

REQUEST FOR PROPOSALS

CONSULTANT SERVICES FOR THE 2025 AMERICANS WITH DISABILITIES ACT SELF-EVALUATION AND TRANSITION PLAN UPDATE FOR DELAWARE COUNTY, INDIANA

May 29, 2025

Delaware County is requesting written presentations of qualifications from consultants to prepare a public building assessment for the 2025 Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan Update for Delaware County, Indiana. This assessment must comply with applicable state and federal accessibility codes and guidelines.

Requested services include, but not limited to, assessment of the following:

- Identification of public buildings with potential for architectural and communications barriers, including access to restrooms and to goods, services, and programs.
- Accessibility of approach and entrance to public buildings.
- Recommendations for corrections to provide accessibility.

Delaware County plans to use Federal Transportation funds for this plan, which requires adherence to State and Federal regulations. The County will conduct its own inventory of sidewalk facilities within public rights-of-way and will use this data, along with the services described, to update the final transition plan.

BACKGROUND

Under 28 CFR Part 35.150(d), public entities with 50+ employees must develop a “Transition Plan” to comply with ADA regulations. This plan prioritizes access to governmental buildings, transportation facilities, and commercial facilities over residential areas. The plan must:

- 1) Identify physical obstacles limiting accessibility.
- 2) Describe methods to achieve accessibility.
- 3) Specify a compliance schedule.
- 4) Name the official responsible for implementation of the plan (28 CFR Part 35.150(d)(3)).

Additionally, employers, including public entities, must ensure that individuals with disabilities have access to services and programs.

SCOPE OF WORK

Prepare the 2025 Delaware County Americans with Disabilities Act (ADA) Transition Plan for public buildings, identifying potential architectural barriers that may limit access to and within County-owned buildings. This evaluation will also cover public spaces, such as parking areas serving these buildings. Services will include site and program accessibility compliance evaluations to provide a basis for identifying, prioritizing, budgeting, and implementing plans to

ensure the County's compliance with ADA, Title VI, and State of Indiana accessibility requirements.

A findings and implementation report must be submitted, identifying barriers to access, prioritizing, or rating them by impact, and proposing remedial steps to mitigate, remove, or otherwise address these barriers. Priorities should be established in accordance with ADA guidelines.

The following Delaware County facilities shall be included in the plan:

	Facility	Address
1	Delaware County Buildings	100 W Main St Muncie, IN 47305
2	Delaware County Justice Center	3100 S Tillotson Ave Muncie, IN 47302
3	Delaware County Hwy/Eng Office	7700 W Jackson St Muncie, IN 47302
4	Delaware County EMS Station 1	401 E Jackson St Muncie, IN 47305
5	Delaware County EMS Station 2	8901 W Smith St Yorktown, IN 47396
6	Delaware County EMS Station 3	4501 E Memorial Dr Muncie, IN 47302
7	Delaware County EMS Station 4	550 E State St Albany, IN 47320
8	Delaware County Fairgrounds	1210 Wheeling Ave Muncie, IN 47303
9	Delaware County Health Department	125 N Mulberry St Muncie, IN 47305

The consultant shall assist Delaware County with the ADA Self-Evaluation and Transition Plan update as follows:

- 1) **Surveys:** Conduct surveys of all public use and interior features of listed sites and buildings, identifying physical barriers and comparing each facility to state and federal ADA Accessibility Guidelines. The survey will include:

Buildings and surrounding elements to be included in the facilities survey will include as applicable:

Building and Site Features:

- Parking Areas
- Passenger Loading Zones

- Curb Ramps
- Walks and Pedestrian Paths
- Ramps
- Stairs
- Restrooms
- Auditorium
- Locker Rooms
- Kitchens/Kitchenettes
- Eating/Vending Areas
- Hazards (overhanging and protruding Recreation Feature objects)
- Doors and Gates
- Signs
- Drinking Fountains
- Telephones
- Building Levels and Lifts
- Elevators
- Turnstiles
- Transaction Counters
- Games and Sports Areas
- Grandstands/Bleachers
- Sprinklers
- Picnic Areas
- Site Furnishings
- Fixed Benches
- Corridors/Aisles
- Rooms
- Multiple User and Single Occupant Restrooms
- Other Building and Site Features, as applicable

- 2) **Facility Diagrams:** Create diagrams of public building interiors and exteriors for the ADA Transition Plan, noting architectural barriers. The County will provide available blueprints, CAD files, GIS data, emergency evacuation diagrams, or other relevant graphics.
- 3) **Facilities Reports:** Develop reports for each site and building, detailing noncompliance items. These reports will be the property of Delaware County for future reference and updates. Each report must include:
 - a. Specific barriers encountered
 - b. Feasible conceptual solutions
 - c. Planning-level cost estimates for barrier removal
 - d. Priority level
- 4) **Sidewalk and Curb Ramp Evaluation:** Assess the County's baseline condition for sidewalks and curb ramps in the Public Right of Way leading to public buildings and sites. Develop a prioritized plan for accessibility compliance on sidewalk improvements.

- 5) **Public Engagement:** Participate in at least one public meeting to collect input and one public presentation to share findings.

GENERAL REQUIREMENTS

A. The successful proposer shall be required to work closely with the designated Project Manager for Delaware County. Similarly, the successful proposer will be expected to identify an individual who will serve as the key contact person and to specify other staff that will perform various tasks. Any substitutions of staff during the course of the contract must be agreed upon by the Project Manager in writing, in advance of each substitution.

B. Required information to be included in Response:

Firm Information: Name of individual or individuals and contact information authorized to act on behalf of the firm and serve as point of contact.

Qualifications: Qualifications, expertise, and experience of key staff proposed to be assigned to project.

Strategy and Timeline: Description of project approach and estimated timeline. A short time frame is required to complete this update and ability to complete quickly is crucial.

Cost Estimate: Breakdown of estimated not and not to exceed amount

INSTRUCTIONS FOR SUBMITTING PROPOSALS

The requested information shall be sent electronically to kswackhamer@co.delaware.in.us or delivered to the following address no later than **12:00 pm noon on June 12th, 2025** with the following information clearly labeled on the outside of the envelope/package:

Delaware Muncie Metropolitan Plan Commission
Attention: Kylene Swackhamer
100 W Main St
Muncie, IN 47305
Phone: 765) 747-7740
ADA – RFP

All requests for clarification of the RFP shall be submitted by e-mail to Kylene Swackhamer kswackhamer@co.delaware.in.us. **All requests for clarification must be received no later than 12:00 pm noon on June 5th, 2025.** Requests received after this date will be discarded.

PROPOSAL SELECTION PROCESS AND CRITERIA

Criteria

Proposals will be evaluated using the following criteria:

Cost Estimate	15 Points
Project Understanding	10 Points
Familiarity with ADA Laws and Procedures	30 Points
Relevant Experience	15 Points
Proposed Methodology & Schedule	<u>30 Points</u>
Total Points Possible:	100 Points

The County reserves the right to reject any or all proposals for any reason.

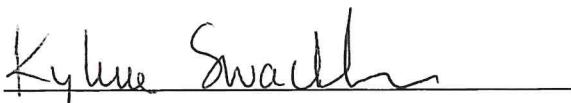
Waivers The County may waive informalities or irregularities in received proposals if they are merely a matter of form and not substance, and if the correction or waiver does not prejudice other proposals.

Final Selection Following the initial review and screening of all proposals, the County may invite two or more firms to participate in the final selection process, which may include an oral interview. Consultants are requested to ensure their availability if selected for an interview.

ESTIMATED TIMELINE FOR SUBMISSION, REVIEW, AND SELECTION:

Deadline for Clarifications	12:00 pm noon on June 5 th , 2025
Response for Clarifications	12:00 pm noon on June 9 th , 2025
Deadline for Submission of RFQ	12:00 pm noon on June 12th, 2025
Consultant Selection/Notification	12:00 pm noon on June 16 th , 2025

Submitted by:



Kylene Swackhamer, Executive Director
Delaware-Muncie Metropolitan Plan Commission