



## **SCOPE OF SERVICES**

### **PROJECT NAME: Lake County, IL ADA Self-Evaluation and Transition Plan RFP Number 24242**

#### **PROJECT UNDERSTANDING**

Kimley-Horn and Associates, Inc. (“Consultant”) will provide professional services based on our project understanding as follows:

- Lake County, Illinois (“Client”) intends to update their Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan in multiple phases. Lake County has provided a list of facilities that includes 95 miles of sidewalks, 1,076 crosswalks, 179 traffic signals, 71 miles of bicycle facilities, and two locations with on-street parking. Bike facilities are excluded from the scope of the project. Additionally, Lake County owns 35 public buildings, including 15 Health Department facilities, one DOT facility, one Public Works facility, and 18 additional facilities managed by the Facilities and Construction Services Department.
- This assignment constitutes Phase 1 and Phase 2 of the ADA Self-Evaluation and Transition Plan Update.
- Phase 1 will consist of (1) a review of the 2016 Transition Plan prepared by ACT Services, and the 2018 curb ramp evaluations prepared by Alfred Benesch & Company, (2) spot verification of building evaluations, (3) an ADA compliance review of the County’s policies, practices, programs, and activities, (4) an ADA compliance review of the County’s pedestrian street crossings along the public rights-of-way sidewalks, and on-street accessible parking based on the initial inventory numbers provided by the Client and summarized above, (5) a public outreach program, and (6) an ADA Transition Plan which will formally document tasks and associated observations outlined in this Scope of Services.
- Phase 2 will consist of (1) an ADA compliance review of the County’s sidewalks and signalized street crossings, (2) an amendment to the ADA Transition Plan completed in Phase 1, and (3) staff training.
- Future phases of this project could include, but are not limited to:
  - Supplemental evaluations of buildings and associated parking lots/paths of travel, parks and associated parking lots/paths of travel, park sidewalk and associated curb ramps, unpaved pedestrian trails, pedestrian bridges;
  - ArcGIS online dashboard;
  - Update of the Transition Plan to document additional work; and
  - Additional staff training.

## SCOPE OF PROFESSIONAL SERVICES

### Phase 1 Tasks:

#### Task 1 – Project Management and Coordination

- 1.1 Consultant will perform project management and administration, including staff and resource scheduling, progress monitoring, monthly invoices, and progress reports. It is understood the project will have to up a 12-month duration.
- 1.2 Consultant will conduct up to two meetings with Client staff and the ADA Liaison Committee to provide project updates. Consultant will produce meeting materials, lead and facilitate the meetings, and prepare a summary of action items resulting from the meetings (1-hour, virtual meetings).

#### **Task 1 Deliverables:**

- Monthly invoices and progress reports.
- Summary of action items from the Progress Meetings.

#### **Client Responsibilities:**

- Client will identify County staff to attend each meeting.

#### Task 2 – Project Kick-off Meeting

- 2.1 Consultant will conduct one meeting with Client staff to discuss the ADA Title II requirements and the process that will be used to develop the Client's ADA Transition Plan and to introduce the proposed project tasks and schedule. The Consultant will produce meeting materials and handouts, lead and facilitate the Kick-off Meeting, and prepare a summary of action items resulting from the meeting (2-hour, virtual meeting).

#### **Task 2 Deliverables:**

- Electronic copy of the meeting presentation.
- Summary of action items from meeting.

#### **Client Responsibilities:**

- Client will create an ADA Liaison Committee comprised of County staff representing major program areas and/or departments.
- Client will conduct all internal coordination required to identify County staff to serve on the ADA Liaison Committee for the duration of the project.

#### Task 3 – Existing Self-Evaluation and Transition Plan Review

- 3.1 Consultant will review the Client's existing 2016 Self-Evaluation and Transition Plan prepared by ACT Services, and the 2018 curb ramp evaluations prepared by Alfred Benesch & Company to determine the level of review previously completed, and the accessibility compliance status of the Client's programs, services, activities, and facilities offered to the public as summarized in the documents.

Consultant will document the status of these elements and incorporate the information from previous Transition Plan efforts into the Transition Plan update in **Task 8**.

### **Task 3 Deliverables:**

- Summary of ADA Transition Plan status for Client programs, services, and activities, and facilities based on a review of the Client's existing 2016 Transition Plan and 2018 curb ramp evaluations.

### **Client Responsibilities:**

- Client will provide all available information from the 2016 Transition Plan and the 2018 curb ramp evaluations to the Consultant.
- Client will provide all available copies of all previous reports for the Consultant's review as well as existing floor plan layouts.

### Task 4 – Buildings Review

- 4.1 The review of the existing Self-Evaluation and Transition Plan information in **Task 3** may result in a list of potential deficiencies in the existing building evaluations. To the extent that deficiencies exist, Consultant will identify a limited number of facilities to spot check accessibility compliance. Typically, a high public use facility will be selected, with exterior accessible routes to public entrances, building entrances, general signage features within for egress and permanent spaces, review of one primary function area within the facility, and review of drinking fountains and restrooms that serve the primary function areas. Final spot check evaluation locations will be confirmed based discussions with the Client. The budget for this task includes a maximum of two days of field evaluations.

Once the final list of facilities and the specific areas within those facilities is confirmed, Consultant will conduct evaluations based on the forms that have been developed by the Consultant. The evaluation forms will be based on the federal ADA Standards for Accessible Design and access-related state and local standards applicable at the time of construction. All field data will be compatible with the Client's existing Geographic Information System (GIS).

Building evaluation spot checks are proposed to be limited to only public use areas of facilities. Examples would include select courtrooms and related amenities to court operations (jury rooms, jury restrooms, etc.), service counters, assembly areas that sponsor public meetings, waiting rooms/lobbies, examination rooms, etc. No common-use spaces, including common-use spaces located in employee-only areas, or areas used only by employees as work areas will be evaluated during spot checks other than general signage features at entrances to permanent spaces.

Consultant will evaluate limited on-site sidewalks (excluding perimeter sidewalks within the public right-of-way) and associated curb ramps, ramps, stairs, and other pedestrian paths of travel required to be ADA-compliant within the building site from parking and public ROW to public building entrances only at selected facilities. Only non-compliant issues along exterior pedestrian paths of travel will be recorded.

### **Task 4 Deliverables:**

- Field work data in GIS format with associated metadata, compatible with the Client's GIS system.

- Individual barrier photos in JPG format.
- Facility reports in PDF format. Consultant will create a deliverable report for each building included in the spot check verification. The report will identify Consultant's findings at each facility and consist of the following:
  - Verification of items determined by previous reports to be out of compliance with ADA requirements.
  - Comparison of the Consultant's evaluations of limited areas included in the scope of our review to previous inspections performed by others.
  - Comparison of areas included in previous facility accessibility evaluations by others and areas that have not been included in previous reviews but are required to be accessible. This comparison will be provided based on a combination of floor plans and personal observations at facilities the Consultant evaluates portions of as part of the spot-checks.
  - Recommendations for facility evaluations to be completed in Phase 2 based on our findings and discussions with the Client. These recommendations will include justification for our recommendations and be the basis for development of a scope of services for future facility evaluations.

#### **Client Responsibilities:**

- Client will provide floor plans to the Consultant for the buildings to be evaluated.
- Client will provide the Consultant and Subconsultants access to the areas within the buildings to be evaluated.

#### Task 5 – Services, Policies, Practices, Programs, and Activities Review

- 5.1 The Consultant will evaluate the current level of program, service, and activity accessibility by reviewing information available on the County's website and by administering program questionnaires and/or conducting virtual interviews as necessary with County staff to evaluate current County status regarding ADA requirements. These questionnaires will assist in evaluating current County status regarding ADA requirements including eligibility requirements, participation requirements, facilities used, staff training, tours, transportation, effective communication, notifications, public meetings, the use of contracted services, purchasing, maintenance of accessible features, and emergency procedures.

Consultant will coordinate with the Client to review County services, policies, practices, programs, and activities for ADA compliance, to the extent these documents are available, including:

- Department-specific handbooks, policies, procedures, and guidelines,
- Standard operating procedures
- Ordinances
- Reasonable modification request policy, procures, and request form
- Non-discrimination assurance
- Non-discrimination language for non-federal contracts, agreements, and waivers
- Non-discrimination policy statement
- Alternate format policy, procedure, and request form
- Effective communication policy, procedure, and request form

- Meeting agendas and minutes
- Videos
- Design standards
- Emergency management documents
- Service animal guidance/policy
- Event planning guidance/policy/checklist
- Event ticketing guidance/policy
- Other power-driven mobility device guidance/policy
- Retaliation and coercion policies
- Website (cursory review using commercially available automated evaluation tools)

## **Task 5 Deliverables:**

- Summarize findings from program questionnaire and interview process.
- Summarize possible solutions to improve program access based on the results of the questionnaire and interview process.

## **Client Responsibilities:**

- Client shall respond to program questionnaires and participate in virtual interviews as needed.

## Task 6 – Public Right-of-way Review

6.1 Consultant will conduct field evaluations based on forms developed by the Consultant. The evaluation forms will be based on the 2023 Public Right-of-Way Accessibility Guidelines (PROWAG) Final Rule. State and local building codes under which the project was originally constructed are excluded from the evaluations. All field data will be compatible with the Client's existing Geographic Information System (GIS).

6.1.1 Pedestrian Crossings at Unsignalized Intersections – The Consultant will evaluate the pedestrian crossings at unsignalized intersections along up to 95 miles of County sidewalk corridors. Consultant estimates this task will consist of the evaluation at pedestrian crossings at up to 376 intersections.

6.1.2 On-Street Parking - The Consultant will evaluate the on-street accessible parking at two County locations up to 25 total on-street accessible parking spaces.

## **Task 6 Deliverables:**

- Field work data in GIS format with associated metadata, compatible with the Client's GIS system.
- Individual barrier photos in JPG format.
- Facility reports in PDF format. Consultant will create a separate report for each facility type. Each facility report will identify compliance status of each facility and consist of the following:
  - Listing of facilities that are not in compliance with PROWAG.
  - Listing of facilities that are in compliance with PROWAG.
  - Possible solutions to resolve non-compliance issues for each facility.
  - Prioritized list of improvements using criteria developed by Consultant.
  - "Cost report" that assigns conceptual budget estimates to each possible solution. Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable

costs provided herein are based on the information known to the Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

- Pay items and associated pay item units needed to develop the cost reports.
- Photolog summary for each facility.
- The compliance status and possible solutions will be based on PROWAG.

### **Client Responsibilities:**

- Client will provide the 95 miles of County sidewalk corridors and locations of on-street parking areas in GIS file format to Consultant.
- Client will review and provide feedback on unit prices on the Consultant-provided pay item list with unit prices to be used to develop the cost reports for public rights-of-way facilities.

### Task 7 – Public Outreach

- 7.1 Web Survey and Online Mapping Tools. Consultant will prepare a web survey utilizing SurveyMonkey® (or equivalent product), and an online mapping tool utilizing WikiMapping® (or equivalent product) for the project. Consultant will address one round of written consolidated comments from Client staff before publishing the content online. The information will be hosted online for the 12-month duration of the project, unless removed at the Client's request at an earlier date.
- 7.2 Public Meeting. The Consultant will conduct one public meeting with Client staff, local stakeholder groups, and the general public to introduce the project, provide a summary of findings, and gather input on the Transition Plan. The Consultant will produce meeting materials and handouts (PowerPoint presentation, web survey, and WikiMap), and prepare a summary of action items resulting from the meetings (2-hour, in-person meetings).

### **Task 7 Deliverables:**

- List of local disability organizations and their contact information in Excel format.
- Meeting notes and action items from each meeting.
- Electronic copies of each meeting presentation.
- Web link to public access survey in SurveyMonkey.
- Web link to WikiMap showing existing Client facilities.
- Summary of online web survey and WikiMap results in the ADA Transition Plan.

### **Client Responsibilities:**

- Client will identify County staff to attend the public meeting.
- Client will provide a location in which to host the public meeting.
- Client will contract separately for all effective communication services, including but not limited to sign language interpreting, captioning services, and accessible documents.

## Task 8 – Transition Plan

Consultant will coordinate with Client staff in updating the Transition Plan as follows:

- 8.1 ADA/504 Coordinator. Consultant will provide Client with recommended roles and responsibilities of the ADA/504 Coordinator.
- 8.2 Grievance Policy and Procedure. Consultant will develop a draft Title II ADA grievance policy, procedure, and complaint form for Title II. Consultant will address one round of written consolidated comments from Client staff to prepare a final ADA grievance policy, procedure, and complaint form for Title II.
- 8.3 ADA Notice. Consultant will develop a draft ADA Notice. Consultant will address one round of written consolidated comments from Client staff to prepare a final ADA Notice.
- 8.4 County ADA Webpage Content Summary. Consultant will summarize key information about the County's ADA/504 Coordinator (developed in **Task 8.1**), Title II ADA grievance policy/procedure/complaint form (developed in **Task 8.2**), and ADA Notice (developed in **Task 8.3**) for inclusion on the County's ADA Transition Plan Webpage.
- 8.5 Prioritization Criteria. Consultant will provide Client with recommended criteria for prioritizing identified accessibility improvements.
- 8.6 Exceptions and Exemptions. Consultant will evaluate and provide possible solutions for exceptions or exemptions that may apply under the terms of the ADA for the facilities evaluated in **Task 6**. This may include exemptions related to structures of historic significance, or other exceptions and exemptions as stated in the applicable accessibility standards.
- 8.7 Budget. Consultant will provide Client with a recommended multi-year budget needed for accessibility improvements identified in **Task 6**. Possible funding sources to achieve compliance will be provided. It will be the Client's responsibility to confirm the Client's eligibility for each funding source.
- 8.8 Draft Transition Plan Update. Based on the review of Client's existing Transition Plan information in **Task 3**, programmatic reviews completed in **Task 5**, and facility reviews completed in **Task 6**, Consultant will prepare a draft Transition Plan Update for the Client. The plan will consist of:
  - Summary of project purpose, process, and most significant observations;
  - Summary of status of existing Client's existing Transition Plan information completed in **Task 3**;
  - Detailed observations of the services, policies, practices, programs, and activities review completed in **Task 5**;
  - Detailed observations of the facility reviews completed in **Task 6**; and
  - A phased schedule with cost estimates for the removal of facility barriers identified in **Task 6**.



- 8.9 Final Transition Plan Update. Consultant will address one round of written consolidated comments from Client staff to prepare a Final ADA Self-Evaluation and Transition Plan Update for the Client.

**Task 8 Deliverables:**

- Electronic copies of the draft and final ADA grievance policy, procedure, and complaint form for Title II in Microsoft Word and Adobe PDF formats.
- Electronic copies of the draft and final ADA Notice in Microsoft Word and Adobe PDF formats.
- Electronic copies of the draft and final ADA Transition Plan Update in Microsoft Word and Adobe PDF formats.
- Electronic copies of the final ADA Transition Plan Update Appendix in PDF format will be provided using the Consultant’s electronic file sharing system.
- Electronic copies of the summary of information for inclusion on the County’s ADA Transition Plan Webpage in Microsoft Word and Adobe PDF formats.

**Phase 2 Tasks:**

Task 9 – Project Management and Coordination

- 9.1 Consultant will perform project management and administration, including staff and resource scheduling, progress monitoring, monthly invoices, and progress reports. It is understood the project will have to up a 12-month duration.
- 9.2 Consultant will conduct up to two meetings with Client staff and the ADA Liaison Committee to provide project updates. Consultant will produce meeting materials, lead and facilitate the meetings, and prepare a summary of action items resulting from the meetings (1-hour, virtual meetings).

**Task 9 Deliverables:**

- Monthly invoices and progress reports.
- Summary of action items from the Progress Meetings.

**Client Responsibilities:**

- Client will identify County staff to attend each meeting.

Task 10 – Public Right-of-way Review

- 10.1 Consultant will conduct field evaluations based on forms developed by the Consultant. The evaluation forms will be based on the 2023 Public Right-of-Way Accessibility Guidelines (PROWAG) Final Rule. State and local building codes under which the project was originally constructed are excluded from the evaluations. All field data will be compatible with the Client’s existing Geographic Information System (GIS).
- 10.1.1 Sidewalk Corridors – Consultant will evaluate up to 95 linear miles of sidewalk corridors. Sidewalk corridors consist of sidewalk and pedestrian driveway crossings. The sidewalk corridor length is calculated using the centerline of pedestrian path of travel.



10.1.2 Signalized Intersections – Consultant will evaluate the pedestrian signal equipment and crosswalks at up to 89 signalized intersections.

## **Task 10 Deliverables:**

- Field work data in GIS format with associated metadata, compatible with the Client’s GIS system.
- Individual barrier photos in JPG format.
- Facility reports in PDF format. Consultant will create a separate report for each facility type. Each facility report will identify compliance status of each facility and consist of the following:
  - Listing of facilities that are not in compliance with PROWAG.
  - Listing of facilities that are in compliance with PROWAG.
  - Possible solutions to resolve non-compliance issues for each facility.
  - Prioritized list of improvements using criteria developed by Consultant.
  - “Cost report” that assigns conceptual budget estimates to each possible solution. Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to the Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
  - Pay items and associated pay item units needed to develop the cost reports.
  - Photolog summary for each facility.
  - The compliance status and possible solutions will be based on PROWAG.

## **Client Responsibilities:**

- Client will provide the 95 miles of County sidewalk corridors and locations of signalized intersections in GIS file format to Consultant.
- Client will review and provide feedback on unit prices on the Consultant-provided pay item list with unit prices to be used to develop the cost reports for public rights-of-way facilities.

## Task 11 – Amend Transition Plan

Consultant will coordinate with Client staff in amending the Transition Plan created in **Task 8** as follows:

- 11.1 Prioritization Criteria. Consultant will provide Client with recommended criteria for prioritizing accessibility improvements identified in **Task 10**.
- 11.2 Budget. Consultant will provide Client with a recommended multi-year budget needed for accessibility improvements identified in **Task 10**. Possible funding sources to achieve compliance will be provided. It will be the Client’s responsibility to confirm the Client’s eligibility for each funding source.
- 11.3 Draft Amended Transition Plan. Based on the public right-of-way facility reviews completed in **Task 10**, Consultant will prepare a draft amended ADA Self-Evaluation and Transition Plan for the Client. The plan will consist of:

- Update to the project purpose, process, and most significant observations;
- Detailed observations of the public right-of-way review completed in **Task 10**; and
- A phased schedule with cost estimates for the removal of facility barriers identified in **Task 10**.

11.4 Final Amended Transition Plan. Consultant will address one round of written consolidated comments from Client staff to prepare a final version of the amended ADA Self-Evaluation and Transition Plan for the Client.

**Task 11 Deliverables:**

- Electronic copies of the draft and final amended ADA Self-Evaluation and Transition Plan in Microsoft Word and Adobe PDF formats.
- Electronic copies of the final amended ADA Self-Evaluation and Transition Plan Appendix in PDF format will be provided using the Consultant's electronic file sharing system.

**Client Responsibilities:**

- Client will provide written consolidated comments on the draft amended ADA Self-Evaluation and Transition Plan and Appendix.

Task 12 – Staff Training

12.1 Consultant will conduct up to four hours of virtual staff training. Consultant will prepare for and host all staff training ("Training") in Zoom or Microsoft Teams. Client may invite any non-employees to attend the trainings who are essential to the design, construction and/or operation of the County. Essential personnel are any individuals contracted to provide services for the County and who the Client deems necessary to receive the Training because of the essential services they provide.

**Task 12 Deliverables:**

- Electronic copy of the training presentation in Adobe PDF format.
- Link to electronic copy of the training presentation(s).

**Client Responsibilities:**

- Client will identify County staff to attend each training.

**SERVICES NOT INCLUDED**

Any other services, including but not limited to the following, are not included in this Agreement:

- Evaluation and reporting of facilities not listed in **Task 4, Task 6 and Task 10**.
- Providing printed copies of Appendices.
- Providing deliverables in accessible formats.
- Providing effective communication services, including but not limited to, sign language interpreting, and captioning services.
- Providing web design, coding or hosting services.

**ADDITIONAL SERVICES**

Any services not specifically provided for in the above scope will be billed as additional services and performed at the Consultant's then current hourly rates.

**INFORMATION PROVIDED BY CLIENT**

Consultant shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

**SCHEDULE**

Consultant will provide its services as expeditiously as practicable and work with the Client to develop a mutually agreeable schedule.

**FEES AND EXPENSES**

Kimley-Horn will perform the services in Phase 1 (Tasks 1 – 8) and Phase 2 (Tasks 9 – 12), upon authorization on a per Phase basis, for the total lump sum fee in the following table. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

<b>Task Number &amp; Name</b>		<b>Fee</b>	<b>Type</b>
<b>Phase 1 Tasks</b>			
1	Project Management and Coordination	\$15,000	Lump Sum
2	Project Kick-off Meeting	\$5,000	Lump Sum
3	Existing Self-Evaluation and Transition Plan Review	\$35,000	Lump Sum
4	Buildings Review	\$15,000	Lump Sum
5	Services, Policies, Practices, Programs, and Activities Review	\$25,000	Lump Sum
6	Public Right-of-way Review	\$50,000	Lump Sum
7	Public Outreach	\$15,000	Lump Sum
8	Transition Plan	\$30,000	Lump Sum
Phase 1 Tasks Subtotal		\$190,000	
<b>Phase 2 Tasks</b>			
9	Project Management and Coordination	\$12,000	Lump Sum
10	Public Right-of-way Review	\$126,500	Lump Sum
11	Amend Transition Plan	\$9,000	Lump Sum
12	Staff Training	\$7,500	Lump Sum
Phase 2 Tasks Subtotal		\$155,000	
Project Total		\$345,000	

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.