

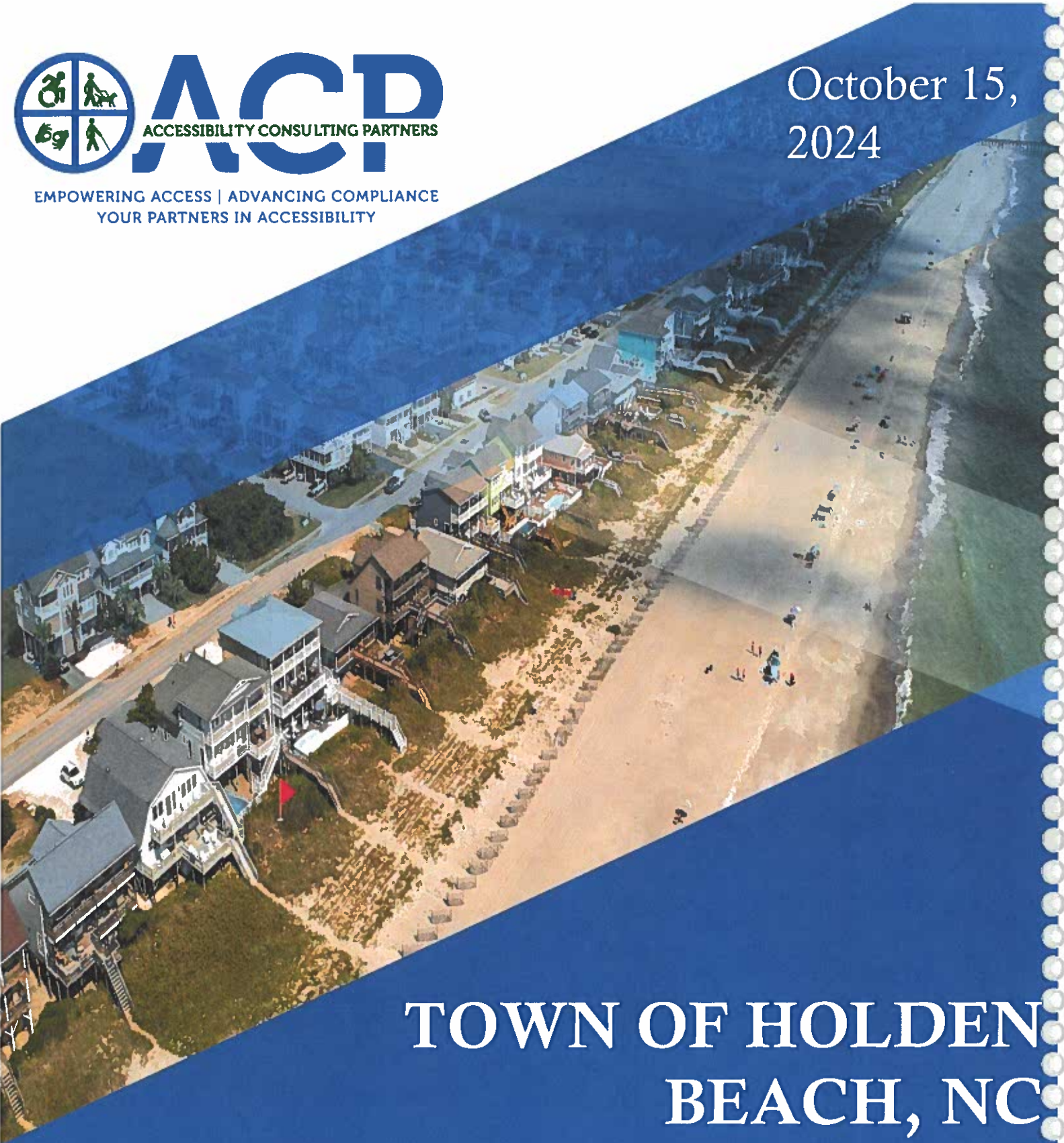


ACP

ACCESSIBILITY CONSULTING PARTNERS

EMPOWERING ACCESS | ADVANCING COMPLIANCE
YOUR PARTNERS IN ACCESSIBILITY

October 15,
2024



TOWN OF HOLDEN BEACH, NC

ADA Self-Evaluation & Transition Plan

Prepared By

Accessibility Consulting Partners, Inc

COVER PAGE

Holden Beach

Americans with Disabilities Act Self-Evaluation and Transition Plan

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



1280 Powhatan Road Clayton, NC 27527

Point of Contact: Nick Kelley | Project Manger

Email: nkelley@acpco-inc.com | Phone: 719.659.6412

Date: October 15th, 2024



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COVER LETTER



Heather Finnell, Town Clerk
110 Rothschild Street
Holden Beach, NC 28462

In response to the Town of Holden Beach's need for an accessibility partner to conduct a Town-wide Self-Evaluation and Transition Plan, Accessibility Consulting Partners, Inc., henceforth referred to as ACP, is eager to offer our accessibility expertise. Our proposal aims to address the Town's specific ADA consulting needs.

The ACP Team has extensive experience assisting municipalities of all sizes in fulfilling their ADA obligations and addressing concerns related to accessibility. Our objective is to enhance the Town's inclusivity, promote a culture of non-discrimination, ensure accommodations for individuals with disabilities, and assist the Town in its endeavor to be a safe, thriving, premier place to live or visit, for both its residents and visitors.

With decades of collective experience and a diverse array of certifications—including Certified Access Specialist (CASP), Registered Accessibility Specialist (RAS), and Certified ADA Coordinators (ADAC)—our team is well-prepared to assist the Town with its accessibility goals. ACP will conduct a comprehensive Self-Evaluation followed by a Transition Plan. We offer the following services for a full SETP process including public engagement, an assessment of the Town's facilities and parks, as well as a review of the Town's policies, programs, services, activities, and website. We intend to collaborate with the Town to identify any barriers or deficiencies that may hinder access to individuals with disabilities. Our proposed approach includes providing a clear remediation strategy, estimated costs for remediation, and a prioritization method for the Town to follow.

Our proposal includes a brief overview of the ACP Firm, highlighting our firm's extensive experience and qualifications. Also provided is an introduction to our team members along with their backgrounds and expertise. Additionally, the proposal details ACP's project approach, references, and examples of our proven project experience. Concluding this proposal is our proposed project timeline and implementation schedule for phased work and a transparent breakdown of ACP's cost schedule to perform the services requested by the Town.

We look forward to collaborating with the Town of Holden Beach to advance its commendable accessibility initiatives. ACP eagerly awaits your response and the chance to contribute to the development and implementation of an effective ADA Self-Evaluation and Transition Plan.

Warm Regards,

Nick Kelley

Nick Kelley | Principal - Project Manager | Contact: 719.659.6412
Website: ACPAccessibility.com | Address: 1280 Powhatan Road Clayton, NC 27527



TEAM ORGANIZATION AND STRUCTURE

Welcome to ACP, where we are your partners in accessibility, assisting you by empowering access and advancing compliance.

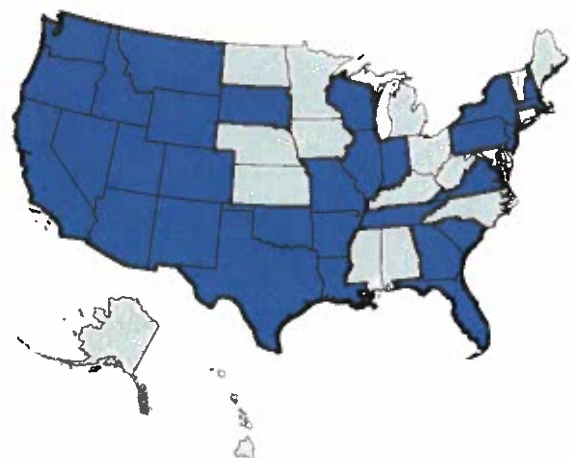
In 2024, the establishment of ACP marked a pivotal moment, as the company was created to address ADA issues comprehensively and effectively. With a strong commitment to inclusivity and accessibility across all ADA-covered entities, ACP was founded to meet this important need. The



company's inception was rooted in the belief that compliance with ADA regulations shouldn't be treated as a mere checkbox but as a fundamental pillar of ethical municipal practice. ACP's team is comprised of renowned leaders in ADA compliance, with a strong record of 20+ successful ADA Self-Evaluation and Transition Plan Projects. The founders of ACP were impassioned by the idea of creating a consulting firm that guides organizations through legal requirements

and empowering them to foster environments where accessibility thrives naturally. Rooted in the stunning surroundings of Colorado Springs, ACP has become a trusted leader in ADA consulting, backed by over four decades of collective expertise. With the opening of our North Carolina office, we're embarking on an exciting new chapter—broadening our reach and deepening our commitment to transforming accessibility across the US.

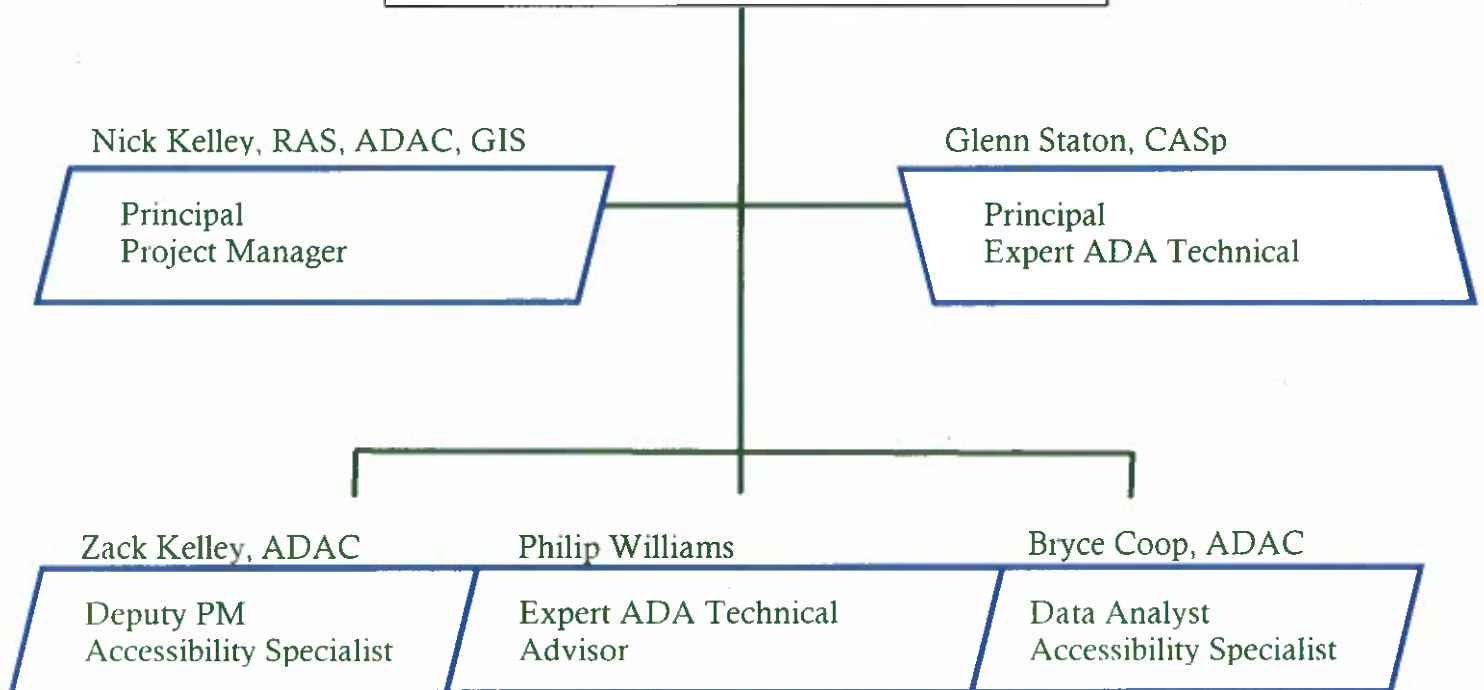
We specialize in tackling the challenges posed by disability law compliance, extending our expertise to municipalities, schools, and businesses, nationwide. With us as the Town's trusted partner, navigating the journey to accessibility and inclusivity will be done with confidence, ensuring not only a positive impact on Holden Beach's growing community of 997 residents but also with peace of mind knowing your Town is on the way to becoming fully ADA compliant for the estimated 144 community members living with a disability, as well as town visitors.



■ Assessments Performed Within State Jurisdiction
□ No Assessments Performed Within State Jurisdiction



Holden Beach



In August of 2024, we opened a new office in Clayton, NC, which is currently manned by our Accessibility Specialist, Bryce Coop. ACP is dedicated to making our local communities more inclusive and accessible to all. This local presence not only gives us a competitive pricing advantage which we are able to pass on to the Town but also ensures responsive service and timely onsite support. We are dedicated to delivering high-quality results that contribute to the long-term success and well-being of our local communities.

Nick Kelley – Nick will fulfill the role of Project Manager within the SETP process and serve as the central point of contact. With over six years of experience in project management and data analysis specifically in the ADA field, Nick brings a proven track record of successfully leading complex projects to completion. As project manager Nick will not only prepare the necessary data collection tools but also expertly dissect and scrutinize the data after its acquisition, leveraging advanced statistical methods and qualitative analysis techniques. Upon the completion of data collection and analysis, Nick will craft a detailed and comprehensive Field Survey Report (Assessment Report) based on the findings and wealth of experiential knowledge. His deep understanding of industry standards, guidelines, and the ADA remediation process give him crucial insight for driving project success.

Glenn Staton – Glenn is our in-house CASp expert, who grew up in Raleigh, NC, and brings a wealth of expertise in consulting, meticulous data collection, and comprehensive assessment reporting to this project. As the designated primary consultant, Glenn stands as a crucial key to ACP's compliance endeavors. His unparalleled knowledge and experience not only empower him to address any question, be it technical or procedural, but also enable seamless collaboration with clients throughout the Self-Evaluation and Transition Plan process. In addition to his advisory role, Glenn, as a CASp expert, will actively contribute to the data collection efforts and review of data collection, as well as contribute to the crafting of insightful reports, ensuring the project's success, excellence, and compliance.

Zack Kelley – In the role of Deputy Project Manager, Zack will play a crucial dual role. He will serve as both the primary point of contact in the field, overseeing all facets of the data collection process, its scheduling, and the team's coordination. As well as active participation in the data collection efforts on-site. Following the successful conclusion of data gathering, he will spearhead the process of crafting the Field Survey Reports, ensuring their readiness for presentation and delivery. Zack's role as Deputy Project Manager will ensure that the collected data will lead to actionable insights instrumental in achieving project objectives and delivering impactful results.

Philip Williams – Philip will serve as an invaluable consultant to address the client's specific requirements and concerns. Philip will be an active contributor to the data collection team during the data collection process. His hands-on approach and attention to detail coupled with his experience ensure that all pertinent data is gathered efficiently and accurately, meeting the ADA standards. In his expert ADA advisory role, he will not only facilitate smooth operations but also provide valuable mentorship and support to the team.

Bryce Coop – Bryce will primarily engage in the pivotal stages of data collection and rigorous data analysis. Beyond data collection, Bryce will work with the project manager to delve into the analytical phase, where his expertise continues to shine. During the data analysis process, he will uncover valuable insights that are crucial to assisting the Town in their remediation efforts, identifying the most significant barriers to accessibility, and prioritizing them for removal. His work will be instrumental in shaping the strategies and actions needed to achieve the Town's accessibility goals.

PERSONNEL QUALIFICATIONS

NICK KELLEY, RAS, ADAC, GIS

Principal | Project Manager



PROFILE

Nick brings to the table 8 plus years of honed expertise in crafting ADA Transition Plans for facilities and public right-of-way. His specialization lies in the intricate nuances of the 2010 ADA Standards for Accessible Design and PROWAG. Nick's knowledge base extends beyond mere compliance, as he excels in offering astute guidance and deciphering the intricacies of disability rights laws for a diverse range of clients. In his capacity as a project manager, Nick undertakes a multifaceted role, overseeing tasks ranging from meticulous data analysis to serving as our primary trainer for the development of ADA Coordinators. His comprehensive understanding of accessibility regulations, coupled with his adept project management skills, ensures seamless coordination, effective communication, and the successful execution of projects aimed at fostering inclusivity and accessibility for all.

EXPERIENCE

Town of Breckenridge, CO - ADA SETP

Nick's role of Project Manager involved orchestrating innovative solutions marked by extensive community engagement, data-driven decision making, smart financial budgeting, and streamlined collaboration among various town departments to ensure the Town of Breckenridge was on their way to full ADA compliance.

City of Lakewood, CO – ADA SETP

Nick played the central role as a Project Manager assisting in the completion of a comprehensive SETP that included public right-of-way. His leadership ensured seamless coordination among stakeholders and the accessibility team. Under his guidance, the project achieved its objectives with efficiency, enhancing accessibility across the city's facilities, parks, trails, and public thoroughfares. Nick's dedication and strategic guidance were instrumental in shaping the framework for accessibility leaving a lasting impact on the community.

BACKGROUND

Bachelors in Geospatial Science – In Progress

RAS – License NO 1703

ADAC – University of MO/Great Plains ADA Center

GIS Certificate – FRCC

Foundations of GIS Certification – FRCC

REFERENCES

Reference 1 – Dannie York | ADA Coordinator
Town of Breckenridge | 970.547.3127

Reference 2 – Billy Cooper | ADA Coordinator
City of Lakewood | 303.987.7612

Reference 3 – Jeff Green | Risk Manager
Larimer County | 970.498.5962

AREAS OF EXPERTISE

2010 ADA Standards for Accessible Design

ABA Accessibility Guidelines

ADA Self-Evaluations and Transition Plans

Fair Housing Act

Geospatial Information Systems

Project Management

Public Right-of-Way Audit

Manual On Uniform Traffic Control Devices

MAJOR PROJECTS

Boulder County, CO

Carter County School District, TN

City & County of Denver, CO

City of Arvada, CO

City of Fort Morgan, CO

City of Lakewood, CO

City of Loveland, CO

Larimer County, CO



GLENN STATON, CASp

Principal | Expert ADA Technical Advisor



PROFILE

Glenn's tenure in the accessibility realm spans over a decade, accumulating more than 13 years of invaluable experience. Throughout his journey, he has solidified his reputation as a seasoned expert, revered and respected by peers and clients alike for his unparalleled depth of knowledge and unwavering commitment to the field. Glenn is responsible for providing guidance and interpretation of rights and responsibilities related to all disability rights laws for government agencies, architects, engineers, attorneys, and business owners. His responsibilities include project management, project planning, scheduling, coordinating, and communication, as well as field data collection, data analysis, and report generation for physical accessibility surveys under a variety of disability rights laws.

EXPERIENCE

City and County of Denver - ADA SETP

As the Project Manager, Glenn led a two-year initiative to achieve accessibility compliance after the City and County of Denver faced a project civic access suit. His responsibilities included strategic planning, coordination with stakeholders, overseeing compliance audits, and managing resources efficiently. Glenn's role played a vital part in fostering a culture of accessibility within the organization, contributing to the city's commitment to inclusivity for individuals with disabilities.

State of Georgia – Expert Testimony

Glenn served as an expert witness in a legal case in the state of Georgia, offering a deposition to support his testimony. The case revolved around complex passenger vessel guidelines. As an expert, Glenn provided valuable insights, analysis, and professional opinions regarding the adherence to established guidelines for passenger vessels.

BACKGROUND

Master of Science in Biology – University of CO
Licensed CASp – License NO 868

AREAS OF EXPERTISE

2010 ADA Standards for Accessible Design
ABA Accessibility Guidelines
ADA Self-Evaluations and Transition Plans
Architectural Plan Reviews
California Building Code Chapters 11A & 11B
Fair Housing Act

REFERENCES

Reference 1 – Julie Jacobs | Cobb County Judge
| 770.528.1816
Reference 2 – Jeff Green | Risk Manager of
Larimer County | 970.498.5962

MAJOR PROJECTS

City of Seattle, WA
U.S. Olympic Training Center, CO Springs, CO
City & County of Denver, CO
Lee's Summit R-7 Schools, MO
State of Georgia DNR, GA
University of Oklahoma Medical Campus, OK
Fort Collins, CO



ZACK KELLEY, ADAC

Deputy Project Manager | Accessibility Specialist



PROFILE

Zack boasts over 6 years of experience in Title II and Title III accessibility guidelines. His focus on the 2010 ADA Standards for Accessible Design and the Proposed Guidelines for Pedestrians in the Public Right-of-Way showcases his dedication to staying current in the field. One of Zack's standout qualities is his ability to establish strong connections with clients while in the field. As a trusted first point of contact, Zack's friendly demeanor and expertise put clients at ease, ensuring their needs are understood and addressed effectively. His hands-on experience in data collection and reporting, spanning facility assessments and evaluations of PROW, adds depth to his capabilities. This well-rounded expertise enables Zack to provide tailored and comprehensive solutions that meet the diverse accessibility requirements of our clients.

EXPERIENCE

City of Fort Morgan, CO - ADA SETP

Zack filled the pivotal role of the deputy PM for Fort Morgan's ADA SETP. His strong leadership during the data collection process set the foundation for success. For this project, Zack revolutionized the approach to gathering essential information for public right-of-way. These innovative tools have reshaped industry standards and streamlined PROW data collection processes nationwide. His expertise accelerated the project's progress.

Trinidad, CO – ADA SETP

As Deputy Project Manager for the for the City of Trinidad's ADA SETP, Zack played a crucial role in ensuring accessibility compliance. He led data collection and reporting efforts, leveraging his keen eye for detail and extensive experience. Zack also assisted in planning and coordinating project activities, managing schedules as well as communicating and educating our clients. His efforts ensured the timely delivery of project milestones and upheld quality standards.

BACKGROUND

ADAC – University of MO/Great Plains ADA Center
Safety Coordinator

REFERENCES

Reference 1 – Dannie York | ADA Coordinator
Town of Breckenridge | 970.547.3127
Reference 2 – Billy Cooper | ADA Coordinator
City of Lakewood | 303.987.7612

AREAS OF EXPERTISE

2010 ADA Standards for Accessible Design
ABA Accessibility Guidelines
ADA Self-Evaluations and Transition Plans
Deputy Project Management
Manual On Uniform Traffic Control Devices
Outdoor Developed Area Guidelines (ODA)
Pedestrian Facilities Audits
Public Right-of-Way Guidelines

MAJOR PROJECTS

Boulder County, CO
City & County of Denver, CO
City of Arvada, CO
City of Bristol, TN
City of Centennial, CO
City of Fort Morgan, CO
City of Lakewood, CO
City of Loveland, CO
City of Seattle, WA
City of Trinidad, CO
Larimer County, CO
Town of Breckenridge, CO



PHILIP WILLIAMS

Expert ADA Technical Advisor



PROFILE

Philip Williams is an invaluable leader on our team, with a decade of expertise in Title II and Title III accessibility guidelines. His specialization in architectural plan reviews and deep understanding of regulations such as the Fair Housing Act and the 2010 ADA Standards for Accessible Design make him indispensable to our clients. Philip leads our Architectural Plan Review services, ensuring ADA compliance at every stage of the design process including conducting final site inspections post-construction. His knowledge not only ensures regulatory adherence but also promotes inclusive design practices. In every aspect of his work, Philip's dedication to promoting accessibility underscores his unwavering commitment to creating spaces that are truly accessible to all.

EXPERIENCE

Kaiser Permanente Facilities, CO - ADA Facility Audit

As an Expert ADA Technical Advisor for Kaiser Permanente facilities, maintaining a long-term contract relationship. His responsibilities encompass both pre and post-construction facility audits, plan reviews, and site assessments. Philip ensured that Kaiser Permanente facilities adhered to rigorous ADA standards, providing invaluable expertise to enhance accessibility for all individuals.

Denver Airport, CO – ADA Facility Audit

As the lead expert ADA Technical Advisor and choice consultant for DIA, Philips' expertise was instrumental in ensuring that the airport met and exceeded ADA compliance standards. His responsibilities included overseeing comprehensive accessibility assessments tailored specifically for the airport's unique requirements. Notably, his role extended to addressing the intricacies of vendor spaces within the airport, demonstrating a commitment to inclusivity across all areas of the facility.

Various U.S. Hospitality Facilities – ADA Facility Audit

In his pivotal role as the lead expert ADA Technical Advisor, Philip has been instrumental in enhancing accessibility for various U.S. hospitality entities under a three-year and ongoing contract, with a specialized focus on transient lodging.

BACKGROUND

Bachelor of Arts in Architecture – Iowa State University

REFERENCES

Reference 1 – Steve Steinbicker | Principal Architect at Architecture West, LLC | 970.207.0424

Reference 2 – Chris Wineman | Principal at Simple Brown Design | 303.571.4137

AREAS OF EXPERTISE

2010 ADA Standards for Accessible Design
ABA Accessibility Guidelines
ADA Self-Evaluations and Transition Plans
Architectural Plan Review
Public Right-of-Way Audits
Fair Housing Act

MAJOR PROJECTS

Various U.S. Hospitality Entity FAC & Assoc. Sites
City & County of Denver, CO
City of Loveland, CO
Colorado Springs, CO
Denver, CO
New York City, NY



BRYCE COOP, ADAC

Data Analyst | Accessibility Specialist



PROFILE

Bryce is ACP's Data Analyst and Accessibility Specialist, with over 4 years of experience and a deep understanding of accessibility standards and guidelines. He earned his ADA Coordinator Certification (ADAC) and possesses extensive knowledge of the Americans with Disabilities Act (ADA) and the Public Right-of-Way Accessibility Guidelines (PROWAG). Bryce excels in identifying and evaluating on-site barriers, meticulously comparing them to established guidelines to ensure compliance. His role involves not only data analysis but also creating reports that provide actionable insights that help our clients create accessible environments. Bryce's commitment to excellence and his specialized skills makes him a key asset to our team, ensuring that we consistently meet and exceed accessibility standards.

EXPERIENCE

Town of Breckenridge, CO - ADA SETP

As the lead analyst for the Town of Breckenridge project, Bryce oversaw the comprehensive analysis and management of critical facility barrier data. He ensured the accuracy, completeness, and secure handling of all collected data throughout the project. By implementing rigorous data validation protocols and advanced encryption techniques, Bryce safeguarded sensitive information against potential breaches. He also facilitated seamless communication between various stakeholders, guaranteeing data integrity and consistency. Bryce's dedication to maintaining high standards of data quality and security was crucial in delivering reliable insights and supporting informed decision-making for the Town of Breckenridge.

City of Lakewood, CO – PROW SETP

In the role of Deputy Project Manager for the ADA SETP for the City of Lakewood, Bryce oversaw various aspects of project management. Bryce assisted the Project Manager in planning, organizing, and coordinating project activities related to ensuring accessibility compliance. Bryce assisted with coordinating field operations, liaising with clients, managing project schedules, budgets, and resources, and ensuring the timely delivery of project milestones. Bryce collaborated closely with the project team to address challenges, streamline processes, and uphold quality standards, ultimately contributing to the successful implementation of ADA initiatives.

BACKGROUND

ADAC – University of MO/Great Plains ADA Center

REFERENCES

Reference 1 – Dannie York | ADA Coordinator
Town of Breckenridge | 970.547.3127

Reference 2 – Billy Cooper | ADA Coordinator
City of Lakewood | 303.987.7612

AREAS OF EXPERTISE

2010 ADA Standards for Accessible Design
ABA Accessibility Guidelines
ADA Self-Evaluations and Transition Plans
Deputy Project Management
Manual On Uniform Traffic Control Devices
Data Analysis
Pedestrian Facilities Audits
Public Right-of-Way Audits

MAJOR PROJECTS

City of Arvada, CO
City of Centennial, CO
City of Lakewood, CO
City of Loveland, CO
Federal Heights, CO
Murrieta, CA
Town of Breckenridge, CO
University of Oklahoma Medical Campus, OK



RON STAUFFER

WEB Accessibility Consultant



PROFILE

Data-driven digital marketer and front-end web developer with 16+ years of experience, including management and director roles. Track record of providing results in increased search engine traffic, social media presence, and online lead generation. Consistently tracking, measuring, and analyzing everything. Passionate about creating websites and web applications that provide excellent customer experience. Personal motto: "Data wins arguments." Focused on making the web accessible for everyone, regardless of technologies or platforms used.

EXPERIENCE

INFRONT WEBWORKS, CO – Director of Marketing

Ran all digital marketing efforts for the company itself and for clients. Created marketing strategies, managed SEO, pay-per-click ads, content marketing, blogging, conversion optimization, analytics, email newsletters, and more. Managed all client websites using the company's own custom-made CMS built using Ruby on Rails. Created analytics dashboards to showcase web metrics for clients to see the results of digital marketing efforts. Results: doubled the company's monthly recurring revenue (MRR) after twelve months.

LIEDER DIGITAL, AZ – Founder

Designing and developing websites and creating detailed digital marketing strategies for clients focused on demand generation and growth. Running pay-per-click ad campaigns, managing email newsletters, writing blog posts, creating web pages, providing SEO services, and more. Heavy emphasis on web metrics, using analytics and heat mapping to track and measure all efforts, make recommendations, and create new goals.

BACKGROUND

Bachelor of Arts: Storytelling – Metropolitan State University of Denver

Associate of Arts: General Studies – Pikes Peak Community College

REFERENCES

Reference 1 – Billy Cooper | ADA Coordinator
City of Lakewood | 303.987.7612

CERTIFICATIONS

AdWords Qualified (Google)

Google Analytics Platform Principles (Google)

Digital Analytics Fundamentals (Google)

Apple Certified Associate (Apple)

Inbound Marketing Certified Professional
(HubSpot)

Competent Communicator

MAJOR PROJECTS

Town of Vail, CO

Commerce City, CO

Town of Breckenridge, CO



CURRENT AND PAST EXPERIENCE

With a proven track record of success, our team has spearheaded notable projects in Self-Evaluations, Transition Plans, and Public Rights-of-Way Accessibility. From Lakewood to Larimer County, our commitment to excellence and inclusivity shines through in every endeavor, making us the premier choice for advancing accessibility initiatives in the Town of Holden Beach and beyond.

Members of the ACP Team collaborated with Lakewood's ADA Advisory Team to develop a comprehensive Self-Evaluation and Transition Plan (SETP) in phase I of the project, covering 38 facilities, 75 parks, and 1 trail. Phase II of the project comprised of examining Lakewood's sidewalk infrastructure to identify and address any barriers. Additionally, the ACP Team have refined Lakewood's ADA policies to align with Title II regulations, provided specialized training to Lakewood staff, and engaged with the disability community through extensive public outreach.



Self-Evaluation and Transition Plan for the City of Lakewood, CO



38 Facilities | 75 Parks/ Rec Facilities | 1 Trail | 869 Miles of Sidewalk



ADA Coordinator: Billy Cooper | 303.987.7612 | wilcoo@lakewood.org

ACP undertook a significant project to improve accessibility in the Town of Breckenridge, Colorado, by implementing an ADA Transition Plan aligned with ADA and PROWAG standards. This comprehensive plan aimed to make Breckenridge more inclusive and accessible to all community members. The process has been characterized by innovative solutions, policy assessment, extensive community engagement, data-driven decision-making, efficient financial management, and streamlined interdepartmental collaboration. We believe these approaches are positively transforming the landscape of Breckenridge for its residents and visitors.



Self-Evaluation and Transition Plan for the Town of Breckenridge, CO



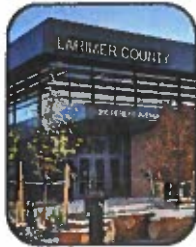
67 Facilities | 26 Miles of Public Right-of-Way



ADA Coordinator: Dannie York | 970.547.3127 | danniey@townofbreckenridge.com

Members from the ACP Team had a successful collaboration with Larimer County on an extensive ADA Self-Evaluation and Transition Plan project. This partnership demonstrated ACP's dedication to accessibility, inclusivity, and precision. Members of the team meticulously analyzed existing

ADA policies, engaged with county staff through interviews and surveys, and audited 16 facilities, 14 parks, 207 intersections, and 150 miles of sidewalks. Our comprehensive Transition Plan Database, a result of this effort, will serve Larimer County as a valuable tool for guiding ADA implementation and monitoring barrier removal progress. ACP's proven excellence and unwavering commitment make us the ideal candidate to enhance the Town of Holden Beach's accessibility and community well-being.



Self-Evaluation and Transition Plan for Larimer County, CO



19 Facilities | 14 Parks | 1 Trail | 150 Miles of Sidewalk | 207 Intersections



Risk Manager: Jeffrey Green | 970.498.5962 | jlgreen@larimer.org

ACP thoroughly assessed 33 district facilities for Lee's Summit R-7 School District, resulting in a comprehensive Self-Evaluation Assessment Report and a detailed Transition Plan data table. These tools will assist the district in effectively implementing ADA improvements and tracking progress on barrier removal. ACP's commitment to excellence and our proven track record in delivering meaningful accessibility solutions positioned us as an ideal partner in advancing the district's inclusivity and overall community well-being.



Facility Assessment Lee's Summit R-7 School District



33 School Facilities



Director of Facilities: Kyle Gorrell | 816.986.2425 | kyle.gorrell@lsr7.net

ACP has conducted an in-depth assessment of 50 City-owned facilities for the City of Independence and is developing a comprehensive Self-Evaluation and Transition Plan. Additionally, we are establishing clear procedures for addressing grievances related to accessibility. These efforts will equip the City with a valuable framework for ADA compliance and



Self-Evaluation and Transition Plan for Independence, MO



50 Facilities | Policy Assessment | Public Engagement



ADA Coordinator: Charles Harvey | 816.325.7768 | CRHarvey@indepmo.org



PROJECT COST

At ACP, we take pride in providing ADA accessibility assessments, particularly for complex projects like the comprehensive evaluation of all facilities within the Town of Holden Beach. Our rates and allocated time for data collection reflect our dedication to excellence and thoroughness in every aspect of our work.

Our team of expert ADA Accessibility Specialists is renowned for their meticulous approach to identifying and documenting potential barriers within each facility. This attention to detail is essential for ensuring full ADA compliance and fostering an inclusive environment for all individuals, regardless of their abilities.

The cost for a complete ADA Self-Evaluation Transition Plan is **\$98,150.00**. This price does include all reimbursable expenses. Clients often prefer to award individual tasks due to cost and completion priorities. We are available to discuss various options that may work for prioritizing and costing specific tasks.

RFP REQUIRED TASKS	HOURS	COST
Initiation/Grievance Procedure	50	\$ 7,250.00
Facilities Survey/Inventory	120	\$ 15,300.00
Transition Plan/Public Outreach	280	\$ 40,600.00
TOTAL	450	\$ 63,150.00
OPTIONAL SERVICES		
Review of Town Policies, Programs, and Practices	100	\$ 15,000.00
Website Assessment	140	\$ 20,000.00
TOTAL INCLUDING OPTIONAL SERVICES	690	\$ 98,150.00

The provided schedule of rates outlines the categories and titles of employees designated to support our consulting projects. For our on-call consulting services, the allocation of hours will be tailored according to the specific requirements and scope of each individual consulting engagement.

CATEGORY/JOB TITLE	RATE/HR
Expert ADA Technical Advisor	\$155.00
Project Manager	\$130.00
ADA Technical Advisor	\$125.00
Accessibility Specialist	\$95.00

PROPOSED APPROACH

The project scope for the Town of Holden Beach is tailored to address barriers systematically, providing clear guidance and cost estimates for barrier removal efforts. By prioritizing actionable items and leveraging innovative technologies, ACP will pave the way for transformative change and lasting accessibility for the Town of Holden Beach.

Within the project scope there are **3** main tasks, and **2** optional tasks comprised of the following:

1. Initiation/Grievance Procedure
2. Facilities Survey/Inventory
3. Transition Plan/Public Outreach
4. Review of Town Policies, Programs, and Practices (Optional)
5. Website Assessment (Optional)

Initiation/Grievance Procedure

ACP will engage with the Town to understand and clarify project expectations, survey methodology, goals, priorities, and ADA compliance challenges. These meetings will also serve as an opportunity to introduce the ACP staff and familiarize the Town with the team's roles and expertise. Together, we will establish a structured schedule for project deliverables, ensuring a focused and efficient approach to enhancing community accessibility and meeting project objectives.

ACP will provide the town with an approved Grievance Procedure template for the town to use in updating its current grievance procedure. During the project, ACP will be available to provide guidance on any grievances the town receives by providing helpful guidance on what the ADA does and does not require from a title II entity. Members of the ACP Team have successfully guided ADA coordinators across the country to successfully obtain their ADA Coordinator Certificate (ADAC) and would like to provide our guidance for the ADA coordinator to do so as well. Gaining this certification will ensure that the town's ADA coordinator will be prepared to handle future grievances once the project has been completed further ensuring future ADA compliance and fostering a deeper appreciation and understanding of disability barriers.





ADA Compliance: A Journey Beyond Infrastructure

Facilities Survey/Inventory

In September of 2010, the Department of Justice (DOJ) adopted the new 2010 ADA Standards for Accessible Design. ACP bases its data collection on these sets of standards. For outdoor facilities, such as beach access, ACP utilizes Outdoor Developed Areas Guidelines as best practices, as they have not yet been fully incorporated into the ADA standards. Our team has a nuanced understanding of these standards and best practices, which allows us to provide the Town with a well-rounded and comprehensive approach.

Part of our audit process of Town facilities encompasses a strategic method for facility prioritization, including looking into non-structural alternatives. Prioritizing accessibility across buildings and facilities entails a nuanced approach which considers multiple factors. After this assessment, ACP will categorize barriers into a well-defined ranked list.

ACP's approach to data collection has been refined over many years. We utilize smart levels, tape measures, door pressure gauges, GNSS receivers (for precise geolocations of exterior sites) and our in-house-developed data collection software. At ACP, we take a forensic approach to data collection. The ADA standards contain specific requirements for covered elements and spaces and any measurement that does not comply can significantly impact individuals with disabilities. For example, a door has 14 different attributes that are required to comply with specific measurements. ACP measures and assesses all 14 of those requirements and will provide the town with a list of any attributes that do not comply with the requirements. We provide this data in a Microsoft Excel database which we have named the Transition Plan Database (TPD). We have a specific format and columns that we believe to be beneficial but can easily insert or delete columns to produce a TPD which works best for the town. Please look below for a redacted and condensed sample version of our TPD.

Transition Plan/Public Outreach

ACP will develop a comprehensive draft of the Self-Evaluation which thoroughly analyzes the Town's ADA compliance. As this is a draft report it will change and be updated overtime. This evolving report will identify areas of non-compliance, detailing specific barriers and obstacles that hinder accessibility. Each identified issue will be prioritized based on its impact on accessibility, allowing for the most critical obstacles to be addressed first. ACP will prioritize barriers based on a variety of factors including volume of public presence and program activity, as well as feedback received from the community. By providing detailed findings and actionable recommendations, ACP aims to facilitate Holden Beach's goal of achieving full ADA compliance. This report will serve as a vital tool for the Town, guiding its efforts to enhance accessibility in a structured and efficient manner.

ACP will create a detailed Transition Plan draft, as this is a living and breathing document which will be altered over time, outlining the necessary steps to address identified accessibility barriers. This plan will include clear timelines, delineating when each action should be completed, and identifying responsible parties to ensure accountability. The draft report will serve as a clear roadmap for the Town to achieve ADA compliance, ensuring a systematic and practical approach to improving accessibility. This structured plan will help the Town prioritize resources and actions, leading to more efficient and impactful accessibility enhancements.

Intrinsic Priority 1

Priority is given to accessible parking and routes connecting public sidewalks and transit, as they are fundamental to accessibility. Specific priorities may vary based on each building's function.

Intrinsic Priority 2

Top priority within any building is given to areas with high program demand, especially where public services are provided due to their frequent community use.

Intrinsic Priority 3

After high-demand areas, restrooms are prioritized for accessibility due to their essential role in overall inclusivity and utility.

Intrinsic Priority 4

Employee-only restrooms, break rooms, and drinking fountains are prioritized lower than public restrooms and other public-access areas.

We encourage starting and ending projects off by inviting community members to share insights on barriers, guiding our team's initial and concluding efforts. As outlined in [DOJ's part 35.105](#), a public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.

As part of ACP's consulting process, we will work with the ADA coordinator to meet and engage with the community and stakeholders in the form of public outreach events and a statistically valid needs assessment survey. This approach ensures that the community's recommendations and voice are accurately represented. The plan will be tailored to integrate Holden Beach residents' specific concerns and needs in a format that is most comfortable and relaxed for the community. ACP proposes doing at least one (but up to four) public outreach events at one of Holden Beach's planned community events, for example, Holden Beach's Veterans Luncheon or Turkey Trot. Community events such as these would provide Holden Beach residents with a comfortable space to communicate their accessibility needs or wants. ACP will collaborate with the Town to determine the most appropriate events and their frequency. This public involvement process enhances the relevance of our recommendations and fosters greater community involvement and support. We prioritize gathering feedback from the public, including those with disabilities and advocacy groups, as a crucial step. This inclusive approach serves as a risk management measure and an integral aspect of fulfilling the ADA's commitment to inclusion and integration. Throughout the SETP process, ACP will facilitate these public outreach events, create and distribute surveys that are in alignment with the Town of Holden Beach's requirements, and document the residents' concerns. ACP will work with the Town to determine the contents of the survey, typically this is a 10-question document. The survey will be available in a printed format at the outreach events as well as utilizing a QR code and may also be made available on the Town's website. The survey will be available in a multitude of languages to best accommodate the Town's residents' diverse language needs. This public engagement will continue through the SE/TP completion, adjusting the transition plan as needed in partnership with the town.

Review of Town's Policies, Programs, and Practices (Optional)

ACP offers to conduct a comprehensive policy assessment for the Town of Holden Beach, utilizing our extensive expertise in ADA compliance. Our approach involves meticulously reviewing existing policies, standards, and guidelines for public infrastructure accessibility. The 16 key policies ACP will examine are:

1. ADA Grievance Procedure
2. Contracting Policy
3. Designation of ADA Coordinator
4. Effective Communications
5. Emergency Management Policies and Procedures
6. Equal Employment Policy
7. General Program Access Policy
8. Mobility Device Policy
9. Non-Discriminatory Eligibility Criteria
10. Public Notice under the ADA
11. Reasonable Accommodation Policy
12. Reasonable Modification Policy
13. Self-Evaluation Policy
14. Service Animal Policy
15. Ticketing Policy
16. Transportation Access Policy



Through collaborative efforts with Town staff and key stakeholders, we will identify gaps and deficiencies and propose comprehensive updates to ensure complete alignment with ADA requirements. ACP will provide the Town with templates to assist in the revision or creation of key ADA policy documents. ACP's thorough assessment will address current compliance issues and provide strategic recommendations for future improvements, ensuring that the Town of Holden Beach remains proactive in creating an accessible and inclusive environment for all its residents. The results of this review will be included in the Self-Evaluation and Transition Plan.

Website Assessment (Optional)

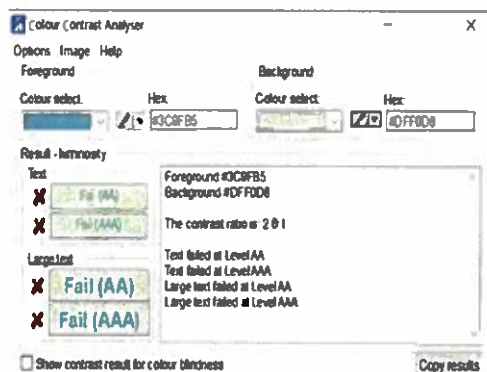
Many programs and services are now easily accessible online. Whether it's applying for jobs, streaming public meetings, or signing up for recreation programs and activities, the effectiveness of local government initiatives relies heavily on the Internet. In nearly all 150 settlements since August 5, 2004, the DOJ has maintained that public entities must ensure their websites are accessible by:

1. Ensuring websites adhere to the Web Content Accessibility Guidelines 2.0 and
2. Involving people with disabilities to test the accessibility and usability of their websites.

As mentioned above, past DOJ settlement agreements have emphasized WCAG 2.0 as the recommended web design guidelines to ensure website accessibility for people with disabilities. Currently, WCAG 2.1 is recognized as the updated best practice, offering improved guidelines to make websites accessible and user-friendly for individuals with disabilities. Significantly, WCAG 2.1 includes testing for various aspects of website interfaces on mobile devices.

We will comprehensively assess a randomly selected set of the Town's web pages as described in the RFP, evaluating the structures, features, and elements based on WCAG 2.1 success criteria. The resulting report will detail each object's pass or fail status for the relevant success criterion.

The report will include hyperlinks to World Wide Web Consortium (W3C) guidance for each success criterion, providing insights into potential causes of failure and suggesting various correction methods. Many failures can be efficiently addressed through global edits to website templates or cascading style sheets, while some issues may require manual, individual fixes.



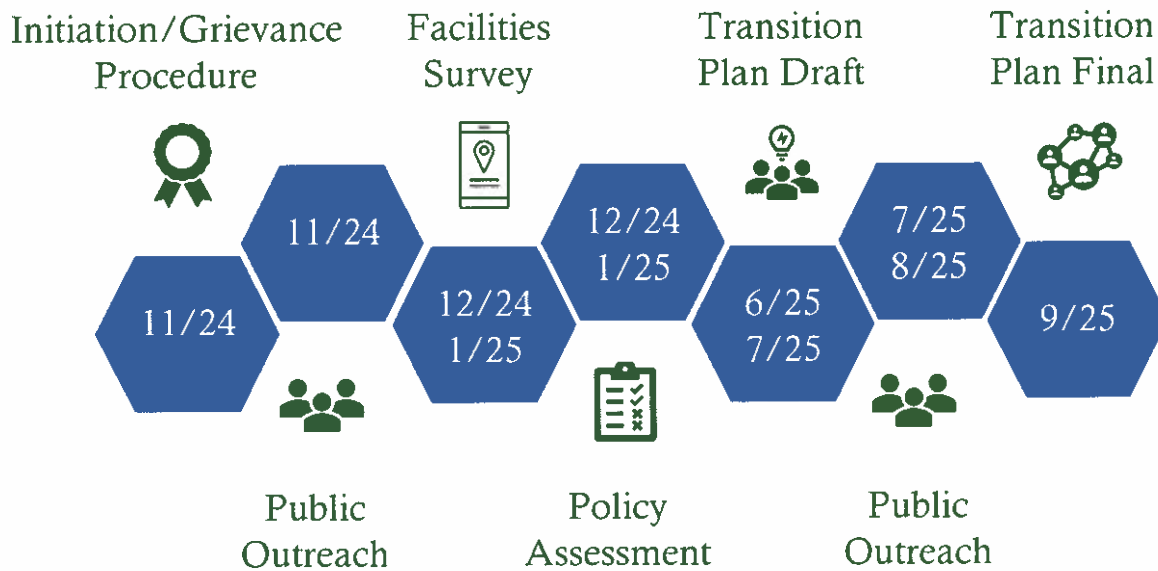
A good example, contrast deficiencies often necessitate changes to color templates across the entire website. On the other hand, when an image lacks alternative text, or the provided text doesn't offer a meaningful description, human intervention is needed.

It is essential to involve individuals with disabilities to evaluate the accessibility of public entity's websites and digital communications. Our team includes people with diverse disabilities—such as blindness, low vision, deafness, and limited manual mobility/dexterity—to interact with client websites and provide detailed reports based on their experiences. Understanding that digital barriers affecting one person may not impact another, this inclusive approach offers a nuanced perspective.

By integrating findings from the WCAG technical audit and the tester reports, our reviewer collaborates with the technical auditor to create a final report which aligns user experiences with specific success criterion failures. This comprehensive synthesis thoroughly evaluates accessibility aspects from both technical and user-centric viewpoints.



PROJECT SCHEDULE



DEMONSTRATED KNOWLEDGE

Unlike engineering and architectural firms who dabble in accessibility, ACP's core business function is Accessibility Consulting. We are a team of individuals dedicated to championing accessibility compliance. Our unwavering commitment revolves around empowering individuals and organizations to navigate the intricate terrain of federal disability rights laws seamlessly.

Nurtured by over four decades of collective expertise, our diverse team stands at the pinnacle of the disability law compliance field. Our profound wealth of experience not only provides us with unparalleled insights but also equips us with pragmatic proficiency, enabling us to adeptly lead our clients through the often-confusing regulatory framework.

The ACP Team is comprised of experts well-versed in the intricacies of the ADA, holding certifications in various accessibility specialties. With over 40 years of combined experience, we specialize in navigating the spectrum of standards and regulations and have completed assessments in over 30 states to date. Below is a list of our certificates and knowledge base:

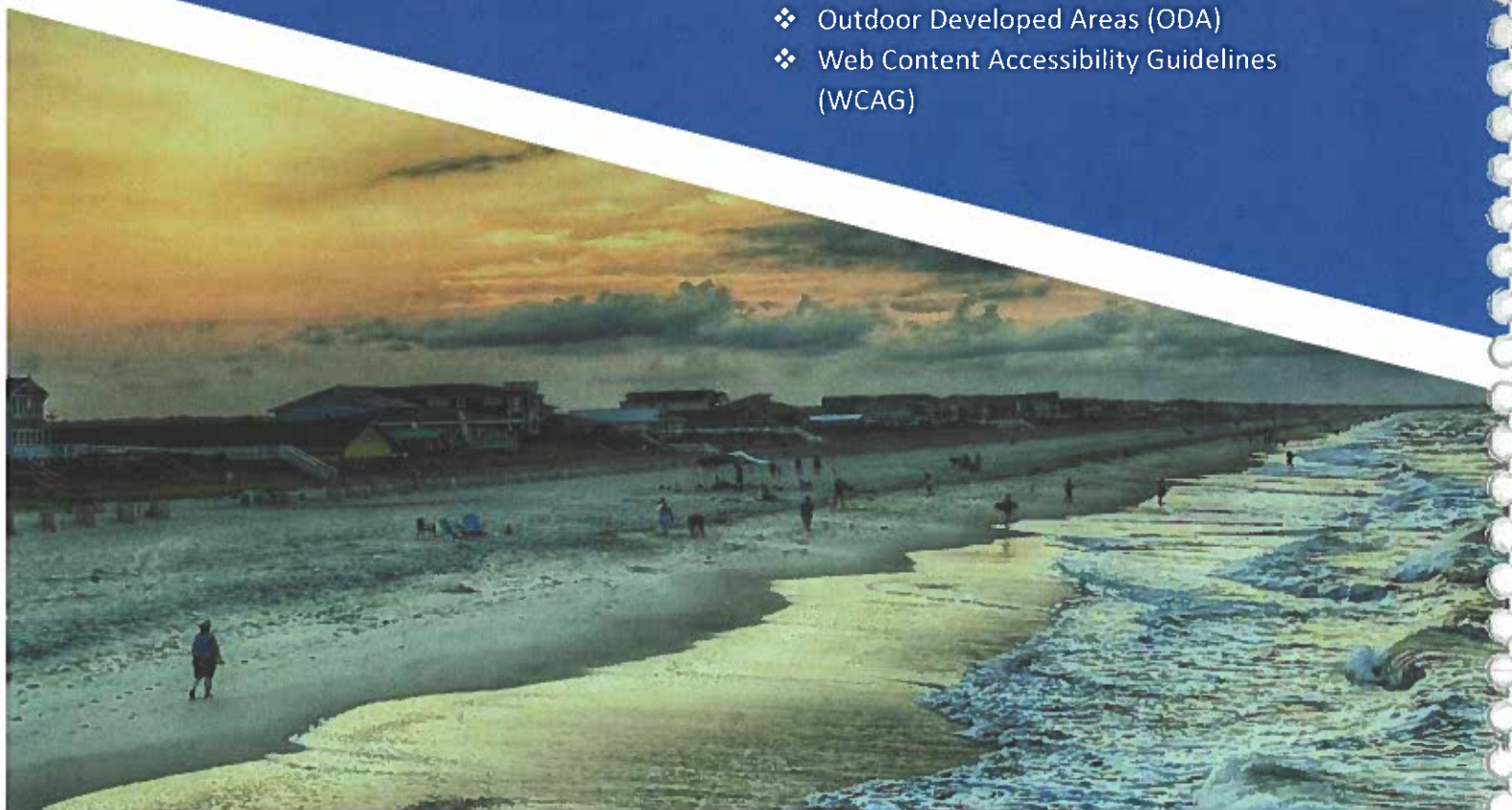
CERTIFICATIONS

- ❖ Certified Accessibility Specialists (CASP)
- ❖ Registered Accessibility Specialists (RAS)
- ❖ Certified ADA Coordinators (ADAC)
- ❖ Certified Geospatial Information System (GIS) Specialists



KNOWLEDGE

- ❖ ADA Titles (I) (II) (III)
- ❖ Architectural Barriers Act (ABA)
- ❖ 2018 North Carolina Building Code Chapter 11 Accessibility
- ❖ Accessible and Usable Buildings and Facilities (ANSI) A117.1
- ❖ Public Right-of-Way Accessibility Guidelines (PROWAG)
- ❖ Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)
- ❖ Fair Housing Act (FHA)
- ❖ Outdoor Developed Areas (ODA)
- ❖ Web Content Accessibility Guidelines (WCAG)



EXPERIENCE IN CONDUCTING PUBLIC MEETINGS

Our staff have extensive experience in conducting public meetings and engaging with municipal government entities. They have actively participated in numerous public meetings, showcasing their ability to effectively communicate and present critical information. Most recently, our principals presented ACP's Facility Audit Report for the Lee's Summit R-7 School District to the school board. This presentation highlighted their expertise in delivering comprehensive reports and addressing key concerns of the community, demonstrating their commitment to transparency and public service. Their experience underscores their proficiency in navigating the complexities of municipal governance and fostering community engagement.

CURRENT WORKLOAD

ACP's current projects include the following:

Town of Breckenridge, CO SETP – ACP is the Prime Consultant on this project. The project is approximately 95% complete and is scheduled to be completed in November of 2024.

City of Independence, MO SETP - ACP is the Prime Consultant on this project. The project is approximately 75% complete and is scheduled to be completed in December of 2024.

ACP is also engaged in on-call consulting projects with **Lakewood, CO** and **Larimer County, CO**. Both of these projects are as needed and have contracts which expire in September of 2025.

CLIENT REFERENCES

City of Lakewood | Billy Cooper
ADA Coordinator
480 South Allison Parkway
Lakewood, CO 80226
303.987.7612 | wilcoo@lakewood.org

Larimer County | Jeffery Green
Risk Manager
200 West OAK Street, Suite 4000
Fort Collins, CO 80521
970.498.5962 | jlgreen@larimer.org

Town of Breckenridge | Dannie York
ADA Coordinator
150 Ski Hill Road
Breckenridge, CO 80424
970.547.3127 | danniey@townofbreckenridge.com

Lee's Summit School District | Kyle Gorrell
Director of Facilities
301 N.E. Tudor Road
Lee's Summit, MO 64086
816.986.2425 | kyle.gorrell@lsr7.net

City of Independence | Charles R. Harvey III
ADA Coordinator
17221 East 23rd St. S.
Independence, MO 64057
816.325.7768 | crharvey@indepmo.org

CONCLUSION

Thank you for considering ACP for your ADA consulting needs for the Town of Holden Beach. We are dedicated to delivering outstanding results that not only meet but surpass the Town's expectations.

At ACP, we bring a unique blend of expertise, passion, and innovation to every project we undertake. With our extensive experience in ADA compliance, we are enthusiastic about partnering with the Town to find customized solutions to fit the specific ADA requirements for the Town of Holden Beach.

Selecting ACP as your partner guarantees more than mere compliance. Our entire team is committed to delivering projects that are timely, budget-friendly, and not only adhere to ADA standards but also actively contribute to creating a more inclusive and welcoming environment for all current and future Holden Beach residents. Transparency, honesty, and integrity are the cornerstones of our partnership approach, guiding us as we assist the Town in making significant strides toward improved accessibility and compliance. Furthermore, our deliverables are designed to be user-friendly and straightforward, ensuring smooth implementation.

We are excited about the opportunity to collaborate with the Town to achieve these accessibility goals. Thank you once again for considering ACP, we eagerly await the opportunity to partner with the Town of Holden Beach.

Warm Regards,

The ACP Team



