

REQUEST FOR PROPOSAL
ACCESSIBILITY ASSESSMENT AND TRANSITION PLAN
FOR RIVER TRAILS PARK DISTRICT

Proposals must be received on or before April 22, 2021 at 1:00 pm

River Trails Park District
401 E. Camp McDonald
Prospect Heights, IL 60070
Attention: Bret Fahnstrom, Executive Director
Bfahnstrom@rtpd.org
847.463.3728

The River Trails Park District is seeking proposals from qualified firms to conduct an ADA Accessibility Assessment and Transition Plan for its facilities, parks and policies.

I. Park District Profile

The River Trails Park District is an independent unit of local government and is governed by a five-member Park Board of Commissioners under the provisions of the Illinois Park District Code and the ordinances enacted by the District and related statutes of the State of Illinois. The Park District serves approximately 17,000 residents with park, recreation and open space services.

The River Trails Park District is located 25 miles northwest of downtown Chicago and encompasses an area of approximately 3.0 square miles split between Mount Prospect and Prospect Heights in Cook County.

The District follows the written mission statement “To responsibly enrich the lives of our diverse community”. Based on that mission, the District provides a full range of services that include preservation of open space, recreational programs, park management, capital development, and general administration. Recreational facilities operated by the District include 9 sites totaling 134.5 acres of park land which includes one outdoor swimming pool, two community centers, one recreation facility (The Zone), 7 baseball/softball diamonds, 10 soccer fields, 21 playgrounds, 7 picnic areas, 14 tennis/pickleball courts, 4 volleyball courts, 8 outdoor basketball courts, 3 Futsol courts, 1 golf driving range, 1 skate park and the Rob Roy Golf Course.

The Park District is a member of the Northwest Special Recreation Association (NWSRA), a pool of 17 northwest suburban park districts providing programs and services to those residents with special needs. The District has an active website along with capabilities for online registration and other social media outlets to communicate with our constituents.

II. Project Objectives

Effective March 2011, the Park District, along with more than 86,000 units of state and local governments, and 7,000,000 business and nonprofits, are subject to the newest ADA regulations set forth by the Department of Justice. Under Titles II and III of the Americans with Disabilities Act and the 2010 Standards for Accessible Design, the District is required to conduct an evaluation of its current facilities to assess whether there are elements that adversely affect the full participation of individuals with disabilities and to develop a transition plan.

According to the U.S. Department of Justice ADA Guidance & Material, such evaluation shall include:

- A physical accessibility assessment of all facilities where programs, services and activities occur and the necessary steps taken to remedy any physical barriers that may exist.
- If structural changes are necessary, the Park District must develop a transition plan to rectify any and all barriers.

The evaluation must be kept on file for review by the public for at least three years.

III. Selection of Consultant

The selection of a Consultant will occur as a result of a thorough review process. After an analysis of the RFP respondents' qualifications by the Executive Director and the District's Management Team, firms may be required to make a presentation detailing their qualifications to the staff. The staff will recommend to the Park Board of Commissioners the best firm to perform the work, and the Board will make the final assessment and formally approve the selection of a firm. The Executive Director or his designee will serve as the District's liaison for the project.

IV. Scope of Services for Consultant

The following items will be required of the Consultant and should be addressed in the proposal:

1. The Consultant will evaluate all identified Park District sites, facilities, and policies.
2. The Consultant will use the enforceable federal regulations, the most recent issued final guidelines or proposed guidelines, and in the alternative, the most recent final reports of the US Access Board committees. Illinois law is applicable as well, and the Consultant will also use the Illinois Accessibility Code.
3. In addition, the Consultant should use "best practices" that are effective in making parks and facilities more accessible. The final report should distinguish regulations and guidelines from best practices.
4. The Consultant will also review areas used only by employees, and make recommendations with Title II provisions.
5. Key Park District personnel shall be trained by the Consultant in regard to evaluations, and to the extent possible, be involved in the evaluation process.
6. Finally, if necessary, the Consultant will coordinate the Park District's compliance with Title II provisions that require the involvement of people with disabilities in the evaluation of Park District sites by working with the District and Northwest Special Recreation Association, the District's Special Recreation Association affiliate.
7. The Consultant will submit three (1) final printed report and one digital copy.

The final report shall include the following:

- A. An overview of the authority under which the self-evaluation was conducted;
- B. The specific regulations or guidelines used;
- C. A description of the Title II 35.150(b) program access test and its application to the sites evaluated;
- D. A description of the methods used by the Consultant;
- E. An executive summary of the evaluation, identifying any access deficits that were common to Park District sites;
- F. A section that describes the specific barriers at each Park District site, and notes regulation or guideline citations for easy reference;
- G. A section that describes the ways in which each specific barrier can be removed, including the use of best practices, and note how employee-only areas are to be treated;

- H. Where appropriate, recommendations for universal design shall be made;
 - I. A section that applies the program access test to the multiple similar Park District sites, such as playgrounds, and recommends which shall be made compliant;
 - J. Digital images of barriers discussed above that are made available by hyperlink or other similar means;
 - K. Prioritization of the barriers to be addressed;
 - L. Estimated cost for removal of each barrier;
 - M. Check lists or other evaluation methods used for each Park District site, and associated field notes; and
 - N. A data matrix Excel file that includes all the prioritized recommendations from all the parks and facilities including projected costs.
8. ALTERNATE #1: The Consultant will conduct a review of Park District policies concerning ADA compliance, provide recommendations on how to inform the public of the policies; provide effective communication and guidance on establishing “reasonable accommodation” policies; and will develop, along with Park District staff, a problem resolution procedure.
 9. ALTERNATE #2: The Consultant will review the River Trails Park District website (www.RTPD.org). consultant will identify and differentiate what is required and recommended for ADA compliances, include approximate costs to correct. Consultant will also identify potential consultants who could be contacted in respect to needed changes.

The firm will be expected to work with District management staff throughout the process on issues explicitly stated in this RFP and others that may arise to allow the District to more effectively monitor the progress of the work program. Also, the firm will be expected to submit a draft of the final report document for review, comment and approval.

V. Services Provided by River Trails Park District Staff

1. The River Trails Park District shall provide all available existing documentation upon request by the Consultant and will make staff available based on their work schedules to provide appropriate support. District staff, primarily the Executive Director or his designee, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.

VI. Instructions for Submitting Proposals

All respondents to the RFP must include the following as part of their submittal:

1. Experience: Interested parties should have conducted no less than three similar assessments of agencies similar in scope and size to the River Trails Park District.
2. Scope of Services: All respondents must submit a narrative describing the proposed scope of work for the performance of this project. The scope of work shall include the proposed methodology and methods to assure quality, cost, and schedule control. All supporting studies, models, and assumptions must be submitted to the District as part of the proposal.
3. Additional Qualifications of the Team: To demonstrate technical competence, the proposal shall describe the firm's and project manager's previous experience on projects of comparable complexity, size, scope and discipline undertaken during the past three years and provide five references, including the name, address, and telephone number of a contact person. The proposal shall clearly identify all firm staff that will participate in this project, including the project manager, and a statement of qualification of any sub-consultants. Examples of a prior project should be

included as an addendum to the proposal.

4. **Timetable of the Project:** All respondents must include a detailed schedule of how the firm will accomplish each major component of the scope of services. All meetings that need to be scheduled to develop and review the project must be built into the timeline. The timetable will include the following and must be further developed by the Consultant and the Park District:

RFP Opening	April 22, 2021
Board Meeting Recommendation / Award	May 6, 2021
Anticipated Start	June 2021
Submission of Draft Transition Plan	TBD – Once firm is selected
Submission of Final Transition Plan	November 12, 2021

Cost of Services: The cost of services shall be included in a **separate, sealed envelope** with appropriate detail reflecting all costs. The firm is required to **separate cost** by the major components of the process. The District reserves the right to fund or not fund any portion of the firm's proposal. The cost should be a "not to exceed" figure based on the estimated level of effort spent on each task. The cost proposal should also list, by partner and firm staff level, hourly billing rates to be charged should the District expand the scope of the project or require additional services.

VII. Selection Process

The River Trails Park District will select a firm on the basis of its ability to respond to the Request for Proposal (RFP) requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete the project, methodology, and the firm's willingness to negotiate and execute an acceptable written contract. The District reserves the right to reject any, some, or all proposals and supporting material, and to request written clarification of any portion or section of proposals and support materials. The District reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The District also reserves the first right-of-refusal to work with any sub-consultant proposed by the firm.

All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the District. When conducting discussions, the District will not disclose information from proposals submitted by competing firms.

Firms may be required to make an oral presentation to District staff. The firm chosen for recommendation to the River Trails Park District Board may also be required to make an oral presentation to the Board.

VIII. Submittal Deadline

One copy of the proposal (plus one electronic version; CD or Flash drive) must be received by the River Trails Park District, 401 E. Camp McDonald Road, Prospect Heights, IL 60070, Attention: Bret Fahnstrom, CPRE) on or before **1:00 pm, April 22, 2021**, each proposal must be submitted with all required documentation. All questions regarding this RFP or the process should be directed to Bret Fahnstrom, Executive Director, River Trails Park District, 847.463.3728, Bfahnstrom@rtpd.org.

Appendix A

Facilities:

1.	Weiss Community Center	1500 E, Euclid, Mount Prospect
2.	The Zone	550 Business Center Drive, Mount Prospect
3.	Burning Bush Community Center	1313 Burning Bush Lane, Mount Prospect
4.	Administration Building	401 Camp McDonald Rd.
5.	Rob Roy Clubhouse and Banquets	505 Camp McDonald Rd., Prospect Heights
6.	Woodland Trails Pool	1500 E, Euclid, Mount Prospect
7.	Mini Golf and Driving Range Building	1500 E, Euclid, Mount Prospect
8.	Woodland Trails Maintenance Building	1500 E. Euclid, Mount Prospect

Parks:

	<u>Park</u>	<u>Acres</u>
1.	Aspen Trails Park	5.0
2.	Burning Bush Trails Park	10.0
3.	Evergreen Trails Park	0.4
4.	Maple Trails Park	2.3
5.	Rob Roy Golf Course	51
6.	Sycamore Trails Park	6.4
7.	Tamarack Trails Park	4.75
8.	Willow Trails Park	6.4
9.	Woodland Trails Park	46.7

**River Trails Park District
Professional Services
Accessibility Assessment and Transition Plan**



Fee Schedule for _____
Consultant Firm

The proposal includes all labor necessary to perform site evaluation, labor necessary to prepare reports and documents, the cost of any and all transportation and other expenses (food, lodging, etc.)

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|---|----------|
| 1) Accessibility Assessment and Transition Plan | \$ _____ |
| 2) Alternate #1: Policy Review | \$ _____ |
| 3) Alternate #2: Website Review | \$ _____ |
| 4) TOTAL COMPENSATION | \$ _____ |

SIGNATURE DATE

Printed Name: _____
Title: _____
Company: _____
Address: _____

Email: _____
Phone: _____