



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: 18 Dec 14

To: James Scholl, City Manager

From: Jim Young, Director Code Compliance
Peg Corbett, ADA Coordinator

Via: Sarah Spurlock, Assistant City Manager

Subject: Staff Review of RFP #14-008
Americans with Disabilities Act (ADA) Transition Plan

Action Statement

Disapproving the ranking of Consultants submitting responses to RFP # 14-008 ADA Transition Plan and authorization of City Staff to continue the implementation of a transition plan.

Background

Title II of the Americans with Disabilities Act requires that all public entities with 50 or more employees have, among four other criteria, a *transition plan*. This plan identifies physical obstacles that limit the accessibility of programs, services or activities to individuals with disabilities, describes the methods to make facilities accessible, provides a schedule for making the access modifications and identifies a public official responsible for implementation of the transition plan. On 10 Jul 03 a transition plan was adopted and then revised on 24 May 04. This plan made several recommendations to the City Manager's Office to maintain compliance with the ADA and identified several public properties that would require maintenance to ensure compliance with the ADA and equal access to individuals with disabilities.

On 23 Jan 14 City staff met with City Management to formulate a more comprehensive transition plan. After several meetings the former City Manager directed staff to prepare a request for proposal, RFP # 14-008, for a city wide transition plan for all city owned buildings including city leased properties, parks, programs and services. This plan would contain the data by which the City would be able to schedule, budget and proceed with all necessary projects required to reach ADA compliance.

Key to the Caribbean - Average yearly temperature 77° F.

MEMORANDUM

The City received seven proposals for RFP # 14-008. A ranking team was established with four city staff and two members of the community. The six respondents were evaluated by this ranking team on 27 Aug 14 based on the following criteria: 600 possible points

- Project Approach (30)
- Project Team's Capabilities (20)
- Project Team's Organization (15)
- Ability to Accomplish the Work (20)
- Fee Proposal (10)
- Other (5)

The ranking team created a short-list of the top three (3) respondents, based on the above criteria and point scale, for the City Commission to rank - in order of the most qualified first. The short-list consists of the following firms with their ranking score and fee proposal:

1. ADAAG Consulting Group 551 points
Fee Proposal \$124,955.00
2. Tindale – Oliver 521 points
Fee Proposal \$210,353.00
3. Littlejohn 461 points
Fee Proposal \$746,200.00

City staff have provided for the commission RFP #14-008 and all seven responses for their review.

Recommendation

Reject all proposals in accordance with City Ordinance Sec. 2-834 (4) "If determined that acceptance of a bid is not in the best interest of the city, all bids may be rejected for convenience" due to City now having qualified staff that can continue creating and implementing the transition plan beginning in January 2015.