

## REQUEST FOR PROPOSALS (RFP)

### ADA Self-Evaluation and Transition Plan

The Town of Holden Beach is requesting proposals from qualified individuals and firms for consulting services related to an ADA Self-Evaluation and Transition Plan. The Town is specifically looking for firms that specialize in providing ADA consulting as a core business function.

Proposals are due no later than noon on October 15, 2024, addressed to:

Town of Holden Beach  
c/o Heather Finnell, Town Clerk  
110 Rothschild Street  
Holden Beach, NC 28462

Proposals delivered after the submission deadline will not be considered. Questions about the RFP must be submitted by October 8th at 4 p.m. Responses to questions will be posted online as addenda to the RFP.

Ten copies of the technical proposal and a USB drive with the technical proposal in searchable PDF format shall be submitted in a sealed envelope marked **RFP-ADA Self-Evaluation and Transition Plan and Price Proposal**

The Town reserves the right to cancel any request for proposals, and to reject in whole or in part any and all proposals, when it is deemed in the best interests of the Town to do so.

#### OVERVIEW/PURPOSE

The Town of Holden Beach's Board of Commissioners made an ADA Self-Evaluation and Transition Plan one of its goals and objectives this fiscal year. The purpose is to ensure that people with physical, sensory, cognitive, and other disabilities have equal access to Town facilities and services.

#### SCOPE OF WORK

The Town is seeking a qualified and experienced consultant to evaluate and make recommendations for the Town's ADA Transition Plan for all facilities, programs, and services. At a minimum the scope of services should include:

**Initiation:** The firm/individual will liaison with the Town's ADA Coordinator to carry out the effort to complete the process and ensure the assessment complies with 117.1.

The consultant will assist the Town in updating its grievance procedures in consultation with the ADA Coordinator and Civil Rights Coordinator.

**Facilities Survey/Inventory:** All Town facilities and services shall be assessed for ADA compliance. These facilities include: Town Hall, the Public Works Building, and all Town parks.

The information shall be contained in a database that can be updated by Town staff using Excel. As part of the assessment the consultant shall take into account recommendations already laid out in the Parks and Recreation Master Plan, Land Use Plan, and any work accomplished to date by the Town in this regard.

**Transition Plan:** The consultant shall develop a transition plan from the self-evaluation including methods to remove barriers to accessibility. The firm/individual will develop a priority list of projects and coordinate with the ADA Coordinator to review prioritization and responsibility for implementation. The consultant shall also provide cost estimates for each facility and service to include a proposed Capital Improvement Plan and associated requisite funding streams/sources.

At the direction of staff, the consultant may be asked to attend a meeting(s) of the governing body to present the plan findings and recommendations and to engage in public input sessions.

Proposals will be evaluated on the following criteria which must be included in the responses:

1. Team organization and structure
2. Personnel qualifications including resumes and chain of responsibility
3. Current and past experience as it relates to the scope of the RFP
4. Project cost- identified for each task in the scope of work and summary of total costs
5. Proposed approach-the methodology for completing the tasks identified in the scope of work and schedule of completion
6. Demonstrated knowledge of the area where the project is located
7. Experience conducting public meetings and similar municipal government experience
8. Current workload and firm capacity
9. Client References- minimum of 3-including name, address, phone number and type of service performed
10. Quality of proposals
11. Other factors relevant to the project including the ability to capture user needs of both the resident and tourist population and a written summary identifying how much information, data, and assistance will be needed from the Town of Holden Beach staff.

#### CONTACT PERSON

Questions regarding the proposal should be directed to Tim Evans, ADA Coordinator at [tevans@hbtownhall.com](mailto:tevans@hbtownhall.com). Questions must be submitted no later than October 8th at 4 p.m.