

Request for Proposals

RFP-21-2

ADA ACCESS AUDIT AND TRANSITION PLAN

for

MONTROSE RECREATION DISTRICT



Issued by:

Montrose Recreation District (MRD)

MONTROSE, COLORADO

September 13th, 2021

Proposal Statements:

One (1) Electronic copy

and

Six (6) copies of the proposal are due no later than 12:00pm on October 6th, 2021

Send to:

Jeremy Master, CPRP, Recreation Manager

Montrose Recreation District

16350 Woodgate Road

PO Box 63

Montrose CO 81402

(970)-497-8568

mari@montroserec.com

PART I PROJECT INFORMATION

INTRODUCTION

The Montrose Recreation District (MRD, the District) is requesting proposals for the completion of an ADA access audit and transition plan, including program and policy access reviews.

Title II of the American with Disabilities Act (ADA) requires the Montrose Recreation District to conduct an evaluation of its existing park and recreation facilities to determine whether there are elements that prohibit the full participation of individuals with disabilities. According to the U.S. Department of Justice ADA Guidance and Material, such evaluation shall include:

“A physical accessibility assessment of all facilities where programs, services, and activities occur, and steps to be taken to remedy any physical barriers that may exist.”

Where changes are necessary, MRD must develop a transition plan to retrofit barriers so that its facilities and programs are accessible. The District is required to evaluate the way in which they provide modifications to support inclusive participation in recreation activities, and evaluate methods of communications such as website and signage.

GENERAL INFORMATION

The Montrose Recreation District is a Colorado Special District that provides parks and recreation services in the Montrose area and covers the eastern section of Montrose County, including the entirety of the City of Montrose (20,291 residents). The whole of the district contains approximately 35,000 residents. In existence since 1954, MRD is generally regarded as the primary provider of community recreation in the area.

Residents of the District live within the City of Montrose, with its small-town feel, as well as in the agricultural area surrounding the town. With a settlement history dating to the 1870s, early focus was to provide supplies to the abundance of mining communities on Colorado’s Western Slope. The opening of the Gunnison Tunnel in 1909 irrigated the Uncompahgre Valley within which Montrose lies, and agriculture soon took root. Today, the local economy has an increasing focus on tourism and the service industry to support Montrose’s place as a thriving gateway to the many regional wonders of Western Colorado, playing true to its Visitor Center slogan, “Stay Here, Play Everywhere.”

MRD owns and operates the 82,000 sf Montrose Community Recreation Center and the 23,000 sf Montrose Field House that includes an indoor turf field, three multipurpose class/community rooms, and outdoor amenities including a pool, splash pad, tennis/pickleball courts, and community garden. MRD also manages 3 active parks including Holly Park, McNeil Fields, and Ute Park, as well as the green space surrounding the CRC. In total, MRD manages 65 acres of park space that include 2 playgrounds, 5

ballfields, multipurpose grass fields, 3 concession/bathroom/storage buildings, 1 maintenance shop, and several other small outbuildings such as pump houses and storage sheds. A more comprehensive list of facilities and amenities is included as addendum 1 at the end of this document.

MRD runs programs at numerous other properties operated by other entities, including the Senior Center, Cerise Park, and various Montrose County School District facilities. The partnerships between MRD and other government entities, private businesses, and non-profits have contributed greatly to the community, most evidently through the operation of 282 acre Baldrige Regional Park and recently through the development of the Connect River Trail, traversing nearly 5 miles along the river to connect the north and south ends of town.

PART II SCOPE AND DELIVERABLES

DELIVERABLES

1. Executive Summary (base bid)
 - a. A summation of the ADA guidelines regarding physical barriers and programmatic access shall be summarized for the benefit of staff and leadership to underscore the necessity of future funding.
2. Audit Report (base bid)
 - a. The audit report shall include:
 - i. An inventory and description of all park facilities and their deficits in relation to ADA guidelines;
 - ii. A comprehensive program access test;
 - iii. Digital images of ADA deficits; and
 - iv. A copy of all field notes
3. Transition Plan (base bid)
 - a. The transition plan shall include:
 - i. A description of how deficits identified through the audit will be remedied (note to bidders, design is not in the scope of this report, drawings or plans are not to be prepared or submitted);
 - ii. A suggested time frame / schedule / party responsible for remediation (bidders to work with MRD to determine appropriate timeline);
 - iii. Cost reference for planning purposes for each recommended ADA remediation action.
 - b. The transition plan shall be presented in a clear, concise, and readable format for ease of use and understanding by District staff. Tables, images, and costs to be clearly identified and tabulated.
4. Communications Report (base bid)
 - a. The communications report shall assess the District's methods of communication and deficiencies in meeting ADA guidelines (or industry standards in the absence of enforceable regulations), including signage, website, and other distributed literature or information.
 - b. The communications report shall make recommendations for addressing any identified deficiencies.
5. Policy and Program Evaluation and Report (add alternate #1)
 - a. Review of public facing policies, identifying which are compliant, in need of edits, or absent. In the latter two categories, remedial language shall be provided within the delivered report.
 - b. The report shall identify access impediments arising from the District's policies and programs, with recommendations to address deficiencies.

- i. This is to include evaluation of the way in which District staff invite, analyze, and fulfill requests for reasonable modifications in programs, services, policies, and facilities in compliance with title II and pertinent court decisions and settlement agreements.
- ii. It is assumed that the completion of this section will require staff interviews, community input, and policy research. All of which will be made available. Consultant to assume:
 1. One in person public input session (time and location to be determined and advertised by MRD)

ADDITIONAL CRITERIA

Staff shall have the opportunity to review all draft reports prior to final acceptance. All final reports shall be presented in both electronic and six (6) hard copy formats and will become the property of the Montrose Recreation District.

All site reports, supporting data, conclusions, recommendations, cost estimates, etc. shall be provided in a Microsoft Office format or a format expressly agreed upon in writing by MRD within the signed contract.

PART III CONSULTANT RESPONSE AND EVALUATION

REQUIRED RESPONSE FORMAT

The following RFP requirements were developed to aid consultants in providing a structured format so that the staff can systematically evaluate several responses. Proposals shall not be more than thirty (30) pages in length.

Proposals will be evaluated as outlined below:

1) Qualifications of the firm (Maximum 10 points)

- Please provide a brief description of the firm, organization structure, location of principal offices, and number of professional personnel.
- Please discuss your familiarity and experience with the 2010 Standards, title II requirements, program access test, court and administrative decisions, enforcement agencies, parks and recreation operations, and current rulemaking underway that affects this work.

2) Project experience and references (Maximum 20 points)

- Please detail five (5) projects of similar scope and size completed by your firm in the last five (5) years with references. References shall include name and contact information, name of agency, scope of work, and dates of work.

3) Team's Qualifications (Maximum 25 points)

To better understand the team who will be assigned to this project, please provide the following:

- An outline of key personnel's knowledge regarding Title II and the applicable design standards;
- Professional accessibility credentials, or training (i.e. Certified ADA Coordinator status, Texas' Registered Accessibility Specialist, or California's Certified Access Specialist designation);
- Resumes of all key personnel and anticipated personnel to be employed on this project including their longevity with the firm;
- CV of the principal in charge;
- CV of the project manager who will have direct responsibility for the project; and
- CVs of any sub-consultants.
- Minority and Women owned businesses are encouraged to apply

4) Work Flow Qualifications (Maximum 25 points)

To better understand the consultant's capabilities with projects of this magnitude, please provide the following:

- A description of your anticipated work flow specific to the aforementioned Scope and Deliverables;
- Discuss the process used to audit and prepare reports for all sites;
- A description of your approach to client meetings, public presentations, and relationship with government agencies and, if possible, Special Districts; and

- A reasonable schedule.

5) Fee for service (Maximum 20 points)

Bidder to provide a fee for the base bid and add alternate #1. While fee will be important in determining the winning bidder, it will not be the only criteria used.

BID TIME FRAME

Inquiries regarding the process or scope of work shall be directed to Jeremy Master at the contact information noted in this section.

Proposals received after **October 6th, 2021 at 12:00pm**, will not be accepted. Proposals shall be submitted electronically to mari@montroserec.com with six (6) hard copies delivered to:

Jeremy Master, CPRP, Recreation Manager

Montrose Recreation District

16350 Woodgate Road

PO Box 63

Montrose CO 81401

(970)-497-8568

mari@montroserec.com

BIDDER EVALUATION AND SELECTION

Bids will be opened at 12:00pm on October 6th, 2021. Staff will evaluate responses based upon the aforementioned criteria. Based on the results of the evaluations, staff will prepare a prioritized ranking. MRD may, at its discretion, interview firms as part of this selection process, however, selection may take place without such interviews.

The District reserves the right, at its sole discretion, to reject any or all responses. Staff reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible; a failure to respond to any section; or whose experience does not describe the competencies required. Staff reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate.

ADDENDUM I MRD FACILITIES/AMENITIES LIST

	CRC	FH	Holly Park	McNeil Fields	Ute Park
Size	82,000 sf	23,000 sf	5 acres	5 acres	8 acres
Year First Completed	2017	1978	1975	1995	1985
Years Updated	x	1985, 2003, 2017	2020	x	x
Indoor Pool	3				
Outdoor Pool		1			
Offices	x	x		x	
Gymnasium	3				
Locker Rooms	x	x			
Cabana/Family Restrooms	9				
Restrooms	x	x	x	x	x
Climbing Wall	x				
Racquetball	2				
Game Room	x				
Lobby	x	x			
Child Watch	x				
Multi-Purpose Rooms	2	3			
Walking Track (indoor)	x				
Walking Track (outdoor)	x				
Weight Room	x				
Group Fitness Room	x				
Maintenance Shop	x			x	
Outdoor Pickleball Courts	x	x			
Outdoor Tennis Courts		x			
Indoor Playground	x				
Outdoor Playground	x		x	x	
Concessions			x	x	x
Baseball/Softball Diamond			1	2	2
Multi-Purpose Field	x		x		x
Picnic Area	x		x	x	
Handball Court			x		
Community Garden		x			
Indoor Turf Field		x			
Parking Lot	x	x	x	x	x
Storage Shed	x	x	x	x	x