

A. PROJECT

UNDERSTANDING/METHODOLOGY

Accessology Too, LLC (“Consultant”) will provide professional services based on our project understanding as follows:

The City of Mansfield would like to initiate an initial phase of a transition plan to begin Q4 of 2022. The project is to prepare the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan for City of Mansfield and this phase is for the Parks and Recreation Department.

This project for the City of Mansfield, Texas will consist of an evaluation of the city owned parks and their associated facilities, buildings, and amenities. Each facility evaluated will include associated parking lots/paths of travel, sidewalks, trails, and amenities as well as documented public concerns for any facility in the scope.

This proposal is for the full the evaluation of each the city owned parks (listed below) for compliance with both state and federal accessibility requirements. The city will provide plans, when possible, to allow the consultant to identify buildings and/or amenities that are included in each park. These assessments will include the exterior sites and parking lots, paths that lead to each amenity such as playgrounds, sports fields/courts, picnic areas, trails, fishing piers, boating facilities and common use areas such as restrooms, concession stands, pavilions and hike/bike trails, both paved and unpaved.

Reports will include planning-based cost estimates and possible solutions to bring any non-compliant elements that are not considered “de minimis” barriers and are not “safe harbored” into compliance will be provided. A Draft of an ADA Transition Plan will be developed, which will formally document tasks and associated barriers outlined in this Scope of Services

Future phases of this project are not currently planned, but could include, but are not limited to:

- o Develop and evaluate existing department inventory to evaluate the current level of programs, services, and activity accessibility for other departments not addressed in this phase.
- o Develop an inventory list of existing sidewalk facilities owned/leased or maintained by the City of Mansfield but located in the public rights-of-way to determine the number of facilities that need to be evaluated; Quantify them into the number miles of sidewalks that will need to be evaluated.
- o Develop a list of existing buildings and facilities owned, operated or leased by the City and any associated parking, exterior sidewalks/trails inventory to determine the number of buildings that will need to be evaluated. Then prioritize the buildings into appropriate phases of this project.

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- o Develop an External ADA Advisory Committee to assist and advise the City and communicate with their local disability community
- o Each phase will include an update to the main Transition Plan Document being developed as part of Phase 1

B. CITY OWNED OR MAINTAINED PARKS AND FACILITIES:

The City owned buildings to be evaluated as part of this phase are:

PARKS AND FACILITIES TO BE EVALUATED	
Julian Field Park	700 U.S. Highway 287 North
Clayton W. Chandler Park	1530 North Walnut Creek Dr.
James McKnight Park East	700 U.S. Highway 287 North
Hardy Allmon Soccer Complex	310 North Walnut Creek Dr.
McClendon Park West	799 West Broad St.
James McKnight Park West	302 North Wisteria St.
Philip Thompson Soccer Complex	1701 North Holland Rd.
McClendon Park East	740 West Kimball St.
Katherine Rose Memorial Park	303 North Walnut Creek Dr.
Michael Skinner Sports Complex	920 North Holland Rd.
Mansfield National Golf Club	3750 National Pkwy S
Mansfield Activities Center	106 S. Wisteria St.
Town Park	500 North Main St.
Walnut Creek Linear Park	303 N. Walnut Creek Drive
Big League Dreams	500 Heritage Pkwy S
Hawaiian Falls Mansfield	490 Heritage Pkwy S.
Donald R. Barg Park	1435 Whispering Water Lane
Piedmont Park	1299 Piedmont Dr.
Killian Park	901 Killian Dr.
Elmer W. Oliver Nature Park	1650 Matlock Rd.
Lucretia & Gary Mills Park	5112 Crestwater Dr.
The LOT Downtown	110 S. Main St.
FieldhouseUSA Mansfield	650 US Highway 287 North
Pond Branch Linear Park	199 East Broad St.
StarCenter Mansfield	1715 E. Broad St.
Harold M. Bell Park	1703 S. Matlock Rd.
Mans Best Field Dog Park	610 Broad St.

C. FEE AND EXPENSES

The Consultant (Accessology Too LLC) will perform ADA Evaluations of the facilities listed above. Each facility will have a comprehensive report and photographic documentation of violations. Potential solutions to barriers found will also be provided. All permitting, application, and similar project fees (if applicable) will be paid directly by the Client (City of Mansfield, TX).

Task 1 – Project Management

- 1.1 The Consultant will maintain project records, budgets, and communications for the duration of this phase.
- 1.2 The Consultant will prepare a project schedule and update it monthly.
- 1.3 The Consultant will prepare monthly progress reports
- 1.4 The Consultant participate in up to 6 monthly status calls between the Consultant’s Project Manager and the designated Client staff to review the status of tasks and to keep the schedule current

Task 1 Deliverables: Monthly invoices with progress reports.

Task 2 – Kick off meeting

- 2.1 The Consultant will be meet with City of Mansfield staff representing program areas and orient them to the process that will be used to develop the City of Mansfield’s ADA Transition Plan and introduce the proposed evaluation tasks and schedule. The Consultant will coordinate with City of Mansfield staff to identify and obtain all necessary documents and materials to support the Self-Evaluation process. This will consist of a list of all City of Mansfield sponsored programs and City of Mansfield leased and owned facilities to be included in this phase of the project. The Consultant will produce meeting materials and handouts, conduct staff orientation, and prepare a summary of action items resulting from the meeting (2-hour, in person meeting).

Task 2 Deliverables: Summary of action items from meeting.

Task 3 – Evaluation Process:

- 3.1 **Parks/Facilities review** - Facilities Review. The Consultant will establish field teams which will conduct field evaluations based on forms developed by the Consultant in consultation with the City.

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3.1.1 Parks/Facilities Listing – The Parks/Facilities owned/leased or maintained by the client that are included in this phase are listed in Section B and C of this document.

- A. Develop Field Data Collection Validation Tool: Consultant will develop and or modify field ready electronic forms that will be integrated into the field data collectors. Multiple forms will be developed and or modified to optimize the different types of park amenities. Consultant will provide necessary tools to complete these tasks.
- B. Perform Park Evaluations: Consultant staff will perform all field data collection efforts within the described project limits. Consultant field data collection staff will be processed, QA/QC'd and provided to the Client.
- C. The Consultant will create a report for each facility. Each report will identify compliance status of each facility/amenity with regards to both federal and state standards and include the following:
 - Possible solutions to resolve non-compliance issues for each facility.
 - Prioritized list of improvements using criteria developed by Consultant and City.
 - Cost report that assigns conceptual budget estimates to each recommended action.
 - Photolog for each facility reviewed.

Because the Consultant does not control the cost of labor, materials, equipment, or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

Task 4 – Transition Plan Development

- 4.1 Coordinate with Client staff to create the Transition Plan document for the first phase. Pricing has been determined to put all reports into our electronic format that will be used for Phase 1.
- 4.2 Recommend prioritization criteria for creating an implementation schedule for accessibility improvements.

- 4.3 Prioritize the accessibility improvements by facility type and severity, providing cost estimates for the recommended modifications.
- 4.4 Evaluate and make recommendations on exceptions or exemptions that may apply under the terms of the ADA. This may include exemptions related to structures of historic significance, alterations affecting the fundamental nature of a service, activity or program under financial and administrative burden, or structural changes.

Task 5 – Documentation

- 5.1 Prepare a plan summary document that will serve as a resource guide for Client staff.
- 5.2 Fill in the Self-Evaluation and Transition Plan sections evaluated as part of this phase.
- 5.3 Final Self-Evaluation and Transition Plan following review by the Client and relevant community review by a draft plan, the Consultant will incorporate comments and prepare the Final Plan for presentation.

Task 6 – Meetings

- 6.1 Progress meetings. Up to (3) progress meeting with Client staff and the ADA Liaison Committee. We propose meetings to be scheduled based on milestone completions tasks through the estimated project timeline.
- 6.2 Miscellaneous Meetings. Up to (6) teleconference meetings with various project stakeholders as needed.

Task 7 – Staff Training

- 7.1 The Consultant will conduct up to two (2) staff training sessions (up to 8 hours total) in providing accessible programs, activities, and services. The training will include disabilities etiquette, technologies, and procedures that can assist City staff in providing services to people with disabilities as well as the technical information necessary to know where the risk factors are in terms of litigation. Any request to record, videotape, or reproduce any of the training materials with the intent to train outside Accessology's and contractors will be considered additional services.



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Fee and Expenses

The Consultant will perform the services in Tasks 1 – 7 for lump sum fee of \$104,500. All permitting, application, and similar project fees (if applicable) will be paid directly by the Client.

TASK #	DESCRIPTION	FEE
#1	Project Management (6 months)	\$6,400
#2	Project Kick-Off meeting	\$5,400
#3	Evaluation: Parks Facilities	\$74,300

TASK #	DESCRIPTION	FEE
#4	Transition Plan Development	\$4,200
#5	Documentation (Phase 1)	\$4,200
#6	Meetings (9)	\$3,800
#7	Staff Training (8 Hours)	\$6,200
	PROJECT TOTAL	\$104,500

Total Fee \$ 104,500

Lump sum fees will be invoiced monthly based upon the percentage of task completions of services performed. Payment will be due within 25 days of receipt of invoices.

Closure

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute two copies of this Agreement in the spaces provided on the next page, retain one copy, and return the other to us. We will commence services only after we have received a fully executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please contact me directly you have any questions.



ACCESSOLOGY

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Respectfully,

ACCESSOLOGY TOO, LLC

CITY OF MANSFIELD, TX

By:

Signature

Kristi J. Avalos, President/CEO
Accessology Too, LLC

Effective Date