

**South Hadley ADA Self-evaluation and Transition Plan
Scope of Services and Cost Estimate
October 2, 2018**

Overview

The Town of South Hadley does not have a federally required Americans with Disabilities Act (ADA) Self-evaluation and Transition Plan for its municipally owned buildings and properties. The proposed planning project will result in the development of a Self-evaluation and Transition Plan that will comply with state and federal accessibility regulations. One goal of the plan is to provide an evaluation of the Town's operations to determine whether or not they are on the whole accessible to people with disabilities. A second goal is to identify physical barriers to public buildings, sites and services owned or operated by the town. The plan will identify recommendations on making programs or services accessible and will provide general estimates of cost for the removal of architectural barriers.

Through the completion of the planning document, the Town will be in compliance with certain provisions of the Americans with Disabilities Act and will give people with disabilities an equal opportunity to participate in the mainstream of public life offered to all citizens. In addition, through the completion of this plan, the Town will be eligible to apply for state and federal funding to eliminate identified barriers.

The scope of work as detailed below, will include a review of all previous related reports or documents, a survey of municipal practices, the creation of a self-evaluation of services, the development of a transition plan, recommended policies and procedures, and compilation of the final plan.

Task 1. Self-evaluation

\$3,800

Task 1.A. Orientation/Initial Meeting. The Consultant shall have an initial orientation meeting with the Selectboard and the Self-evaluation and Transition Plan Advisory Committee to review the project goals and objectives.

Task 1.B. Collection and Review of Existing Available Information. The Consultant shall obtain all existing available information from the appropriate municipal officials and departments including existing access-related studies, a listing of all departments, programs, services, facilities, and municipal-owned properties; all written policies and operating practices of municipal departments and staff; general communications; and existing employment practices of each municipal department. The Consultant shall distribute a Self-evaluation survey form to each department for completion.

Task 1.C. Conduct Follow-up Meetings with Municipal Departments and Staff. Based on the outcome of Task 1.B, meet with department heads, staff, the Advisory Committee and boards or commissions as needed for clarification as well as to discuss potential recommended changes in policies, procedures, practices, etc.

Task 1.D. Complete Self-evaluation. Based on the results and interaction from Tasks 1.A - 1.C, as well as the on-site assessments, prepare self-evaluation inclusive of recommended policies and procedures.

Task 2. Transition Plan (Municipal Buildings – est. 10 buildings/facilities) \$11,200
*Town Hall♦Senior Center♦Fire House Museum♦Town Library♦Police Department♦DPW♦
Ledges Golf Club♦Sewer Plant♦Gaylord Library♦South Hadley Electric Light*

Task 2.A. Conduct Facility Site Assessments. Conduct field assessments of all municipal -buildings and facilities to identify physical obstacles that limit accessibility. Specify structural and non-structural methods to barrier removal including general cost estimates.

Task 2.B. Complete Transition Plan. Complete transition plan of all municipal buildings.

Task 3. Transition Plan (School Buildings - est. 4 buildings) \$12,800
Mosier School♦Michael E. Smith Middle School♦Plains Elementary School♦South Hadley High School

Task 3.A. Conduct Facility Site Assessments. Conduct field assessments of the school buildings to identify physical obstacles that limit accessibility. Specify structural and non-structural methods to barrier removal including general cost estimates.

Task 3.B. Complete Transition Plan. Complete transition plan of the school buildings.

Task 4. Transition Plan (Active Recreational Sites and Facilities - est. 3 sites) \$2,400
Buttery Brook Park♦Beachgrounds Park♦Town Common

Task 4.A. Conduct Facility Site Assessments. Conduct field assessments of all active recreational sites and facilities including the school playground to identify physical obstacles that limit accessibility. Specify structural and non-structural methods to barrier removal including general cost estimates.

Task 4.B. Complete Transition Plan. Complete transition plan of all active recreational sites and facilities. .

Task 5. Transition Plan (Sidewalks and Curb Ramps) \$1,800

Task 5.A. Conduct Facility Site Assessments. Conduct field assessments of all sidewalks and curb ramps along the Newton Street (Route 116), the Town Common area, and South Hadley Falls to identify physical obstacles that limit accessibility. Specify structural and non-structural methods to barrier removal including general cost estimates.

Task 5.B. Complete Transition Plan. Complete transition plan of sidewalks and curb ramps.

Task 6. Meetings and Public Presentations \$1,200

Task 6.A. Conduct Public Meetings and Presentations. . Make on-going revisions to plan as required. Conduct one (1) start-up meeting and one (1) meeting on the final report for a total of two (2) meetings. In addition, the consultant will be expected to interact with local officials and department heads as necessary to perform the desired scope of work.

Task 7. Final Plans and Reports

\$ 3,600

Task 7.A. Prepare Final Reports. Complete final accessibility plan including self-evaluation, transition plan, and policies and procedures. Submit two (2) bound copies and one (1) electronic copy of the final report to the town.

Total

\$36,800