



# Request for Proposal (RFP)

## City of Olympia | Capital of Washington State

### ACCESS AND BUILDING CONDITION ASSESSMENTS

The City of Olympia Public Works Department is currently seeking proposals from professional architectural and engineering consulting firms to conduct an Americans with Disabilities Act (ADA) Access Compliance Assessment\* and a Building Condition Assessment on existing buildings owned by the City of Olympia.

The deadline for this RFP is **4:30 p.m., February 26, 2018**. Earlier responses are welcome.

#### A. SCOPE OF SERVICES

The City of Olympia owns fifteen buildings. A list of buildings is provided in ***Exhibit A: City Owned Buildings***. The consultant will inspect the buildings listed in Exhibit A and produce two stand-alone reports:

1. ADA Access Compliance Assessment\*
2. Building Condition Assessment

\*For the purposes of this RFP, Building Accessibility Assessment means the facility self-assessments required by the ADA as part of an agencies overall ADA Transition Plan.

Additional information about the scope of these reports is provided below.

#### 1. ADA Access Compliance Assessments

The Building Accessibility Assessment shall identify barriers limiting the accessibility of each building to disabled individuals and provide barrier removal solutions. Each facility shall be evaluated for compliance with Chapter 51-50 of the Washington State Administrative Code and the Federal ADA Accessibility Guidelines (ADAAG). This assessment is intended to be included as part of a Citywide ADA Transition Plan.

The Consultant shall develop report for each building based on the results of the barrier assessments. For the purposes of this document those reports will be referred to as Facility Reports. Each Facility Report shall include all requisite information necessary to comply with Title II of the ADA, including, but not limited to the following:

- Methodology for the self-evaluation of existing barriers to accessibility
- Facility diagrams locating access barriers in public buildings and on exterior grounds
- A methodology for prioritizing barrier remediation
- Details about each barrier found in the facility diagram, including digital photograph(s) of each barrier to access, and reference to code defining the barrier to access
- Recommendations for remedial measures to correct deficiencies
- Construction cost estimates for remediation measures.

**Building and surrounding element;**

Parking Areas	Adjacent Sidewalks	Curb Ramps
Ramps	Walking and Pedestrian Paths	Passenger Loading Zones
Eating/Vending Areas	Restrooms	Auditorium
Locker Rooms	Kitchen/Kitchenettes	Signs
Stairs	Transaction Counters	Fixed Benches
Drinking Fountains	Telephones	Doors
Gates	Elevators	Seating Areas
Building Levels and Lifts	Game and Sports Areas	Turnstiles
Sprinklers	Picnic Areas	Storage for Mobility Devices
Site Furnishings	Wood Stoves/Fireplaces	Hazards (overhanging and protruding features)

**Types of Spaces:**

Corridors/ Aisles
Rooms
Multiple User and Single Occupant Restrooms
Utilities and Recreation Areas
View Areas

**2. Building Condition Assessments**

The Building Condition Assessment shall be conducted on the following systems for each building:

- Building envelope;
- Structural system, including ASCE 31 seismic assessments;
- Electrical system;
- Mechanical system;
- Plumbing system;
- Emergency power and supply;
- Roof;
- Fire protection/alarms;
- Interior finishes (provide rating system only—do not inspect);
- Elevator system (if applicable); and
- Building grounds and pavement.

## B. INVENTORY DATABASE

The Consultant shall develop a database using City-approved software. The purpose of the database is to facilitate ongoing monitoring and updating of the final comprehensive ADA Transition Plan by City Staff. The database shall correlate all components of the transition plan including but not limited to Compliance and Facility Reports, Facility Diagrams, Transition Plans, Reference Drawings, Standard Drawings, and Photographs. The database shall be the property of the City of Olympia when the ADA Transition Plan compilation is complete.

## C. INFORMATION AVAILABLE FROM THE CITY

The following documents are available upon request. When requested, the City will mail a thumb drive with electronic copies of the documents listed below.

- City Facility As-Built Plans or Record Drawings (where available)
- 2008 City of Olympia Existing Buildings Condition Assessment
- 2013 City of Olympia Facility Condition Assessment

## D. PROPOSAL REQUIREMENTS

Proposals should be submitted under company letterhead/stationery with the information required in this RFP.

Submit one electronic PDF File (on CD or thumb drive) of the Proposal including the ADA Transition Plans and Building Condition Assessments requested in Section D.5. of this RFP. Hard copies are not required.

Responses should be concise and specific to this RFP and ***limited to 10 single sided pages, excluding; 1) the cover letter, 2) full resumes and sample documents (specifically described below) included in appendices.*** ***Proposals*** must include the following:

### 1. Cover letter:

Signed by an individual authorized to make commitments on behalf of the consultant.

### 2. Consultant Identification:

Provide the legal name of the firm, the firm's mailing and physical address, the names and contact information of the legally responsible principal and the primary contact person (Project Manager) for this project. Provide a brief summary of the firm's (or team's) qualifications specific to this project.

### 3. Project Understanding and Work Plan:

Explain in detail your understanding of the proposed work plan, including all anticipated tasks along with any supplemental tasks (those not specifically identified in this RFP) you deem necessary for successful completion of this project.

### 4. Quality Assurance/Quality Control (QA/QC):

Describe the team's established QA/QC program to be used throughout the Project. Provide the name, licenses and a brief bio of the person responsible for QA/QC.