

**CITY OF MIDWEST CITY, OKLAHOMA
REQUEST FOR PROPOSALS**

The City of Midwest City, a municipality with its City Hall Complex located at 100 North Midwest Boulevard, Midwest City, Oklahoma, through a fair and open process in accordance with State of Oklahoma open bidding procedures, is soliciting proposals from qualified bidders for preparation of an ADA Compliance Plan (Transition Plan).

**POSITION/APPOINTMENT
ADA SELF-EVALUATION AND TRANSITION PLAN**

The City of Midwest City has established the following goals and objectives for its ADA self-evaluation and transition plan:

1. Improve accessibility for all citizens.
2. Encourage participation from the public and disabled community.
3. Educate City staff and the public on the requirements of the ADA.
4. Develop a comprehensive list of barriers.
5. Provide a detailed outline of methods to remove barriers.
6. Provide a realistic implementation schedule with cost projections for the removal of barriers.
7. Identify funding sources and opportunities to implement a barrier removal program.

The City of Midwest City has established a budget of \$100,000.00 for the initial phase of the implementation plan.

EVALUATION

Proposals will be evaluated by the City of Midwest City on the basis of the most advantageous bid, with due consideration to the quotations submitted and a number of other factors and criteria. The compensation proposal will be considered but will not be the controlling factor. The evaluation will generally consider the following criteria:

- A. Experience and Reputation. The responding firm should have experience in providing ADA compliance consulting services for public entities to achieve compliance with the Americans with Disabilities Act of 1990, as amended, and related legislation.
- B. Availability to Accommodate the Needs of the City of Midwest City. The responding professional or firm should provide details of adequate professional and support staff at its offices so as to adequately provide for the City's services.
- C. Compensation Proposal. The responding professional or firm should provide a proposal for such compensation as would be payable from the City for its services.
- D. Other Factors, if in the best interests of the City of Midwest City.

PROPOSALS

Proposals shall be in writing, and shall include the following:

- I. Scope of Services. The responding firms shall provide a detailed explanation of the services to be provided. In addition, the responding firms shall provide a project schedule indicating each phase of the project. These services shall include:
 - a. Self-Evaluation: Identify barriers and deficiencies which would prevent persons with disabilities from effectively using City-provided services, including but not limited to:
 - i. Identify communications barriers which would prevent a person with disabilities from effectively participating in civic activities;
 - ii. Identify deficiencies in the 9-1-1 and EMS systems which would create a life-threatening situation for persons with disabilities;
 - iii. Review law enforcement policies, procedures, and practices to identify deficiencies in communication with citizens;
 - iv. Review law enforcement policies, procedures, and practices to identify deficiencies in communication with and handling of detainees with disabilities;
 - v. Identify deficiencies in the City's employment procedures;
 - vi. Identify deficiencies pertaining to the City's zoning codes and building code;
 - vii. Identify architectural barriers in all City-owned facilities (listed in **Exhibit 1**) which are designated or considered to be accessible to the general public;
 - viii. Identify barriers in all City parks (listed in **Exhibit 2**);
 - ix. Identify sidewalks and curb ramps which are out of compliance with ADA, including unacceptable slopes, changes in grade over ¼", insufficient width, obstructions which are not properly detectable by cane, and unacceptable detectable warnings;
 - x. Identify beaten paths which should be considered for sidewalk construction;
 - xi. Identify traffic signal infrastructure for pedestrians which is out of compliance with ADA and/or the MUTCD, 2009 Edition; and
 - xii. Identify bus stops which contain deficiencies or are inaccessible to the accessible pedestrian network.
 - b. Transition Plan: Create a transition plan which addresses the deficiencies found in the Self-Evaluation. This plan shall include:
 - i. An evaluation of each deficiency found in the self-evaluation, including a tentative solution, identifying which tentative solutions would place an undue administrative or financial burden on the City;

- ii. A list of improvements which are currently being or are planned to be undertaken by the City;
 - iii. A prioritized list of proposed improvements;
 - iv. An estimated cost for each improvement, signed and sealed by a Licensed Professional Engineer registered with the State of Oklahoma when applicable;
 - v. An implementation schedule that considers the priority of the improvements as well as the constraints of the City's budget.
 - c. Deliverables: The deliverables for this project shall be as follows:
 - i. Ten (10) copies of the final report;
 - ii. One (1) copy of the final report in PDF. This copy shall be web-friendly, and therefore may be delivered as a collection of chapters, appendices, and maps rather than one large file; and
 - iii. Separate Shape Files (see **Exhibit 3** for requirements) for the following improvements:
 - 1. Proposed sidewalk reconstruction (Polyline file);
 - 2. Existing beaten paths (Polyline file);
 - 3. Construct curb ramp (Point file);
 - 4. Remove and Reconstruct curb ramp (Point file);
 - 5. Obstructions on sidewalks which are not cane-detectable (Point file);
 - 6. Non-compliant bus stops (Point file);
 - 7. Non-compliant traffic signal infrastructure (Point file);
 - 8. Other "outside" improvements which are appropriate to include in shape files.
- II. Résumés: The name of the professionals assigned to the project and the firm with which the professionals are affiliated, the résumé and/or a detailed summary of the professionals' experience and qualifications relative to the position, and a detailed statement of the professionals'/firm's current and past professional experience, appointment/positions, important or relevant work relative to the position and the periods in which the work was performed.
- III. Office Location: The location(s) of facilities at which the professionals will be available and from which the services will be provided, and a summary of the firm's staffing and organization. For those facilities and activities located elsewhere, explain the activities performed and why these are best performed at a different location.
- IV. Compensation Proposal: The responding firms shall provide a quotation for the specialized services assigned. All planned sub-consultants or collaborating consultants shall be specified in each proposal.
- V. Ethics: A statement certifying that the professional has never been reprimanded, censured, or suspended for ethics violations by any applicable licensing agency or board shall be specified in each proposal.

PROPOSAL SUBMISSION

Three (3) copies of the Proposal must be received by the City of Midwest City Clerk's Office, 100 North Midwest Boulevard, Midwest City, Oklahoma, 73110, in a sealed envelope marked "ADA Self-Evaluation and Transition Plan." Proposals submitted by facsimile or email will not be accepted.

The following timetable is anticipated:

Tuesday, 1 February 2011..... Request for Proposals is released
Tuesday, 1 March 2011 Proposals due by 10:00 AM
Tuesday, 8 March 2011 Shortlist announced
Week of 14 March 2011 Interviews with shortlisted candidates
Tuesday, 22 March 2011 Prospective candidate announced
Tuesday, 12 April 2011 Contract motion by City Council

The City of Midwest City reserves the right to reject any and all proposals and waive any informality to the extent that it is lawful and in the best interest of the City. To the extent permitted by law, the City of Midwest City reserves the right to negotiate with qualified professionals.

Any questions regarding this proposal or process should be submitted in writing to:

- Billy Harless, the Community Development Director;
- Patrick Menefee, City Engineer; or
- Kevin Burns, Engineer-in-Training.

An email may also be sent to Mr. Burns at <KBurns@MidwestCityOK.org>.

Billy Harless
Community Development Director

**EXHIBIT 1. CITY OF MIDWEST CITY BUILDINGS, FACILITIES AND
PROPERTIES**

<u>City Facility</u>	<u>Address</u>
Fire Station #1	8750 S.E. 15th Street
Fire Station #2	800 Adair Blvd.
Fire Station #3	800 North Air Depot Blvd.
Fire Station #4	8712 N.E. 10th Street
Fire Station #5	925 S. Westminster Road
City Hall Complex	100 North Midwest Blvd.
MWC Senior Center	100 North Midwest Blvd.
MWC Library	100 North Midwest Blvd.
MWC Community Center	100 North Midwest Blvd.
Fire Station Administration	8201 East Reno Avenue
MWC PWA	8730 S.E. 15th Street
MWC Police Firing Range	7301 N.E. 36th Street
MWC Animal Shelter	7221 N.E. 36th Street
MWC North Side Sanitary Sewer Treatment Plant	7450 N.E. 36th Street
MWC South Side Water Treatment Plant	10500 Water Plant Road

EXHIBIT 2. CITY OF MIDWEST CITY PARK AREAS

NAME	ADDRESS
Alfalfa Field Park	950 N Midwest Blvd
Applegrove Park	10500 Applegrove Cir
Barnett Park	9901 Hunters Run
Cardinal Park	616 Woodland Dr
Charles J. Johnson Memorial Park	Town Center
Crescent Court Park	527 W Silver Meadow Dr
East Haven Park	10300 SE 15th St
Eastridge Park	8600 Parkridge Dr
Elks Park	305 Marshall Dr
ESA Park	1621 N Spencer Rd
Fred Myers Civic Park	9555 SE 15th St
Frolich Park	10301 Alicia Dr
Holloway Park	721 Holloway Dr
Joe B. Barnes Regional Park	8700 E Reno Ave
John Conrad Golf Course	8700 E Reno Ave
Kiwanis Park	1101 S Midwest Blvd
Lions Park	2201 S Midwest Blvd
Lynn Fry Park	9757 E Reno Ave
Mid-America Kiwanis Park	4310 N Shadybrook
Midwest City Municipal Golf Course	3210 Belaire Dr
Miller Park	1801 Honeysuckle Ln
Omni Park	9825 NE 4th
Optimist Park	1001 S Westminster Dr
Pecan Grove Park	8000 NE 10 th
Post Oaks Park	10300 Caton Pl
Quinlan Park	2441 Sandra Dr
Reed Baseball Complex	2601 S Post
Salisbury Park	1155 N Midwest Blvd
Shirley Darrell Telstar North Park	9600 NE 19th St
Shirley Darrell Telstar South Park	9601 NE 16th St
Tinker Bicentennial Park	7200 SE 29th
Tom Poore Park	920 Hazelwood Dr
Westminster Estates Park	501 Westminster Dr
Willowind Park	9800 SE 15th
Zachry Park	1751 N Post Rd

EXHIBIT 3. SHAPE FILE DELIVERABLE REQUIREMENTS

The shape files which would be deliverable with this project shall be projected in either:

- Geodetic coordinates (latitude and longitude), NAD83 ellipsoid, or
- Oklahoma North (SPCS Zone 3501), U.S. Survey Feet, NAD83 ellipsoid.

The following shape file types shall be used:

- Proposed improvements which would be paid by each shall be placed in point files (type 1). Examples include curb ramps, install pedestrian signal head, etc.
- Proposed improvements which would be paid by a linear measure shall be placed in polyline files (type 3). Examples include sidewalks, beaten paths, etc.
- Proposed improvements which would be paid by an areal measure shall be placed in polygon files (type 5).

It shall not be necessary to include individual pay items in the shape files. For example, if it is necessary to install pedestrian signal heads, it would only be necessary to geocode the locations of the signal heads to be installed. Because it is understood that the installation of a signal head would require additional conductor wire, it is not necessary to include pay items which would be ancillary to the proposed improvement.

At a minimum, each shape file group shall include the .shx (shape index) file, .shp (shape data) file, and .dbf (database table) file. The .dbf fields shall, at a minimum, include:

- ID, the record number (integer);
- PRIORITY, a number indicating the priority of the improvement (smallest numbers have higher priority) (integer)
- QTY, a logical quantity for each record (integer or float) (e.g., **429** feet of sidewalk or **2** signal heads);
- NOTES, information which would be needed for planning or decision making (used as necessary) (string) (e.g., utility pole in middle of sidewalk)