA Compliance Assessment and Transition Plan with Altura Solutions, LLC for \$116,915.00

DATE: June 15, 2021

Attached for your review and action is a resolution to recommend approval of Professional Services Agreement with Altura Solutions, LLC to provide a Parks American with Disabilities Act Compliance Assessment and Transition Plan in the amount of \$116,915.00

Parks solicited proposals from qualified consultants to complete an Americans with Disabilities Act (ADA) compliance assessment and Transition Plan for the City's parks and park facilities. The project will include an assessment of city-owned recreation facilities, community centers, and community-wide parks. It will also look at a representative cross section of natural areas and neighborhood parks, selecting one of each the in the five wards. The selected consultant will also provide ADA evaluation training to City Staff who will complete assessments on all remaining city parks. In addition to assessing physical spaces, the consultant will also perform a review of Park and Recreation programs to find any accessibility shortcomings. The review will help identify and prioritize deficiencies and recommend solutions. The final report will include:

- 1) An overview of the authority under which the evaluation was conducted.
- 2) The specific regulations or guidelines used.
- 3) A description of the methods used by the Consultant.
- 4) An executive summary of the evaluation, identifying any access deficits that were common to park properties.
- 5) A section that describes the specific barriers at each park property, and notes regulation or guideline citations for easy reference, and includes photos.
- 6) A section that recommends solutions as to how each specific barrier can be removed, including the use of best practices, and note how employee-only areas are to be treated.
- 7) A section that prioritizes each barrier removal and provides a strategic framework for addressing compliance.
- 8) A section of projected cost estimates, inclusive of prevailing wages, for the removal of each barrier. Include cost subtotals for each park property by priority level, as well as

overall park property cost totals.

9) Check lists or other evaluation methods used for each Park District site, and associated field notes.

Request for Proposal (RFP) #21-08 was released in February 2021 and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Fee proposals are not reviewed at the initial evaluation. After initial evaluation, the City determines top proposals, and opens only those fee proposals. The City will then determine which, if any, firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. Eleven firms submitted proposals. Prior to distribution of eleven written proposals to the evaluation team (consisting of two Park Planners, the Deputy Manager of Maintenance for Parks & Recreation Services, a Park Operations Supervisor, and the Chair of the Commission on Disability Issues), the team met and identified particular areas of interest, factors, or other aspects that could be utilized to evaluate the professional qualifications, past involvement with similar projects, and proposed work plan. These were provided back to the evaluation team, who then individually evaluated the written proposals. Numeric scores for written proposals were identified by each reviewer, then assembled and discussed by the evaluation team as a group. Based on the written proposals, the evaluation team selected the top five scoring teams to interview for further evaluation. These teams included ACT Services Consulting, Altura Solutions, DLZ, LCM Architects, Skulski Consulting, LLC, and WT Group. After interviews the panel further reviewed the proposals and unanimously selected Altura Solutions, LLC.

Staff is recommending approval of a professional services agreement (PSA) with Altura Solutions, LLC in the amount of \$116,915.00 to provide a Parks ADA Compliance Assessment and Transition Plan. Funding for this project is available in the approved FY 2021 Parks Maintenance and Capital Improvements millage budget.

RESOLUTION TO RECOMMEND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT (PSA) FOR A PARKS AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE ASSESSMENT AND TRANSITION PLAN FOR \$116,915.00

Whereas, The City issued a Request for Proposals, RFP #21-08, to identify firms experienced in evaluating park systems for ADA compliance and solutions;

Whereas, eleven submitted proposals in response to RFP #21-08;

Whereas, After scoring proposals, interviewing firms, and reviewing prices, a selection panel consisting of staff the Chair of the Commission on Disability Issues has selected Altura Solutions, LLC to perform the type of work identified in RFP #21-08:

Whereas, Award of this agreement will allow for an ADA compliance assessment and transition plan for the City's parks and park facilities; and

Whereas, Funding is available in the approved FY2021 Parks Maintenance and Capital Improvements budget to cover the cost of these services;

RESOLVED, That the Park Advisory Commission recommend City Council approve a Professional Services Agreement with Altura Solutions, LLC for an ADA compliance assessment and transition plan for \$116,915.00