

Request for Proposal ADA Accessibility Audit Services

Granville Town Hall ADA Assessment
Proposal Due: Monday; May 13, 2024

Overview

The Town of Granville is seeking the services of a qualified professional to identify and evaluate ADA accessibility needs at the Granville Town Hall.

The Town Hall building is two stories and was built in 1838. Known ADA concerns include:

- The heavy front doors are difficult to open.
- The ramp needs to be remodeled for wheelchair safety.
- The only access to the second floor is by stairs, and there is no emergency exit on the 2nd floor.
- The first floor back exit is unsafe (the stairs and handrail need to be repaired).
- Interior pathways and hardware on doors are not accessible.
- The accessible bathroom (located just outside the Town Hall in the Town Office, connected by a breezeway) may not meet current standards.

The Town recognizes that additional ADA accessibility concerns may exist, and expects responses to this Request for Proposals (RFP) to include a thorough audit of the entire building.

Scope of Services

Investigation and Documentation

- Applicant should conduct a thorough examination and documentation of existing conditions and ADA accessibility compliance needs in the Town Hall.
- Applicant should make recommendations for renovations that will bring the building into ADA compliance. These recommendations will inform future design work by architectural and engineering consultants.
- Applicant should document all of their findings and recommendations in a written report.
- All work under this contract must be completed by August 1, 2024.
- Two (2) copies of the final report must be submitted to the Town, one printed and one in pdf format.

Instructions

1. This Request for Proposals (RFP) is being released on April 4, 2024.
2. Any questions about this RFP or proposal packets must be received by the Town Clerk (granvilletown@gmavt.net; 802.767.4403) by 4:00 pm on May 6, 2024. Responses to questions will be posted on the Town's website so that they are available to all applicants.
3. Three printed copies of your proposal must be received at the Granville Town Clerk's Office by 4:00pm on May 13, 2024. Proposals must be addressed to the Selectboard Chair, Bruce Hyde, PO Box 88, Granville, VT 05747. A pdf version must also be emailed to the Town Clerk at granvilletown@gmavt.net, before the aforementioned deadline.
4. The outside of the envelope delivered to the Town Clerk's Office should be clearly marked:
 - a. "PROPOSAL FOR ADA ACCESSIBILITY EVALUATION SERVICES FOR GRANVILLE TOWN HALL"
5. Late proposals will not be considered.

Content of Proposals

The following content will be evaluated by a review committee including representatives of the Town of Granville and will be used as the basis for the final selection of a vendor. Proposals will be arranged in the following order and be organized for ease of understanding:

1. Cover sheet with organization name, contact information
2. Introductory letter
 - a. Prepare an executive summary stating your understanding of the project and why your firm should be chosen and any general information the submitter wishes the review committee to consider.
 - b. The proposal should clearly outline the background and experience of the firm, along with related information for any collaborating firms.
 - c. Describe your proposed approach for completing the scope of services, and explain how you will ensure that this project will be completed on time and within budget.
3. References: Describe at least 3 similar projects your firm has completed, and provide the contact information for at least 3 references who are familiar with your work on those projects.

4. Anticipated timeline for project
5. Project Cost
 - a. Project costs may be presented as a fixed price or time and materials. For time and materials proposals, costs must be broken down by direct labor, fringe, indirect/overhead, fees and markups, and unit costs.

Evaluation Criteria

- Experience with similar projects (10 points)
- Proposed approach / methods (10 points)
- Familiarity with design issues for historic structures (5 points)
- Demonstrated capacity to implement and complete the project (5 points)
- Proposed project schedule (10 points)
- Costs (10 points)

Note that firms may be required to interview with the review committee prior to award of contract.